
LLCC Board of Trustees Regular Meeting

May 22, 2024

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Braden Nicoll, Student Trustee

Charlotte Warren, President

**BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526
AGENDA
REGULAR MEETING**

Wednesday, May 22, 2024

5:30 P.M.

Lincoln Land Community College

Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the May 22, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of April 24, 2024
- B. Ratify Payment of All Cash Disbursements for April and the April Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
 - 1. Specific Stop Loss Insurance
- E. Purchasing
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Fire Alarm Contracts
 - 3. LinkedIn Learning Licenses
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Approval of Grant Funded Project – Litchfield Science Lab Renovation
 - 2. Litchfield Science Lab Renovation – Selection of Architectural/Engineering Firm
 - 3. Construction Training Lab Abatement – Contractor Recommendation
 - 4. Truck Driver Training Expansion – Selection of Architectural/Engineering Firm

III. Action Agenda

- A. Policies
 - 1. New Board Policy 1.29 - Community Standards of Conduct
 - 2. Revision of Board Policy 1.28 – Expressive Activity on Campus

- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Beardstown Lease
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Advancement Office
 - 6. Executive Division
 - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for April and the April Treasurer's Report

DATE: May 22, 2024

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during April, 2024, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending April 30, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2024, and ratify the April 30, 2024, Treasurer's Report.

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: May 22, 2024

Name	Meeting	Location	Purpose	Amount
Phillips, Kellee + 14 Players	Outdoor Wisconsin Leadership School	Williams Bay, WI	Athletic Travel	*\$5,719
Pulce-Flynn, Michelle	Student Support Services Proposal Writing Workshop	Philadelphia, PA	Professional Development	\$1,439
Gerton, Lynn	National Alliance of Concurrent Enrollment National Conf.	Orlando, FL	Professional Development	\$2,037
Parton, Rebecca	Instructional Technology Council Leadership Academy and Retreat	Raleigh, NC	Professional Development	\$2,343
Matlock, Derek + 1 Student	SkillsUSA National Leadership & Skills Conf.	Atlanta, GA	Faculty / Student Travel	**\$6,696
Hinton, Corrine	Modern Language Association Summer Leadership Seminar	Minneapolis, MN	Professional Development	\$850
Dineen, Joshua	American Culinary Federation Conf.	Phoenix, AZ	Professional Development	*2,741

**Auxiliary Funds*

***Perkins; Student qualified to compete at National Conference*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Specific Stop-Loss Insurance

DATE: May 22, 2024

As part of our self-funded health insurance program, LLCC purchases specific stop-loss insurance to limit the college’s exposure to high dollar medical claims. Currently, stop-loss insurance reimburses the plan for an insured’s incurred claims in excess of \$100,000. Our current contract with HCC for this coverage will expire on June 30, 2024. To continue providing stop-loss coverage for the college’s self-funded health insurance program, Cottingham & Butler, LLCC’s insurance consultant, sought quotations in the stop-loss marketplace on our behalf. Only two carriers opted to provide quotes: HCC, the incumbent carrier, and Berkley Life & Health.

Carrier	\$100,000 Deductible	\$110,000 Deductible	Laser Exposure
HCC	\$994,827	\$933,319	\$90,000
Berkley	\$1,010,193	\$925,130	\$200,000

The quotes provided are firm and based on 362 currently insured employees with 92 electing dependent or family coverage. The final actual cost may differ based on the number insured at July 1 and the number electing to carry dependent or family coverage. Based on the firm quote, the best overall cost when factoring in higher reimbursement thresholds (laser exposure), establishment in the stop-loss market and administrative continuity, it is my recommendation that we accept the bid from HCC in the amount of \$933,319, increasing the individual deductible to \$110,000 with the exception of one individual who will have a higher reimbursement threshold of an additional \$90,000.

MOTION: Move to ratify the specific stop-loss policy with a liability limit of \$110,000 per insured with a higher reimbursement threshold for one individual for FY2025 proposed by HCC at a projected annual cost of \$933,319.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: May 22, 2024

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Culinary Institute has entered into a contract with the Abraham Lincoln Presidential Library and Museum to provide an Etiquette Course. Approximately 25 people will attend in June at the Library and Museum.

The Culinary Institute has entered into a contract with the Springfield Convention & Visitors Bureau and the Lincoln Home National Historic Site to provide History Cooks demonstrations. Demonstrations will occur on Fridays during summer 2024 at the Springfield Farmers Market and the Lincoln Home National Historic Site.

LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. National Safety Council will use rooms and facilities at the LLCC Jacksonville Campus in March.

The Continuing, Corporate, and Professional Education Department has entered into a contract to provide Safety Training to Precision Tank. The training will be held at the Precision Tank facility in Virginia, IL.

LLCC Jacksonville has entered into a Facilities Usage Agreement with IMEC-Rutland. IMEC-Rutland will use rooms and facilities at the LLCC Jacksonville Campus in May.

The Community Education Department seeks approval to renew their partnership with the Academy of Lifelong Learning for FY2025. LLCC will provide support and sponsorship to the Academy of Lifelong Learning throughout the year.

Lincoln Land Community College seeks approval to enter into the Upward Mobility Program Intergovernmental Agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.

MOTION: Move to approve the agreement with the Academy of Lifelong Learning, and the Intergovernmental Agreement with the State of Illinois.

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fire Alarm Contracts

DATE: May 22, 2024

Johnson Controls/Simplex provides the monitoring and servicing for the majority of our Fire Alarm Systems at the Main Campus as well as the Outreach Centers. The total for renewal and service for these buildings for Fiscal Year 2025 is \$55,954.15.

Budget Impact:

Total Funds Requested:	\$55,954.15
Source of Funds:	Liability, Protection, and Settlement Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the expenditure of \$55,954.15 to Johnson Controls/Simplex for fire alarm system monitoring and servicing.

AGENDA ITEM II.F.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LinkedIn Learning Licenses

DATE: May 22, 2024

LinkedIn Learning is an online platform that offers a wide range of courses and tutorials aimed at professional development. It covers various topics including business, technology, creative skills, and more. Users can access video-based courses taught by industry experts, ranging from beginner to advanced levels. LinkedIn Learning also provides personalized recommendations based on a user's skills, interests, and career goals. Additionally, users can earn certificates upon completing courses, which can be displayed on their LinkedIn profiles to showcase their skills and knowledge. The college began using LinkedIn Learning in 2023 as a resource for individuals who create individual professional development plans. This platform has been a great resource for employees, and we are looking to expand the number of licenses available for those seeking to develop their knowledge and skills. I am recommending that we lock in a per license rate of \$138 for a three-year contract period. If we purchase 100 licenses, it will cost the college \$41,400 over the three-year contract.

MOTION: Move to approve a three-year contract with LinkedIn Learning to provide professional development resources to employees in the amount of \$41,400.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: May 22, 2024

Attached is the current Grant Status Report for LLCC. It includes all grant requests submitted and accepted during the month of May. It also includes a brief description of the purpose for which the funding is, or has been, solicited.

Academic Services seeks ratification for the application for the Taking Back the Trades grant. If awarded, funds will be used to support the MC3 construction program and the Healthcare Entry Level Professional Skills Summer Internship (HELPrS) program which exposes high school students to various career paths in the respective industries and provides a paid internship.

Academic Services is also seeking ratification for the application for the Distance Learning Grant. If awarded, LLCC will equip distance learning classrooms on the main campus, and the outreach centers in Jacksonville, Litchfield, and Taylorville.

LLCC is also partnering with five rural high schools to provide the same technology to them so they can offer concurrent programming at their high schools.

Finally, Adult Education seeks ratification for the Adult Basic Education grant. If awarded, funds will be used to support Adult Education programming, English Language Learning, Bridge, and ICAPS support for students to transition to college, training, and employment opportunities.

MOTION: Move to ratify the grant application for the Taking Back the Trades Grant in the amount of \$389,640, the grant application for the Distance Learning Grant in the amount of \$488,358, and the grant application for Adult Basic Education in the amount of \$1,262,388.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Litchfield Science Lab
Renovation

DATE: May 22, 2024

Tonight, we are asking you to approve a project to renovate the science lab at the Litchfield Outreach Center. The project scope includes renovating L-106, L-107 and L-108 to convert the space to a more functional science lab. The project will include new science lab tables with water and gas, fume hood, prep room, IT, plumbing, electric, new science equipment, lab supplies, etc.

This project is made possible by a grant from the Department of Commerce and Economic Opportunity (DCEO) Energy Transition Community Grant in the amount of \$600,000 to renovate and equip the science lab at the Litchfield Campus. The grant is administered through the Montgomery County Board with LLCC as a Sub-Recipient. As required by DCEO, Montgomery County will monitor activities performed by LLCC, which includes the purchase of material and construction.

In addition to the above grant, Space Configuration funds in the amount of \$103,100 were allocated to this project during the FY24 budget planning process pending receipt of award and determination of the final award amount. The total project budget is \$703,100, \$600,000 DCEO grant and \$103,100 FY24 Space Configuration LLCC funds.

Budget Impact:

Total Funds Requested:	\$103,100
Source of Funds:	Space Configuration
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the Litchfield Science Lab Renovation project at the Litchfield Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield Science Lab Renovation – Selection of Architectural/Engineering Firm

DATE: May 22, 2024

Approval of the Litchfield Science Lab Renovation construction project is included in a separate memo before you tonight. John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for this project. JSA will be working with Berners Schober (mechanical & electrical engineering) to provide design and construction administration for this project. JSA is proposing a fee of \$82,750 to provide architectural and engineering services, which is within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

Total Funds Requested:	\$82,750
Source of Funds:	Space Configuration & DCEO Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to accept the proposal from John Shafer & Associates, Inc. in the amount of \$82,750 to provide design services for the Litchfield Science Lab Renovation project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Training Lab Abatement - Contractor Recommendation

DATE: May 22, 2024

Sealed proposals were requested for abatement services for the Construction Training Lab Project and were received at the Construction Manager’s Office on May 2nd. The lower level of Sangamon Hall South requires asbestos abatement in several areas before construction can begin on the Construction Training Lab.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate Bid #1 (Restrooms)
Kirwan Environmental Management, Inc. Springfield, IL	\$130,000	\$10,000

Several companies were contacted regarding this bid but all (with the exception of Kirwin Environmental Management, Inc.) declined to submit a bid.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, April 11, 2024, edition of the Illinois Times.

The lowest responsive bid is within the combined project budget approved at the August 2023 Board meeting.

Budget Impact:

Total Funds Requested: \$154,000
(\$140,000 Bid Amount + \$14,000 Contingency)

Source of Funds: O & M Restricted Fund

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

How will proposed agenda item be measured?

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the base bid in the amount of \$130,000, Alternate Bid #1 in the amount of \$10,000 from Kirwan Environmental Management, Inc. and to establish a project contingency in the amount of \$14,000, for an aggregate amount of \$154,000 to complete abatement for the Construction Training Lab Project at LLCC's Main Campus.

AGENDA ITEM II.I.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Truck Driver Training Expansion – Selection of
Architectural/Engineering Firm

DATE: May 22, 2024

At the May 24, 2023, Board Meeting the Truck Driver Training Expansion project was approved to expand the truck driver training lot. This project is made possible by the Consolidated Appropriations Act, 2023 (Public Law 117-328 “the FY2023 Act”). These “Community Project Funding” or “CPF” awards are administered by the Department of Housing and Urban Development (HUD). LLCC received \$1,118,000 from this FY2023 Act. We do not need to supplement the project with additional local funds. The project scope includes expansion of the truck driver training lot (behind Workforce) to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program.

Martin Engineering Company (MEC), Springfield, IL has agreed to provide design services for this project. MEC will be working with GHR Engineers and Associates, Inc. (GHR), Champaign, IL (electrical engineering) to provide design and construction administration for this project. MEC will also be providing topographic surveys, stakeout, and testing services for this project. MEC is proposing a fee of \$69,650 for design and construction administration and \$16,445 for survey, stakeout, and testing services for a total fee of \$86,095. These services are within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

Total Funds Requested:	\$86,095
Source of Funds:	HUD CPF Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to accept the proposal from Martin Engineering Company in the amount of \$86,095 to provide design and survey stakeout services for the Truck Driver Training Expansion Project.

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 1.29 – Community Standards of Conduct

DATE: May 22, 2024

The following is a new Board Policy 1.29 – Community Standards of Conduct

Lincoln Land Community College is committed to creating a workplace culture where members of the college community share a commitment to a working and learning environment conducive to collegiality, open inquiry, and the pursuit of knowledge. LLCC strives for members of the campus community to achieve positive performance outcomes and maintain personal health and safety. Harassing, uncivil and/or bullying behaviors conflict with LLCC's mission, vision and values and may result in a disruption to student learning, employee turnover, low productivity, reduced morale, diminished collaboration, and physiological impacts that negatively affect an individual's physical and mental health. This policy is intended to establish community standards for personal conduct to ensure a working and learning environment free from harassing and/or bullying behaviors and a mechanism for addressing behavior that violates college policy.

This is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled June 2024 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 1.28 – Expressive Activity on Campus

DATE: May 22, 2024

The following is a proposed revision to Board Policy 1.28 – Expressive Activity on Campus:

The compact nature of our Lincoln Land Community College campuses necessitates sound control when classes are in session. This proposed addition to Board Policy 1.28 (1) protects academic programs and the conduct of other College business from the intrusion of sound created outside College buildings, and (2) provides the opportunity for the appropriate use of amplification for activities in outdoor areas of the campus for college sponsored activities.

The proposed addition to Board Policy 1.28 reads as follows:

“With the exception of college sponsored events, amplification devices are not allowed in outdoor areas of the campus when classes are in session.”

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled June 2024 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Beardstown Lease
DATE: May 22, 2024

Our lease with Pine Bluff Corporation for the Lincoln Land Community College – Beardstown site expires on June 30, 2024. Mr. Kevin Massie, owner of the building, is willing to continue the lease with modifications that more appropriately fit the need of the College at this location. Highlights of the agreement are as follows:

- A five-year lease agreement commencing July 1, 2024 and ending June 30, 2029 with the option of one, three-year extension.
- A reduction in useable space dedicated to LLCC-Beardstown from 8,400 square feet to 4,600 square feet.
- An initial sixty-month lease cost of \$36,800 based on 4,600 sq. ft. @ \$8.00 per sq. ft.
- LLCC is responsible for the cost of utilities, telecommunications, and custodial services prorated based on the space occupied by LLCC.

MOTION: Approve the lease agreement with Pine Bluff Corporation for 4,600 sq. ft. at Lot 2 in Evergreen Industrial Park, Beardstown, Illinois.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: May 22, 2024

POSITION VACANCIES

Classified

Child Development Assistant (FT)
Enrollment Services Representative (FT)
Program Assistant, Community Education (FT)
Webstore Technician (FT)

Professional

Financial Aid Advisor - 2 (FT)
Instructional Designer - 2 (FT)
Network Administrator (FT)
Recruitment Specialist (FT)
Student Success Coach I (FT)

Administrator

Director, Accessibility Services
Program Director, Medical Laboratory Technician

NEW HIRES

Kaja Carter	Enrollment Services Representative	05/13/2024
Bobbi Lettimore	Administrative Assistant to the Dean, EGHM	05/13/2024
Derek Wheeler	Police Officer	05/06/2024

RETIREMENTS

Brendan Lee	Community Service Officer	08/31/2024
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RESIGNATIONS

Karina Moore	Health Professions Recruiter	05/07/2024
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: May 22, 2024

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY21

Water Infiltration Remediation Main Campus Phase 2

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

PHS Projects – FY22

Sangamon Hall Chiller Repairs and Upgrades

The project is under way. We anticipate completion shortly after chillers are started in the next few weeks.

PHS Projects – FY23

Main Campus Exterior Lighting Upgrade Phase 3

The project is under way.

Door Access & Security Alarm Upgrades

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Sangamon Hall Dust Collection & Gas Safety

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

PHS Projects – FY24

Interior Wayfinding Phase 1

The project is under way. Signage will be replaced in Summer 2024.

Jacksonville Storefront & Exterior Wayfinding

Development of construction documents is underway.

Mechanical Upgrades

The project is under way.

Security Alarm & Secure Access Upgrades Phase 2

Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades

The project is under way.

Small Projects – FY24**Electric Vehicle Charging Stations Phase 1**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Jacksonville & Main Campus Classroom Upgrades

The project is under way.

Main Campus Parking Lots 5 & 7 Improvements

The project is under way.

Deferred Maintenance Capital Project (CDB Managed)**Generators for South Side of Main Campus**

This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Exterior Door Security Upgrades

The project is under way.

Capital Renewal**Renovate and Expand Student Services (CDB Managed)**

The project is under way. Painting, ceiling installation and door/window frame installation has commenced.

Restricted O & M**Construction Training Lab**

The project is under way.

EDA Cares Act Grant**Renovate and Expand Campus Training Facilities**

Construction documents have been submitted to the EDA for review and comment. We anticipate bid results later in Summer 2024.

Restricted Space Configuration Funds

Diesel Lab Renovation

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

HUD Economic Development Grant

Truck Driver Training Expansion

Approval of architect and engineer is before you tonight and development of construction documents will follow immediately.

Excess PHS & Insurance

Baseball Dugout Code Compliance Upgrades

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

DCEO Energy Transition Community Grant

Litchfield Science Lab Renovation

This project was recently awarded (in conjunction with this grant submittal with Montgomery County) to renovate the science lab at the Litchfield Campus. The project scope includes renovating L-106, L-107 and L-108 to convert the space to a more functional science lab. The project will include new science lab tables with water and gas, fume hood, prep room, IT, plumbing, electric, new science equipment, lab supplies, etc.

Approval of both the project and the architect and engineer services is before you tonight under separate memos. Development of construction documents will follow immediately.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024
<ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24 	<ul style="list-style-type: none"> • FY25 Tentative Budget • Board Meeting 7/24/24 	<ul style="list-style-type: none"> • Board Meeting 8/28/24 	<ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/24
OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025
<ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/23/24 	<ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/20/24 	<ul style="list-style-type: none"> • Adopt CY24 Property Tax Levy • Financial Audit Review • Board Meeting 12/16/24 	<ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/22/25
FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025
<ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/26/25 	<ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/26/25 	<ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala • Board Meeting 4/23/25 	<ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/16/25 • Board Meeting 5/28/25

V. Strategic Discussion