
LLCC Board of Trustees Regular Meeting

January 27, 2020

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Aaliyah Kissick, Student Trustee

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Monday, January 27, 2020
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

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- B. Pledge of Allegiance
- C. Adoption of Agenda of the January 27, 2020 Meeting
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- E. Hearing of Citizens

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- A. Approval of Personnel Matters

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I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Monday, December 16, 2019 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Rosenthal presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Kissick, Ms. Raymond and Mr. Rosenthal. Mr. Fulgenzi and Ms. Kissick were absent.

B. Pledge of Allegiance

Chairman Rosenthal asked Mr. Findley to lead the audience in the pledge of allegiance.

C. Adoption of Agenda of the December 16, 2019 Meeting

MOTION NO. 12-16-19-1:

Mr. Findley moved to adopt the agenda of the December 16, 2019 meeting. Mr. Elmore seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

D. Regular Board Meeting Dates from January 2019 through December 2019

In accordance with Section 2.02 of the Open Meetings Act, the LLCC Board of Trustees is required to adopt a schedule of regular meeting dates at the beginning of each calendar year.

MOTION NO. 12-16-19-2:

Mr. Findley moved to approve the schedule of meetings from January 2020 through December 2020 as the fourth Wednesday of each month, with the exception of January, which will be held on January 27, November, which will be held on November 18 and December, which will be held on Monday, December 14. With the exception of any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois. Ms. Raymond seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

II. Consent Agenda

MOTION NO. 12-16-19-3:

Mr. Findley moved to:

- approve the minutes of the regular meeting of November 20, 2019;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during November 2019 and ratify the November 30, 2019 Treasurer's Report;
- ratify out-of-state travel for the attached list of employees;
- approve out-of-state travel for the attached list of employees;
- approve the purchase of 130 computers from Dell at a total cost of \$97,500;
- approve the purchase of an automatic tire changer from the Hunter Engineering dealer, AMTV Equipment Sales, at a total cost of approximately \$27,563;
- approve the purchase of a LUCAS Chest Compression System and a Stryker Power-Pro Cot from Stryker at a total cost of approximately \$36,094;
- approve a purchase order to Kingery Printing for the printing, mailing and delivering of the April 2020 issue of the *Forward* Magazine at the total estimated cost of \$29,603 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2020-11;
- approve a three-year contract for the E2E Advising at a total cost of \$64,500;
- approve a three-year contract with PeopleAdmin for the addition of Performance Management and Position Management modules. Costs year one are \$24,937, year two \$14,162 and year three \$14,587 with the source of funds being corrected to Operational Funds;
- approve the memorandum of understanding with Black Rocket in the amount of \$19,500; move to approve the articulation agreement with Youngstown State University; move to approve the clinical site agreements with Sparc, Heritage Manor-Beardstown and St. Mary's Hospital;
- move to ratify the FY20/21 Innovative Bridge and Transition Program grant in the amount of \$134,766;
- approve the base bid from Evans Construction Company in the amount of \$6,050,000 and to establish a project contingency in the amount of \$302,500, for an aggregate amount of \$6,352,500 to complete the Phase 2 of the Agriculture Classroom and Lab Building Project at the Main Campus and
- accept the proposal from Demonica Kemper Architects in the amount of \$75,135 to provide design services for Phase 1 & 2 of the Main Campus Wayfinding project at the Main Campus.

Dr. Davis seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond, and Mr. Rosenthal. PASSED

E. Introductions and Recognitions - None

F. Hearing of Citizens – None

III. Action Agenda

A. Policies

1. Revisions to Board Policy 1.11 – Alcohol, Tobacco and Other Drugs, Board Policy 5.36 – Student Conduct and Board Policy 8.38 – Testing for the Presence of Drugs and Alcohol

The following are proposed changes to Board Policy 1.11 – Alcohol, Tobacco and Other Drugs, Board Policy 5.36 – Student Conduct and Board Policy 8.38 – Testing for the Presence of Drugs and Alcohol. These proposed changes are recommended in light of the legalization of recreational marijuana effective January 1, 2020. These changes clarify that the use, possession and/or distribution of marijuana on campus is no different than alcohol. Revisions further define the use, possession and/or distribution of alcohol, marijuana and/or any controlled substance in the workplace and under what circumstances drug testing will occur.

Board Policy 1.11 – Alcohol, Tobacco and Other Drugs:

Policy Statement: Smoking and other use of tobacco products (as defined in the Smoke-Free Campus Act, 110 ILCS 64), vaping, and the use of e-cigarettes are prohibited on any College-owned or operated property. Smoking and the use of tobacco products and e-cigarettes are only permissible in a personal vehicle. All smoking material must be extinguished and disposed of inside the vehicle.

In accordance with applicable state and federal laws, rules, and regulations, including the Drug-Free Schools and Communities Act Amendments of 1989 and EDGAR Part 86, the use, possession, and/or distribution of alcohol, marijuana, and/or any controlled substance while on College-owned or controlled property or at College-sponsored activities is prohibited. For the purposes of this policy, the term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding marijuana, used without a valid prescription issued to the user by a licensed healthcare professional.

Notwithstanding the provisions set forth above and in Board Policy 8.38, the possession and/or use of alcohol on College property or at College-sponsored events may be authorized by the President of the College.

Board Policy 5.36 – Student Conduct

Policy Statement: Students at Lincoln Land Community College assume an obligation to conduct themselves in a manner compatible with the mission of the College as an educational institution. Student conduct at the College, or at any college-sponsored activity, shall be governed by federal, state, and local statutes and Board policy. Students are responsible for familiarizing themselves with the student conduct provisions of Board, the College catalog, and the student handbook. Any and all conduct which adversely affects the student’s responsible membership in the college community shall result in the appropriate disciplinary action.

Complaints of intimidation against students by students on the basis of race, sex, age, sexual orientation, handicap, creed, religion, marital status, or national origin should be reported to the Vice President, Student Services.

Board Policy 8.38 – Testing for the Presence of Drugs and Alcohol in the Workplace

Policy Statement: Lincoln Land Community College is committed to providing a safe work environment and to fostering the wellbeing and health of its employees. In an effort to provide an alcohol and drug free workplace and environment, the College prohibits the use, possession and/or distribution of alcohol, marijuana and/or any controlled substance while in the workplace or on call, and further prohibits employee impairment from alcohol, marijuana and/or any controlled substance while in the workplace or on call. For the purposes of this policy, the term “workplace” shall include any building, real property, and parking area under College control, any other area used by an employee while in the performance of College job duties, and any College vehicle (whether leased, rented, or owned by the College). The term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding marijuana, used without a valid prescription issued to the employee by a licensed health care professional. This policy does not prohibit the use of lawful products away from the workplace during non-work hours so long as such use shall not impair employee performance in the workplace.

In order to ensure an alcohol and drug free workplace and environment, the College shall conduct drug testing of its employees in accordance with approved procedure, including pre- employment and reasonable suspicion testing. The College may conduct drug testing via breath, saliva, urine, and/or blood samples. Any employee requested to take a test shall be required to execute a test consent form. Refusal to sign the form, leaving the work area prior to the test, and/or refusal to cooperate in any way with the testing process shall be grounds for disciplinary sanction up to and including termination from employment. The College reserves the right to test for the presence of alcohol, cannabis and/or controlled substances upon reasonable suspicion of impairment. All drug testing shall be conducted by a licensed facility at which a confirmed positive drug test shall be reviewed by a medical review officer and where proper collection, chain of custody and lab procedures are followed. Any testing shall be at the expense of the College and shall be conducted during time for which the employee shall be paid. The employee may be placed on administrative leave with pay while awaiting test results. The College shall provide transportation to and from the testing facility.

Violations of this policy may result in rescission of offer of employment or disciplinary sanction in accordance with Board Policy 8.6.

If an employee’s ability to perform job duties shall be impaired or becomes impaired due to the use of prescription drugs or marijuana or any other reason, then the employee must report such impairment to the Human Resources Office before commencing work or during work hours if impairment occurs during the work shift.

MOTION NO. 12-16-19-4:

Mr. Findley moved to approve revisions to Board Policy 1.11 Alcohol, Tobacco and other Drugs, Board Policy 5.36 – Student Conduct and Board Policy 8.38 – Testing for the Presence of Drugs and Alcohol. Mr. Gates seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

2. New Board Policy 1.27 – Protection of Human Subjects in Research

This proposed new policy will ensure that research conducted at, for, or through Lincoln Land Community College protects the participants and safeguards the College.

Policy Statement: The College will ensure that research conducted at, for, or through Lincoln Land Community College properly protects the rights of research participants and safeguards the College.

MOTION NO. 12-16-19-5:

Mr. Elmore moved to approve new Board Policy 1.27 – Protection of Human Subjects in Research. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

3. Revised Board Policy 6.13 – Employee Travel

The following are proposed changes to Board Policy 6.13 – Employee Travel. The proposed changes stem from the ever-increasing challenge of attending conferences and seminars and being able to find adequate lodging within 150% of the GSA rate. This proposed language gives employees the latitude to stay at the host hotel for a conference, seminar, or professional development at the published lodging rate for the event.

This revised policy 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 January 2020 meeting of the Board.

Policy Statement: Employees are encouraged to attend conferences, seminars, and meetings for the purposes of professional growth and/or providing required or desired representation on behalf of the College.

Employees traveling to business-related conferences, seminars, and meetings or otherwise traveling on behalf of the college shall be reimbursed for expenses in accordance with established procedures, provided that

- *the employee has prior approval of the appropriate supervisory personnel, including the budget manager and executive staff member;*
- *the expenses are for transportation, lodging, meals, meeting costs (e.g. registration fees), and other incidental expenses directly related to attendance at the conference, seminar or meeting;*
- *the mileage is for normal job-related responsibilities.*

Reimbursement of employees travel expenses shall be done in accordance with the Local Government Travel Expense Control Act (Public Act 99-0604) as enacted or amended.

The maximum allowable reimbursement for meals and incidental expenses shall be determined by using the current U.S. General Services Administration (GSA) Per Diem Rates. Recognizing that much of employees travel is to attend conferences, seminars, or other professional development and that the rates charged by host hotels for these events are often significantly higher than the GSA per diem lodging rate, the maximum allowable reimbursement for lodging will be 150% of the GSA per diem lodging rate plus applicable fees and taxes. The maximum allowable reimbursement for travel or transportation expenses will be the actual amount incurred for the most efficient travel option at the lowest cost. Reimbursement for business related mileage driven in a personal vehicle will be at the current rate as determined by the Internal Revenue Service.

Notwithstanding the foregoing and in recognition that much of employee travel is to attend conferences, seminars, or other professional development where rates charged by host hotels may be higher than the GSA per diem lodging rate, the maximum allowable reimbursement rate for any attending employee lodging at a host hotel shall be the actual cost of such lodging.

All requests for reimbursement of travel expenses shall be made using the current Travel Form or Mileage Log in the case of reimbursement for mileage only. Reimbursement of travel expenses which exceed the maximums defined above may be made; however, such reimbursement request will require approval by the President.

B. Academic Services Division Items - None

C. Student Services Division Items - None

D. Administrative Services Division Items

1. Establishment of 2019 Tax Levy

We begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Attached is the resolution to adopt the local property tax levy for 2019. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2020 and FY 2021.

The law provides that the levy include the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 3.75% over CY 18 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2019, exclusive of debt retirement,

includes an “aggregate levy” of 104.14% in excess of the estimated prior year’s extension.

LLCC’s 2018 extension, exclusive of debt service, was \$29,477,450. The levy recommended to you tonight, exclusive of debt service, is \$30,697,095, an increase of 4.14% over the previous year’s extension.

The total levy for debt service includes \$2,864,636 for the retirement of principle and interest for the General Obligation Refunding Bonds, Series 2016 and General Obligation Refunding Bonds, Series 2017 and Alternative Revenue Source General Obligation Bonds, Series, 2019 which represents a 9.03% increase over the previous year’s final extension. The Alternative Revenue Source General Obligations Bonds, Series 2019 will be abated in January 2020.

The total estimated 2019 levy of \$33,561,731, including debt service, represents a 4.5% increase over the 2018 extension of \$32,104,925.

Attached is (1) the formal resolution necessary to establish the 2019 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district’s aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a truth in taxation notice and hearing will not be required for the 2019 tax levy.

MOTION NO. 12-16-19-6:

Mr. Findley moved to approve the establishment of a 2019 tax levy of \$18,305,664 for educational purposes; \$4,745,913 for operations and maintenance purposes; \$5,205,000 for liability, protection and settlement purposes; \$540,000 for social security and Medicare insurance purposes; \$71,500 for audit purposes; \$1,829,018 for protection, health and safety purposes and \$2,864,636 for Bond and Interest purposes for a total of \$33,561,731. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

E. Information Technology Items – None

F. Executive Division Items - None

IV. Information Items

A. Staff Reports

1. Academic Services - None
2. Student Services – None
3. Administrative Services

- a. Construction Progress Update
- 4. Information Technology – None
- 5. Executive Division
 - a. Position Vacancies and Hires

This item has been updated.

- b. Agenda Master Calendar

B. President's Report

LLCC was recognized as a Center for Academic Excellence in Cyber Defense (CAE-2Y) at the 2019 CAE in Cybersecurity Symposium, in Phoenix, Ariz. late last month. Dr. Carmen Allen, professor of computer science, accepted the recognition certificate on behalf of the college. LLCC is one of only four community colleges in Illinois to receive the designation, which recognizes the college's contributions to training skilled workers with cyber defense expertise. It is awarded after meeting rigorous requirements set forth by the National Security Agency and the Department of Homeland Security.

LLCC's Illinois Small Business Development Center has moved from campus to the Capital City Training Center, 130. W. Mason St. The Illinois SBDC provides free professional guidance for individuals wishing to start or grow a business.

LLCC musicians performed twice earlier this month: a free concert in conjunction with the UIS Choir, and the Honors Recital featuring LLCC music majors in end-of-semester performances. Faculty, staff and community members are invited to join students in the LLCC choir.

LLCC fine art students decorated a window for the Old Capitol Holiday Walks window contest in downtown Springfield. You can vote for the students' efforts via a QR code posted in the window. The final holiday walk of the season is this Wednesday evening.

LLCC offices will be closed for winter break starting December 21. Offices will re-open on Monday, January 6.

LLCC woman's basketball team is doing very well. They are currently ranked 4th in the nation and recruitment for woman soccer has begun.

Dr. Warren stated that over 150 applicants applied for the Open Door Workforce Equity Initiative program and about 91 applicants are registered for classes.

C. Report from Faculty Association - None

D. Report from Classified Staff - None

E. Report from Professional Staff - None

F. Report from Facilities Services Council - None

G. Chairman's Report - None

H. Secretary's Report - None

I. Foundation Report

Mr. Gates reported that Ronda Folkerts was recently appointed the new Chair of the LLCC Foundation Board.

J. Other Board Members' Reports

Dr. Davis inquired about the scheduling process and timeframes for advising. Dr. Lesley Frederick, Vice President of Student Services, will follow up on this.

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 12-16-19-7:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters and pending/imminent legal matters. Mr. Gates seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

MOTION NO. 12-16-19-8:

Dr. Davis moved to return to open session at 5:50 p.m. Mr. Findley seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 12-16-19-9:

Mr. Findley moved to approve the attached personnel matters. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 5:59 p.m.

Chairman Rosenthal

Secretary Gates

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: December 16, 2019

Name	Meeting	Location	Date	Account	Amount
Harmon, Bill	Education Hemp College	Indianapolis, IN	December 15-16, 2019	Faculty Development	\$652
Teeter, Rich	Education Hemp College	Indianapolis, IN	December 15-16, 2019	Faculty Development	\$652

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: December 16, 2019

Name	Meeting	Location	Account	Amount
Beckmier, Craig and ABM 150 (Approx. 8 Students)	National Western Stock Show	Denver, CO	Class Trip	\$4,465*
Beckmier, Craig and ABM 150 (Approx. 15 Students)	Dixie National	Jackson, MS	Class Trip	\$1,851*
Beckmier, Craig and ABM 150 (Approx. 15 Students)	Houston Livestock Show and Rodeo	Houston, TX	Class Trip	\$5,359*
Beckmier, Craig and ABM 150 (Approx. 10 Students)	Connors State College Invitational	Muskogee, OK	Class Trip	\$1,651*
Beckmier, Craig and ABM 150 (Approx. 15 Students)	North Central Meat Animal Evaluation	West Lafayette, IN	Class Trip	\$2,282*
Davis, Vicki	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305
Elmore, Ken	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305

Findley, Craig	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305
Fulgenzi, Jeff	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305
Kissick, Aaliyah	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,030
Kruse, Kyla	National Council for Marketing & Public Relations National Conference and Meeting	Orlando, FL	Professional Development	\$2,203
Liesen, Diane	Committee on Accreditation for Education in Neurodiagnostic Technology Board Meeting	Tampa, FL	Paid by Committee on Accreditation for Education in Neurodiagnostic Technology	\$0
Raymond, Samantha	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305
Rosenthal, Wayne	Association of Community College Trustees National Legislative Summit	Washington, DC	Board Travel	\$2,305
Whalen, Lynn	National Council for Marketing & Public Relations National Conference and Meeting	Orlando, FL	Paid by National Council for Marketing & Public Relations	\$0

* Foundation (Kreher Farm Perpetual Charitable Trust)

RESOLUTION ON ESTIMATED TAX LEVY FOR 2019

**LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2019**

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district’s intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2018 was:

Educational Purposes	\$17,644,013
Operations and Maintenance Purposes	4,574,374
Protection, Health and Safety Purposes.....	1,740,566
Auditing Purposes.....	71,467
Tort Immunity Purposes.....	4,932,353
Social Security & Medicare Insurance Purposes.....	514,677
TOTAL	\$29,477,450

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2019 is as follows:

Educational Purposes	\$18,305,664
Operations and Maintenance Purposes	4,745,913
Protection, Health and Safety Purposes.....	1,829,018
Auditing Purposes.....	71,500
Tort Immunity Purposes.....	5,205,000
Social Security & Medicare Insurance Purposes.....	540,000
TOTAL	\$30,697,095

And, that the amount of taxes levied for the year 2019 be allocated 50 percent for FY 2020 and 50 percent for FY 2021.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes extended for the bond and interest purposes for 2018 was \$2,627,475 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2019 is \$2,864,636.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2019 is \$30,697,095.

SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2019 does not exceed 105% of the taxes extended by the district in the year 2018.

SECTION 3: The amount of taxes estimated to be levied for the year 2019 for debt service is \$2,864,636 which is 109.03% of the taxes extended for debt service for 2018.

SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.

SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, does not exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:

Chairman, Board of Trustees

Secretary, Board of Trustees

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

This applies to the tax levy for the year 2019 payable 2020

I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 16, 2019

Presiding officer: _____
Secretary of Board (or) Board Chair

CERTIFICATE OF TAX LEVY

Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois.

We hereby certify that we require:

- the sum of \$18,305,664 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,745,913 to be levied as a tax for operations and maintenance purpose (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 5,205,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$ 540,000 to be levied as a special tax for purposes for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 71,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,829,018 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for _____ purposes, on the taxable property of our community college district for the year 2019.

Signed this 16th day of December, 2019.

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district that have not been paid in full **(three)**.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and Return to Lincoln Land Community College, 5250 Shepherd Road, P O Box 19256, Springfield, IL 62794-9256)

This is to certify that the Certificate of Tax Levy for Community College District No 526 Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2019 was filed in the office of the County Clerk of this county on _____, 2019.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the **General Obligation Refunding Bonds, Series 2016, General Obligation Refunding Bonds, Series 2017 and Alternative Revenue Source General Obligation Bonds, Series 2019 for the year 2019, is \$276,650, \$2,327,950 and \$260,036, respectively.**

Date _____ County Clerk and County

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: December 16, 2019

We recommend the following personnel actions:

ADMINISTRATOR

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Deanna Blackwell	Director, TRIO	Student Support Services	12/20/19
Scott Queener	Director	Student Success	01/15/20

- B. Approve the extension of Ms. Sheridan Lane as the interim Director, Culinary Program and Operations through June 30, 2020. Ms. Lane’s initial interim assignment was approved by the Board of Trustees on June 26, 2019.
- C. Approve the employment of Jeremy Bliss as Director, Budget and Fiscal Services. Mr. Bliss earned a Master of Business Administration from McKendree College. His most recent experience was in financial analysis and reporting at Horace Mann Educators Corporation. He also has seven years of experience in budget and procurement with the State of Illinois. His employment will be effective January 6, 2020.
- D. Approve a 10% interim increase to the base salary of Anne Armbruster, Student Success Coach II who has assumed the Director, TRIO Student Support Services position. This interim assignment will be effective January 6, 2020 and continue through the duration of the current TRIO Student Support Services grant or notification of renewal, whichever comes first.
- E. Approve the employment of Dr. Joel Dykstra as Dean, English and Humanities. Dr. Dykstra earned a Doctorate in Higher Education with a concentration in Community College Leadership from Texas Tech University. Since Fall of 2011, he has been the Associate Dean of Humanities at New Mexico Military Institute. His employment will be effective May 26, 2020 with placement in salary grade O.

- F. Approve the employment, pending successful completion of a criminal background check and drug screen, of Dr. Kimberly Vogt as Dean, Natural and Agricultural Sciences. Dr. Vogt earned a Doctorate in Biological Sciences from Northern Illinois University. Since Fall of 2012, she has been an Associate Professor of Biology at Marian University and has served as the Chair of the Biology Department for the last four years. Her employment will be effective January 6, 2020 with placement in salary grade O.

FACULTY

- A. Approve the full time, one semester temporary appointment of Leslie Catalano as Nursing Instructor. Ms. Catalano has a Masters in Nursing Education from Benedictine University. She is currently an adjunct faculty in the Nursing department at LLCC, as well as a registered nurse at Memorial Medical Center. Her Spring 2020 employment will begin on January 13, 2020 with placement on the 2019-2020 faculty salary schedule.

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: January 27, 2020

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 December, 2019 (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 December 31, 2019.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during December 2019 and ratify the December 31, 2019 Treasurer's Report.

AGENDA ITEM II.C.2**MEMORANDUM****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Approval of Out-of-State Travel**DATE:** January 27, 2020

Name	Meeting	Location	Account	Amount
Butzow, Dean	American Association of Community Colleges Annual Convention	National Harbor, MD	Faculty Development	\$1,466
Cook, Christopher	Salesforce Conference	Indianapolis, IN	Professional Development	\$2,693
Cox, Cody	Association for Institutional Research Forum	New Orleans, LA	Professional Development	\$2,440
Ecklund, Don & Phi Theta Kappa (Approx. 7 Students)	Phi Theta Kappa Honor Society International Convention	Grapevine, TX	Club Trip	\$11,115***
Harmon, Bill and AG Club (Approx. 15 Students)	National Farm Show	Louisville, KY	Club Trip	\$1,025*
Harmon, Bill and AG Club (Approx. 12 Students)	National Professional Agricultural Student Conference	Bloomington, MN	Club Trip	\$16,690*
Henry, Bobette	Association for Institutional Research Forum	New Orleans, LA	Professional Development	\$2,440
Kujawa, Tricia	Association for Institutional Research Forum	New Orleans, LA	Professional Development	\$2,612

Name	Meeting	Location	Account	Amount
Leitner, David	Conference on College Composition and Communication Annual Convention	Milwaukee, WI	Faculty Development	\$1,170
Lindquist, Vern	American Association of Community Colleges Annual Convention	National Harbor, MD	Professional Development	\$1,872
Rhodes, Laurie	National Coalition of Campus Children Centers	Spokane, WA	Professional Development	\$2,029**
Russo, Mary	Iggy's Certified Nurse Educator Camp	Denver, CO	Faculty Allocation	\$1,226
Sexton, Dave	Ellucian Live	Orlando, FL	Professional Development	\$2,692
Shaw, Bailey	Conference on College Composition and Communication	Milwaukee, WI	Faculty Development	\$1,014
Sisk, Karen	Conference on College Composition and Communication	Milwaukee, WI	Faculty Development	\$1,014
Swafford, Cara	Southwest Popular/American Culture Association Conference	Albuquerque, NM	Faculty Chair Allocation	\$1,508
Tweryon, Bryan	International Association of Campus Law Enforcement Administrators Executive Development Institute	Reno, NV	Professional Development	\$2,425
Voyles, Heather	2020 National Association of Clergy Compliance Officers and Professional C4 Summit	Arlington, TX	Professional Development	\$595

* Foundation (Kreher Farm Perpetual Charitable Trust) \$225 & Club Funds \$800

* Foundation (Kreher Farm Perpetual Charitable Trust) \$3,000 & Club Funds \$13,690

**Childcare Access Means Parents in School Grant

***Club Funds \$9,345 & PTK Fund-Foundation \$1,770

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: AEFIS (Assessment, Evaluation, Feedback and Intervention System) Software

DATE: January 27, 2020

Board approval is requested for the annual support and maintenance of AEFIS software, a cloud-based, SaaS assessment and continuous improvement system. The AEFIS system will help the institution come into full compliance with HLC standards and drive quality improvements in the delivery of student outcomes at the course and program level. Initial hosting and setup fees, after negotiations with AEFIS, were eliminated in recognition of the value AEFIS will garner from the relationship with LLCC, saving the institution 17% overall.

Budget Impact:

Total Funds Requested: \$29,767.50
Source of Funds: Operating Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

The AEFIS system will help faculty and deans track student achievement of learning outcomes and assess curricular changes designed to improve those outcomes.

How will proposed agenda item be measured?

Successful implementation of this system will ultimately be measured by successfully meeting HLC requirements for assessment as outlined in our systems portfolio.

MOTION: Move to approve the annual support and maintenance of the AEFIS software in the amount of \$29,767.50.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: January 27, 2020

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

The Culinary Institute entered into a contract with Floyd Dental to hold a hands-on Christmas cookie baking class. Floyd Dental employees attended the class in December.

Applied and Emerging Technologies entered into a contract with FEMA to provide Forklift Training Certification. Eight FEMA employees were trained in December

The Capital City Training Center seeks ratification for the submission of a Request for Proposal with the Illinois House of Representatives for Supervisory Training Courses for approximately thirty employees.

Applied and Emerging Technologies seeks ratification to enter into an agreement with the Association of Illinois Electric Cooperatives. The agreement allows the AIEC to provide instruction for the Electrical Distribution Lineman Program at LLCC.

MOTION: Move to ratify the Request for Proposal with the Illinois House of Representatives in the amount of \$36,000 and ratify the agreement with the Association of Illinois Electric Cooperatives.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items as informational</i>					
Floyd Dental Baking Class	The Culinary Institute entered into a contract with Floyd Dental to hold a hands-on Christmas cookie baking class. Floyd Dental employees attended the class in December.	Floyd Dental	Culinary Institute	\$580	December 13, 2019
FEMA Forklift Certification Training	Applied and Emerging Technologies entered into a contract with FEMA to provide Forklift Training Certification. Eight FEMA employees were trained in Springfield.	FEMA	Applied and Emerging Technologies	\$1,200	December 17, 2019
<i>Items for ratification</i>					
Request for Proposal with the Illinois House of Representatives	The Capital City Training Center seeks ratification for the submission of a Request for Proposal with the Illinois House of Representatives for Supervisory Training Courses for approximately thirty employees.	Illinois House of Representatives	Capital City Training Center	\$36,000	January 1, 2020 through June 30, 2020
			TOTALS	\$37,780	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Cooperative Agreement with the Association of Illinois Electric Cooperatives	Applied and Emerging Technologies seeks ratification to enter into an agreement with the Association of Illinois Electric Cooperatives. The agreement allows the AIEC to provide instruction for the Electrical Distribution Lineman Program at LLCC.	Association of Illinois Electric Cooperatives	Applied and Emerging Technologies/ Electrical Distribution Lineman	January 13, 2020 through January 1, 2021

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: January 27, 2020

Attached is the current Grant Status Report. It includes all grant requests submitted and accepted during the month of January. 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 Apprenticeship Expansion Program Grant. If awarded, the funds would allow the college to expand current apprenticeship programs throughout our district.

Student Services seeks approval for the application for the continuation of the Student Support Services TRIO Grant. If renewed, the funds will continue to support students and target first-generation, first-time college students at LLCC.

MOTION: Move to ratify the Apprenticeship Expansion Grant in the amount of \$274,917 and approve the Student Support Services TRIO Grant in the amount of \$1,210,680.

GRANT SUMMARY
January 2020

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
<i>Grants in excess of \$10,000</i>							
Apprenticeship Expansion Grant	Academic Services seeks ratification for the application for the Apprenticeship Expansion Program Grant. If awarded, the funds would allow the college to expand current apprenticeship programs throughout our district.	Illinois Department of Commerce and Economic Opportunity	Academic Services	\$274,917	\$0	Yes	April 1, 2020 through June 30, 2021
Student Support Services TRIO Grant	Student Services seeks approval for the application for the continuation of the Student Support Services TRIO Grant. If renewed, the funds will continue to support students and target first-generation, first-time college students at LLCC.	US Department of Education	Student Services	\$1,210,680	\$0	No	Sept. 1, 2020 through August 31, 2025
TOTAL				\$1,485,597	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: CMS Lease at Capital City Training Center
DATE: January 27, 2020

Central Management Services leases space in the Capital City Training Center and operates their testing center at this location. The current lease is for a period of five years and expired on December 31, 2019. We have been engaged in discussions regarding renewal of this lease and have reached an agreement. The terms of the lease are:

Square Footage Leased: 7,285
Rate per Square Foot: \$12.75 for the period of 3/1/20-2/28/25
Total Yearly Income: \$92,883.75 for the period of 3/1/20-2/28/25
Term of Lease: 3/1/20-2/28/25
Utilities: Included
Custodial Services: Included

The prior lease included improvements to the space that Lincoln Land did not implement due to the State’s budget crisis and the impact that had on the timeliness of payments. These site improvements are not included in the new lease agreement, but we were able to maintain the same rate per square foot despite not including any improvements. We agreed to revisit the rate per square foot should the State of Illinois want the College to pursue the site improvements during the time period of this agreement.

I recommend approval of the lease as requested.

MOTION: Move to approve the 5 year lease as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Foundation Farm Lease Extension

DATE: January 27, 2020

The LLCC Foundation Board of Directors wishes to extend the farm leases for three years (March 1, 2020 – February 28, 2023) with Jems Family Farm, Inc. for the Springfield land and Terry Entwistle for Petersburg land. Both tenants have been professional partners and ensured the integrity of the land.

The rate per acre for the Springfield farmland is \$310 and \$138.23 for the Petersburg farmland.

MOTION: Move to extend the LLCC Foundation Farm Lease with Jems Family Farm, Inc. for a three-year period at a cash rent of \$310 per acre with the terms and conditions of the farm lease agreement and move to extend the LLCC Foundation Farm Lease with Terry Entwistle for a three-year period at a cash rent of \$138.23 per acre with the terms and conditions of the farm lease agreement.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Engineering Firm for ADA Sidewalk Repairs at Main Campus, Litchfield and Taylorville

DATE: January 27, 2020

At the October 2019 Board Meeting this PHS project was approved to complete sidewalk repairs at the Main Campus, Litchfield and Taylorville.

Martin Engineering Company, Springfield, IL, assisted in the completion of the ADA study completed in 2019. They have agreed to provide services for this project in the amount of \$48,000. This is within our project budget.

Budget Impact:

Total Funds Requested: \$48,000
Source of Funds: Protection, Health and Safety
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 \$48,000 to provide design services for the ADA Sidewalk Repairs at Main Campus, Litchfield and Taylorville project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: CCTC RTU Replacement 1, 2, 3, 4, 8 – Change Orders

DATE: January 27, 2020

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

Therefore, in keeping with the policies of the Board of Trustees, the following change orders are submitted for ratification.

RFP/CO#	Description	Cost
	Substitution of roof deck supports (CREDIT)	(\$10,566)
M-001	Add vibration isolation to RTU 8	\$4,478
	Total:	(\$6,088)
Amount of project contingency:		\$29,000
Less previously approved change orders:		\$0
Change order(s) presented for ratification:		(\$6,088)
Less other consultant fees/permits to date:		\$0
Amount of contingency remaining:		\$35,088

Budget Impact:

Total Funds Requested: (\$6,088)
 Source of Funds: Protection, Health and Safety
 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 ratify the above listed change orders in the amount of (\$6,088) for the CCTC RTU Replacement 1, 2, 3, 4, 8 Project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield & Jacksonville Solar Panel Installation – Change Orders

DATE: January 27, 2020

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

Therefore, in keeping with the policies of the Board of Trustees, the following change orders are submitted for ratification.

RFP/CO#	Description	Cost
G-001	Cost increase of material due to delay of REC credit award and contract release.	\$21,867.68
G-002	Breaker substitution due to space limitations.	\$705.25
	Total:	\$22,572.93
Amount of project contingency:		\$50,551.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$22,572.93
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$27,978.07

Budget Impact:

Total Funds Requested: \$22,572.93
 Source of Funds: Infrastructure
 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 ratify the above listed change orders in the amount of \$22,572.93 for the Litchfield & Jacksonville Solar Panel Installation Project as presented.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revised Board Policy 6.13 – Employee Travel

DATE: January 27, 2020

The following are proposed changes to Board Policy 6.13 – Employee Travel. The proposed changes stem from the ever-increasing challenge of attending conferences and seminars and being able to find adequate lodging within 150% of the GSA rate. This proposed language gives employees the latitude to stay at the host hotel for a conference, seminar, or professional development at the published lodging rate for the event.

This new policy was presented last month for a first reading and is submitted for Board approval this evening.

MOTION: Move to approve the changes to Board Policy 6.13 – Employee Travel.

Lincoln Land	Subject:	Employee Travel
Community College	Policy Number:	6.13
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	12/12/16
	Last Revised:	12/12/16
	Effective Date:	3/1/17
BOARD POLICY	Old Policy Number:	4.1.12

Policy Statement: Employees are encouraged to attend conferences, seminars, and meetings for the purposes of professional growth and/or providing required or desired representation on behalf of the College.

Employees traveling to business-related conferences, seminars, and meetings or otherwise traveling on behalf of the college shall be reimbursed for expenses in accordance with established procedures, provided that

- the employee has prior approval of the appropriate supervisory personnel, including the budget manager and executive staff member;
- the expenses are for transportation, lodging, meals, meeting costs (e.g. registration fees), and other incidental expenses directly related to attendance at the conference, seminar or meeting;
- the mileage is for normal job-related responsibilities.

Reimbursement of employees travel expenses shall be done in accordance with the Local Government Travel Expense Control Act (Public Act 99-0604) as enacted or amended.

The maximum allowable reimbursement for meals and incidental expenses shall be determined by using the current U.S. General Services Administration (GSA) Per Diem Rates. ~~Recognizing that much of employees travel is to attend conferences, seminars, or other professional development and that the rates charged by host hotels for these events are often significantly higher than the GSA per diem lodging rate,~~ The maximum allowable reimbursement for lodging will be 150% of the GSA per diem lodging rate plus applicable fees and taxes. The maximum allowable reimbursement for travel or transportation expenses will be the actual amount incurred for the most efficient travel option at the lowest cost. Reimbursement for business related mileage driven in a personal vehicle will be at the current rate as determined by the Internal Revenue Service.

Notwithstanding the foregoing and in recognition that much of employee travel is to attend conferences, seminars, or other professional development where rates charged by host hotels may be higher than the GSA per diem lodging rate, the maximum allowable reimbursement rate for any attending employee lodging at a host hotel shall be the actual cost of such lodging.

All requests for reimbursement of travel expenses shall be made using the current Travel Form or Mileage Log in the case of reimbursement for mileage only. Reimbursement of travel expenses which exceed the maximums defined above may be made; however, such reimbursement request will require approval by the President.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Abatement Resolution of Series 2019 Bond Tax Levy

DATE: January 27, 2020

Per the bond agreement for the Lincoln Land Community College District No. 526 General Obligation Bonds (Alternative Revenue Source), Series 2019 it is stated that each year the tax levy will be abated. The revenue to fund these bonds will be paid from the Kreher Trust account through the LLCC Foundation. At this time, the college has received the funds from the LLCC Foundation.

MOTION: Move to approve the resolution abating the 2019 tax levy for the Series 2019 Bond for Lincoln Land Community College.

RESOLUTION ABATING THE 2019 TAX LEVY FOR THE LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019

WHEREAS, Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District") issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted February 27, 2019 (the "Bond Resolution") by the Board of Trustees of the District (the "Board"); and

WHEREAS, the Bond Resolution has a 2019 tax levy collectable in 2020 to pay principal and interest coming due on the Bonds (the "Tax Levy"), and provides that the District may abate the Tax Levy if the District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund; and

WHEREAS, the Board finds that the Bond Fund does now contain funds irrevocably on deposit in the amount of the Tax Levy with which the District will pay principal and interest on the Bonds next coming due.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526), SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Incorporation of Preambles. The Board finds that the recitals contained in the preambles to this Resolution are true and correct and does incorporate such recitals into this Resolution by this reference.

Section 2. Determination to Abate Tax Levy. The Board elects to abate the Tax Levy and authorizes and directs the Treasurer of the District to file all such documents and certificates with the County Clerks of the counties in which the District is located directing the County Clerks to abate the Tax Levy.

Adopted: _____

Chairman

ATTEST:

Secretary

**CERTIFICATE OF ABATEMENT OF THE 2019 TAX LEVY
FOR THE LINCOLN LAND COMMUNITY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL
OBLIGATION BONDS (ALTERNATE REVENUE
SOURCE), SERIES 2019**

TO THE COUNTY CLERKS OF THE COUNTIES OF SANGAMON, BOND, CASS, CHRISTIAN, DEWITT, FAYETTE, GREEN, LOGAN, MACON, MACOUPIN, MASON, MENARD, MONTGOMERY, MORGAN AND SCOTT, ILLINOIS:

I, Bryan Gleckler, certify that I am the duly qualified and acting Treasurer of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District"), having been directed and authorized by the Board of Trustees of the District (the "Board") to prepare and file this Certificate of Abatement, do hereby direct you as follows:

1. The District has issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted by the Board on February 27, 2019 (the "Bond Resolution").

2. Section 10 of the Bond Resolution contains a 2019 tax levy collectable in 2020 to pay principal and interest coming due on the Bonds (the "Tax Levy").

3. The District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund created by the Bond Resolution and the District has elected to abate the Tax Levy.

4. You are hereby notified and directed to abate the Tax Levy for the 2019 tax year collectable in 2020.

IN WITNESS HEREOF, I affix my official signature this _____, 2020.

Treasurer

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: January 27, 2020

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway, projects that have formal plans and available funding but are not yet underway, and projects that have been requested for state funding but have no formal plans or available funding. 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 – FY19

CCTC RTU Replacement 1, 2, 3, 4, 8

The project is substantially complete.

Litchfield Arts & Technology AHU Replacement

The project is substantially complete.

Litchfield & Taylorville Exterior Lighting Upgrades

The project is substantially complete.

Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

The project is underway.

PHS Projects FY20

ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville

Development of construction documents is underway.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

Development of construction documents is underway.

Logan Hall RTU 1 & 2 Replacement

Development of construction documents is underway.

Main Campus Wayfinding

Development of construction documents is underway.

Sidewalk Lighting – Entrance & Boulevards Main Campus

Development of construction documents is underway.

Water Infiltration Remediation Main Campus

Development of construction documents is underway.

Workforce Careers Center Emergency Boilers Replacement

The project is substantially complete.

Infrastructure

Litchfield & Jacksonville Solar Panel Installation

The project is complete.

Sangamon Hall 2nd Floor Hallway Flooring Replacement

The project is substantially complete.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

The Capital Development Board is prepared to enter into a contract with Benton & Associates, Inc. Project bidding and scheduling is dependent on Capital Development Board.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 1 – Site & Utility: The project is underway.

Phase 2 – Building: The project is underway.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of December 18, 2019

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLCC Budget Approved / Estimated	Sum of Original Contract Amount	Sum of Change Orders	Sum of Adjusted Contract Amount	Sum of Retainage	Sum of Payments To Date	Sum of Contract Balance Remaining	Sum of Contract % Remaining
FY2019 PHS	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458	355,469		355,469		288,874	66,594	18.73%
	70966	Litchfield Arts & Technology AHU Replacement	L	425,920	316,678		316,678		181,043	135,635	42.83%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	163,467		163,467		127,709	35,758	21.87%
FY2019 PHS Total				1,021,160	835,614		835,614		597,626	237,988	28.48%
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	16,569		16,569		14,704	1,865	11.26%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	29,896		29,896		25,910	3,987	13.33%
	70973	Signage & Wayfinding Phase 1	L	425,583	75,325		75,325		190	75,135	99.75%
	70977	ADA Sidewalk Repairs- Main Campus, Litchfield, Taylorville	L	423,435	-		-		-	-	0.00%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	-		-		-	-	0.00%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	550		550		550	-	0.00%
FY2020 PHS Total				2,280,190	122,340		122,340		41,354	80,987	66.20%
PHS Fund Balance	70968	SGMN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	129,819		129,819		12,724	117,095	90.20%
	70970	Taylorville Restroom Heating	L	7,000	-		-		-	-	0.00%
	70971	SGMN & MNRD VAV System	L	36,587	-		-		-	-	0.00%
	70972	Campus Utility Survey	L	15,000	-		-		-	-	0.00%
	70975	Workforce Career Center Boiler Replacements	L	191,884	181,236		181,236		16,790	164,446	90.74%
	70976	Cass Gym Brick Repairs	L	17,157	15,565		15,565		15,565	-	0.00%
PHS Fund Balance Total				368,696	326,620		326,620		45,079	281,541	86.20%
Capital Development Board / Infrastructure	73918	Main Campus & Taylorville Parking Lot Repairs	S,L	800,000	754,125		754,125		105,288	859,413	9.47%
Capital Development Board / Infrastructure Total				800,000	754,125		754,125		105,288	859,413	9.47%
Capital Development Board / PHS Fund Balance	70974	Generators- South Side Main Campus	S, L	800,000	26,905		26,905			26,905	100.00%
Capital Development Board / PHS Fund Balance Total				800,000	26,905		26,905			26,905	100.00%
Infrastructure	73917	Litchfield & Jacksonville Solar Panel Installation	L	676,500	658,891		658,891		553,916	104,976	15.93%
	73919	Sangamon 2nd Floor Corridor Flooring	L	78,800	74,896		74,896		293	74,603	99.61%
Infrastructure Total				755,300	733,788		733,788		554,209	179,579	24.47%
ICCB Capital Budget Request	NEW	Student Services Renovation	S,L	5,400,000	-		-		-	-	0.00%
	NEW	Sangamon Hall Renovations	S,L	3,315,000	-		-		-	-	0.00%
	NEW	Deferred Maintenance	S,L	335,000	-		-		-	-	0.00%
ICCB Capital Budget Request Total				9,050,000	-		-		-	-	0.00%
Funding Bonds	77919	Agriculture Classroom & Lab Building	L	7,460,904	8,021,665		8,021,665		644,144	7,377,521	91.97%
Funding Bonds Total				7,460,904	8,021,665		8,021,665		644,144	7,377,521	91.97%
Grand Total				22,536,250	10,821,056		10,821,056		2,660,396	8,265,948	75.65%

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: January 27, 2020

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the second quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

QUARTERLY BUDGET TRANSFER REPORT December 31, 2019

EDUCATIONAL FUND

Budget	\$41,194,414
Transfers	\$47,329
Percentage	.11%

O&M FUND

Budget	\$5,435,536
Transfers	\$30,940
Percentage	.57%

OTHER FUNDS

Budget	\$21,459,579
Transfers	\$20,600
Percentage	.10%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$46,629,950
Adjusted Revenues	\$46,629,950
Additional Funds Available	\$0

Expenditures

Original Budget	\$46,629,950
Adjusted Expenditures	\$46,629,950
Additional Expenditures	\$0

Net Change	\$0
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: January 27, 2020

POSITION VACANCIES

Classified

Education Services Representative – Taylorville (PT)
Building Custodian (FT)
Administrative Assistant to the Dean, Health Professions (FT)

Professional

Nursing Skills Lab Professional (PT)
Admissions Specialist (FT)

Administrator

Dean, Arts and Communication (FT)

Faculty

Air Conditioning, Refrigeration and Heating Instructor (FT)
Economics Instructor (FT)
Psychology Instructor (FT)

HIRES

Caitlin Perry	Program Assistant, Community Education (FT)	01/06/20
Katrina Quattlander	Library Access Services Assistant (PT)	01/10/20
William Whitener	Police Officer (FT)	01/13/20
Douglas Usher	Truck Driver Training Specialist (FT)	02/03/20

Resignations

Tim Roth	Building Custodian (FT)	01/02/20
Tavis Lawson	Library Access Services Assistant (PT)	12/20/19
Wayne Dunwoody	Building Custodian (FT)	01/23/20

Domonique Acres	Program Assistant, Health Professions (PT)	01/28/20
Alexander Barnes	Police Officer (FT)	01/31/20
Sean Edmondson	Bookstore Stockroom Technician (FT)	01/31/20

Transfers

Tamie Penning	Information Technology Specialist (FT)	01/16/20
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AGENDA MASTER CALENDAR

<p style="text-align: center;">FEBRUARY 2020</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/26/20 	<p style="text-align: center;">MARCH 2020</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/20 	<p style="text-align: center;">APRIL 2020</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/22/20 	<p style="text-align: center;">MAY 2020</p> <ul style="list-style-type: none"> • LLCC Foundation Gala 5/2/20 • Student Recognition Ceremony • Employee Recognition Ceremony • Commencement 5/15/20 • Board Meeting 5/27/20
<p style="text-align: center;">JUNE 2020</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/24/20 	<p style="text-align: center;">JULY 2020</p> <ul style="list-style-type: none"> • FY21 Tentative Budget • Board Meeting 7/22/20 	<p style="text-align: center;">AUGUST 2020</p> <ul style="list-style-type: none"> • Board Meeting 8/26/20 	<p style="text-align: center;">SEPTEMBER 2020</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/23/20
<p style="text-align: center;">OCTOBER 2020</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/28/20 	<p style="text-align: center;">NOVEMBER 2020</p> <ul style="list-style-type: none"> • Board Meeting 11/18/20 	<p style="text-align: center;">DECEMBER 2020</p> <ul style="list-style-type: none"> • Adopt CY20 Property Tax Levy • Board Meeting 12/14/20 	<p style="text-align: center;">JANUARY 2021</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/27/21

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Pearson Master Teacher Presentation

DATE: January 27, 2020

At the Fall 2019 Professional Development Day, Jennifer O'Malley, Professor of Biology and 2019 Pearson Master Teacher, gave a brief presentation to full-time and adjunct faculty members. She will share with the Board the story of how she became a teacher, along with the lessons she learned on her journey toward a career in education.