
LLCC Board of Trustees Regular Meeting

February 26, 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**

Wednesday, February 26, 2020
5:15 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 February 26, 2020 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

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- B. President’s Report
- C. Report from Faculty Senate
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- A. Personnel Matters
- B. Review of Executive Session Minutes/Recordings
- C. Faculty Tenure and Continuing Employment
- D. Approval of Faculty Positions
- E. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval and Release of Executive Session Minutes and Approval of Recording Matters
- C. Approval of Faculty Tenure and Continuing Employment
- D. Approval of Faculty Positions

VIII. Adjournment

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, January 27, 2020 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. Fulgenzi, Mr. Gates, Ms. Kissick and Mr. Rosenthal. Ms. Raymond was 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 January 27, 2020 Meeting

MOTION NO. 01-27-20-1:

Mr. Findley moved to adopt the agenda of the January 27, 2020 meeting. Mr. Elmore seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 01-27-20-2:

Mr. Elmore moved to:

- approve the minutes of the regular meeting of December 16, 2019;
- 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;
- approve out-of-state travel for the attached list of employees;
- approve the annual support and maintenance of the AEFIS software in the amount of \$29,767.50;
- 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;
- 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;
- approve the Capital City Training Center 5 year lease as presented;
- 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;
- 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;
- 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
- and ratify the listed change orders in the amount of \$22,572.93 for the Litchfield & Jacksonville Solar Panel Installation Project as presented.

Mr. Fulgenzi seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

III. Action Agenda

A. Policies

1. 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.

These proposed policy changes were presented last month for a first reading and are submitted for Board approval this evening.

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.

MOTION NO. 01-27-20-3:

Mr. Gates moved to approve the changes to board Policy 6.13 – Employee Travel. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items - None

D. Administrative Services Division Items

1. Abatement Resolution of Series 2019 Bond Tax Levy

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 NO. 01-27-20-4:

Mr. Elmore moved to approve the resolution abating the 2019 tax levy for the Series 2019 Bond for Lincoln Land Community College. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) 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
- b. Monthly Financial Report
- c. Quarterly Budget Transfer Report

The transfer report reflects 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.

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

This item has been updated.

- b. Review of Agenda Master Calendar

B. President's Report

We are preparing for a press conference Monday, Feb. 3 to announce a new partnership with Memorial Health System to address a vital community need. The press conference begins at 10:30 a.m. at the Trutter Center.

Bill Harmon, Agriculture Program Director, accepted the award for Outstanding Postsecondary Agriculture Program from the National Association of Agricultural Educators at its annual convention in California. The award honors LLCC as the outstanding agriculture program from the Midwest region, one of six regional awards nationwide.

LLCC has hired Dalton McGhiey as its first e-sports head coach. He also coaches the District 186 Springfield Capitols e-sports team. He is busy preparing and recruiting for our first team, which will begin play in the fall. We are excited to be on the cutting edge of this new team sport for community college students. The NJCAA recently sanctioned e-sports.

The James S. Murray Gallery is hosting the exhibit "A Year in the Life of Chris Britt" through Feb. 14, featuring Britt's editorial cartoons.

LLCC students, faculty and staff are invited to submit ideas for five road names on the Springfield campus, including the road by the west prairie, road running north from Workforce Careers Center, road east of Trutter, road in front of construction site for new Kreher Ag Center, and road south of grassy area between Cass Gym and Menard Hall.

Dr. Warren stated that curriculum is being developed for a new Sonography program and Memorial Hospital has donated equipment for this. There is an immediate need in the community and this program would be a career ladder for radiography students.

Dr. Warren, Dr. Vern Lindquist, Vice President of Academic Services, Dr. Jason Dockter, Assistant Vice President of Academic Services and Nancy Sweet, Dean of Applied and Emerging Technologies, attended the American Association of Community Colleges Workforce Development Institute. They were able to talk with federal agencies to anticipate future workforce needs and we are looking at rebranding our workforce area.

Dr. Warren informed the board that the recent challenges with finding a dual credit instructor for one of our high schools had been resolved.

C. Report from Faculty Senate - None

D. Report from Faculty Association

Mark Roehrs, Professor of History and new Faculty Association President, reported on faculty professional activities. Matt Schownir, Assistant Professor of History, published an article from his dissertation. Dave Cox, Professor of Biology, is currently contributing to his 15th college level biology textbook. Christie Hovey, Professor of Computer Applications, finished up her four-year term on the Illinois Business Education Association (IBEA) executive board as outgoing past president at the November 2019 Annual Fall Conference held in Springfield. Thom Whalen, Leslie Stalter and Laura Anderson, Professors of Art, have artwork featured at the Buchanan Center for the Arts in Monmouth.

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report - None

I. Secretary's Report - None

J. Foundation Report - None

K. Other Board Members' Reports - None

V. Strategic Discussion

A. Pearson Master Teacher Presentation

Jennifer O'Malley, Professor of Biology and 2019 Pearson Master Teacher, shared 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.

VI. Executive Session

MOTION NO. 01-27-20-5:

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

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

MOTION NO. 01-27-20-6:

Mr. Findley moved to return to open session at 6:31 p.m. Dr. Davis seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 01-27-20-7:

Mr. Gates moved to approve the attached personnel matters. Mr. Findley seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory) and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:32 p.m.

Chairman Rosenthal

Secretary Gates

AGENDA ITEM II.A

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

**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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: January 27, 2020

We recommend the following personnel actions:

ADMINISTRATOR

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Lyn Buerkett	Director	Adult Ed. & Literacy	4/30/20

FACULTY

A. Approve the employment of Mr. Kirn Wildhaber as Air Conditioning, Refrigeration and Heating Instructor. Mr. Wildhaber earned a Bachelor in Business Administration from Southern Illinois University, Edwardsville and an Associate in Applied Science for Heating, Ventilation, Air Conditioning and Refrigeration from Ferris State University. His employment will be effective February 13, 2020, and placement will be on Bachelors column, Step 12 of the 2019-2020 faculty salary schedule.

PART-TIME STAFFING
On & Off Campus
2020 Spring Semester

Adjunct Name	Class Section	Class Section Title
Ackerman, George	BUS-125-04	Entrepreneurship
Adams, Melissa	ADN-120-01	Nursing II
Akers, Jay	WEL-101-02	Shielded Metal Arc Welding I
Al-Basha, Sam	MAT-081-06	Developmental Arithmetic I
Al-Basha, Sam	MAT-081-07	Developmental Arithmetic I
Al-Basha, Sam	MAT-087-05	Prep Math for Gen Ed Math I
Al-Basha, Sam	MAT-097-05	Prep Math for Gen Ed Math II
Alexander, Kimberly	CSS-100-06	College Success Skills

Alexander, Kimberly	CSS-100-07	College Success Skills
Allen, Jason	BIO-101-03	General Biology
Allen, Jason	BIO-101-02	General Biology
Armour, Gary	BIO-220-07	Microbiology
Armour, Gary	BIO-220-03	Microbiology
Avendano, Lisa	EGL-099-01	Basic Writing Skills
Avendano, Lisa	WRI-001-02	Writing Center
Badgley, Lori	RCP-259-01	Clinical Practice V
Badgley, Lori	RCP-120-01	Mechanical Ventilation
Badgley, Lori	RCP-129-01	Clinical Practice II
Badgley, Lori	RCP-250-01	Respiratory Care Capstone
Baker, Nikki	CMN-101-26	Public Speaking Fundamentals
Baker, Nikki	CMN-101-27	Public Speaking Fundamentals
Baker, Nikki	CMN-101-35	Public Speaking Fundamentals
Bantner-Dunn, Paula	EMS-101-01	Emergency Medical Technician
Bantner-Dunn, Paula	EMS-101-01	Emergency Medical Technician
Bantner-Dunn, Paula	EMS-101-01	Emergency Medical Technician
Barry, Chris	FYE-101-03	First-Year Experience
Barton, Abbi	CAS-121-06	Computer Applications and Concepts
Behl, Melissa	OTA-105-01	Kinesiology
Behl, Melissa	OTA-201-01	Physical Interventions
Behl, Melissa	OTA-200-01	Occ Therapy Asst Clinical Skills
Behl, Melissa	OTA-102-01	Therapeutic Media
Borczon, John	EGL-102-32	Composition II
Borczon, John	EGL-102-33	Composition II
Borczon, John	EGL-100-15	Intro to Comp with EGL 101 28
Borczon, John	EGL-101-28	Composition I with EGL 100 15
Boyer, Tyler	PHI-210-02	World Religions
Brake, Christine	MCS-223-01	CPT Coding II
Brake, Christine	MCS-229-01	ICD-10-Coding II
Brennan, Julie	CTC-123-01	Microsoft Windows Operating System
Brennan, Julie	CNC-244-01	Cybersecurity
Broadway, James	PSY-101-17	Introduction to Psychology
Broadway, James	PSY-101-05	Introduction to Psychology
Brockmeyer, Cory	ARH-101-02	Basic Refrigeration
Broderick, Victor	PSY-220-04	Human Development
Brown, Linda	CAS-121-04	Computer Applications and Concepts
Campbell, Laura	ANT-101-01	Introduction to Anthropology
Campbell, Laura	ANT-101-02	Introduction to Anthropology
Cecil, Joyce	NAS-101-12	Basic Nurse Assistant
Chernowsky, Amy	CSS-100-05	College Success Skills
Chernowsky, Amy	CAS-121-07	Computer Applications and Concepts
Churchill, Jonathan	EMS-101-02	Emergency Medical Technician
Churchill, Jonathan	EMS-101-02	Emergency Medical Technician
Churchill, Jonathan	EMS-101-02	Emergency Medical Technician
Clancy, John	HIS-102-04	History of Western Civilization II
Coderko, Maria	MTC-001-01	Math Center
Coffey, Jordan	CLA-132-01	Food Production II
Collins, Steven	MAT-081-11	Developmental Arithmetic I
Collins, Steven	MAT-082-11	Develop Arithmetic II & Prealgebra

Collins, Todd	MAT-141-06	Introductory Statistics
Cooke-Graham, Alana	PSY-214-02	Intro to Child Psychology
Courts, Bari	BUS-230-01	Leadership
Crone, William	HRT-208-01	Landscape Maintenance
Cunningham, Melissa	ART-101-08	Art Appreciation
Cunningham, Melissa	ART-101-10	Art Appreciation
Daniel, Pamela	CMN-101-32	Public Speaking Fundamentals
Daniel, Pamela	CMN-101-33	Public Speaking Fundamentals
Davin, Kirsten	BIO-175-08	Human Anatomy & Physiology I
Davin, Kirsten	HLT-109-05	Medical Terminology
Davis, Lisa	EGL-101-14	Composition I
De Castro, Reynald	GEG-105-01	Intro to Geographic Info Sys
Deaver, Meghan	NAS-101-13	Basic Nurse Assistant
Deaver, Meghan	NAS-101-13	Basic Nurse Assistant
DeCarlo, Alonzo	PSY-101-15	Introduction to Psychology
DeCarlo, Alonzo	PSY-101-16	Introduction to Psychology
Delap, Amy	BIO-101-17	General Biology
DeOrnellas, Erin	MCS-232-01	Medical Insurance Billing & Reimbursement
Deters, Jacob	FYE-101-04	First-Year Experience
Dickey, Ashley	ART-101-04	Art Appreciation
Dickey, Ashley	ART-101-05	Art Appreciation
Dickey, Ashley	ART-101-07	Art Appreciation
Dupuis, Adam	ART-118-01	Ceramics I
Dupuis, Adam	ART-101-02	Art Appreciation
Dupuis, Adam	N/A	Ceramics Lab Coordinator
Durairaj, Srinivasan	BIO-220-04	Microbiology
Durham, Deborah	BIO-170-02	Human Nutrition
Durham, Deborah	BIO-170-05	Human Nutrition
Eaton, Amanda	SOC-101-18	Introduction to Sociology
Edmonds, Christopher	BDM-110-01	Basic Masonry
Elliott, Tiffany-Anne	EGL-102-38	Composition II
Elliott, Tiffany-Anne	WRI-001-02	Writing Center
Fargo Ware, Charlyn	HSP-116-01	Nutrition for Food Service Pro
Fargo Ware, Charlyn	CLA-253-01	Cake Decorating & Artisan Bread
Ferreira, Nick	EMS-202-01	Paramedic - Medical/Trauma
Fines, Elizabeth	CMN-101-28	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-29	Public Speaking Fundamentals
Fines, Elizabeth	FYE-101-02	First-Year Experience
Fletcher, Robert	FLM-101-03	Introduction to Film Art
Fletcher, Robert	FLM-201-01	History of Film
Fletcher, Samantha	BIO-101-19	General Biology
Flynn, Susan	SOC-101-14	Introduction to Sociology
Flynn, Susan	SOC-101-15	Introduction to Sociology
Flynn, Susan	SOC-201-01	Sociology of the Family
Folkerts, Kenneth	MAT-104-09	General Education Mathematics
Ford, Christopher	AUT-106-02	Brake Systems
Franzen, Melissa	FYE-101-01	First-Year Experience
Freml, John	HUM-102-01	Intro to Women's Studies
Fricke, Dana	PSY-101-14	Introduction to Psychology
Fricke, Dana	PSY-101-22	Introduction to Psychology

Friend, Duane	GEG-201-02	Intro to Weather and Climate
Friend, Duane	GEG-103-04	Physical Geography
Friend, Duane	GEG-103-05	Physical Geography
Garvin, Cheryl	ACC-103-02	Financial Accounting
Goleash, Joseph	POS-201-03	State & Local Government
Graff, Andrea	POS-101-15	Intro to American Politics
Graham, Valerie	NDT-129-01	Clinical Practicum I
Graham, Valerie	NDT-259-01	Clinical Practicum IV
Green, Craig	PHI-201-04	Introduction to Logic
Hacker, Dianne	NAS-101-03	Basic Nurse Assistant
Hacker, Dianne	NAS-101-03	Basic Nurse Assistant
Harmon, Rosemarie	HUM-101-04	Introduction to Humanities
Hartman, Roni	EGL-111-06	Intro to Literature: Novel
Hartman, Roni	EGL-112-02	Intro to Literature - Drama
Harvey, Sonja	ADN-111-02	Introduction to Pharmacology
Harvey, Sonja	MCS-152-01	Pharmacology for Coders
Harvey, Sonja	ADN-110-05	Nursing I
Hayes, Richard	PSY-101-09	Introduction to Psychology
Hazdra, Michael	WEL-101-04	Shielded Metal Arc Welding I
Henrikson, Amy	HIS-112-18	United States History Since 1877
Henrikson, Amy	HIS-112-01	United States History Since 1877
Hood, Dee	ADN-232-01	Adult Health Nursing
Huddleston, Keith	PSY-101-18	Introduction to Psychology
Huddleston, Keith	PSY-101-07	Introduction to Psychology
Jamison, James	PHI-205-04	Ethics: Morality & Contemporary Val
Jones, Amanda	NAS-101-20	Basic Nurse Assistant
Kallembach, Donald	OTA-101-01	Intro to Occupational Therapy
Kallembach, Donald	OTA-111-01	Conditions Affecting Occupational Therapy
Katz, Barnaby	PHI-205-05	Ethics: Morality & Contemporary Val
Katz, Barnaby	HUM-101-08	Introduction to Humanities
Katz, Barnaby	HUM-101-10	Introduction to Humanities
Kaye, Melinda	MUS-108-01	Music in America
Kean, Charles	EMS-110-01	Advanced EMT - Medical/Trauma
Keay, Jessica	BIO-175-04	Human Anatomy & Physiology I
Keeley, Sean	CLA-100-01	Culinary Essentials
Kennedy, Daphne	BUS-202-03	Principles of Marketing
Kennedy, Daphne	BUS-125-03	Entrepreneurship
Kenny, Timothy	BUS-127-01	E-Business Strategy
Kephart, Tia	CLA-253-01	Cake Decorating & Artisan Bread
Krutsinger, Roxane	BIO-107-07	Human Biology
Lamb, Jolene	CLA-141-01	Introduction to Bakeshop
Lamb, Molly	HLT-201-01	Health in Today's Society
Lane, Sheridan	HSP-100-01	Hospitality Essentials
Lane, Sheridan	HSP-260-01	Hospitality Internship
Lane, Sheridan	HSP-145-01	Dining Room Operations
Lascelles, Lori	NAS-101-03	Basic Nurse Assistant
Lascelles, Lori	NAS-101-12	Basic Nurse Assistant
Layng-Awasthi, Tracey	EGL-101-32	Composition I
Lazenby, Debra	NAS-101-17	Basic Nurse Assistant
Lazenby, Debra	NAS-101-18	Basic Nurse Assistant

Leamon, Patricia	HUM-101-07	Introduction to Humanities
Lesko, Daniel	EGL-101-29	Composition I
Lesko, Daniel	EGL-102-46	Composition II
Lesko, Daniel	EGL-102-45	Composition II
Lesko, Daniel	EGL-111-07	Intro to Literature: Novel
Lewis, Shelley	EGL-102-47	Composition II
Lipcamon, John	BIO-220-05	Microbiology
Ludwinski, Michael	HIS-111-03	United States History to 1877
Ludwinski, Michael	HIS-112-03	United States Hist Since 1877
Lynn, Amanda	MAT-104-10	General Education Mathematics
Lynn, Amanda	MAT-113-13	College Algebra
Maeda, Toshihiro	JPN-102-01	Elementary Japanese II
Mason, Brent	BUS-121-01	Introduction to Business
McCoy, Jamie	CSS-100-02	College Success Skills
McFadden, Michael	CRJ-211-03	Substance Abuse
Mellor, Jessica	CHE-100-03	Contemporary Chemistry
Metcalfe, Lewis	ECO-132-01	Principles of Economics II
Mhaskar, Yashanad	MTC-001-01	Math Center
Miller, Darric	CRJ-130-02	Introduction to Law Enforcement
Moore, Sierra	ART-101-09	Art Appreciation
Moore, Sierra	ART-101-11	Art Appreciation HONORS
Moran-Cortes, Elena	EGL-101-27	Composition I
Morrow, Wanda	CSS-100-09	College Success Skills
Myers, Edward	EGL-114-04	Intro to the Film As Literature
Myers, Edward	EGL-102-43	Composition II
Myers, Laurie	EGL-102-29	Composition II
Myers, Laurie	WRI-001-02	Writing Center
Neuman, Stephanie	ECE-107-02	Health, Safety and Nutrition
Nunnery, Kayla	MUS-104-03	Music Appreciation
Nunnery, Kayla	MUS-104-06	Music Appreciation
Nunnery, Kayla	MUS-112-01	Band
O'Donoghue, James	EGL-100-14	Intro to Comp with EGL 101 33
O'Donoghue, James	EGL-102-44	Composition II
O'Donoghue, James	EGL-101-33	Composition I with EGL 100 14
Oh, Annette	MUS-108-02	Music in America
Oh, Annette	MUS-108-04	Music in America
Olmsted, Tim	POS-101-10	Intro to American Politics
Osborne, Jeremy	WIT-109-01	Programmable Logic Controls I
Osman, Chris	FLM-101-04	Introduction to Film Art
Osman, Chris	DME-150-01	Motion Graphics I
Park, Sean	ECO-132-03	Principles of Economics II
Pepka, Mary	CLA-143-01	Advanced Pastry and Baking
Pfaffe, Jeffrey	CHE-100-05	Contemporary Chemistry
Ploessl, Bridget	CMN-101-31	Public Speaking Fundamentals
Power, Stacie	CRJ-240-01	Community Based Corrections
Raab, Curtis	ELM-107-02	Motors and Generators
Rahman, Mijan	EGL-100-17	Intro to Comp with EGL 101 34
Rahman, Mijan	EGL-101-34	Composition I with EGL 100 17
Rahman, Mijan	EGL-102-49	Composition II
Rahman, Mijan	WRI-001-03	Writing Center

Reents, Judy	NAS-101-05	Basic Nurse Assistant
Rees, Jonathan	EGL-102-30	Composition II
Rees, Jonathan	EGL-100-16	Intro to Comp with EGL 101 30
Rees, Jonathan	EGL-101-30	Composition I with EGL 100 16
Reynolds, Susan	BIO-107-04	Human Biology
Reynolds, Susan	BIO-107-05	Human Biology
Rhodes, Laura	ECE-225-01	Administration
Roberts, Krista	EGL-111-08	Intro to Literature: Novel
Rogers, Elmer	ELM-103-01	Principles of Electricity and
Running, Bill	CHE-100-04	Contemporary Chemistry
Running, Bill	CHE-101-04	General Chemistry I
Shankland, Christopher	BIO-176-10	Human Anatomy & Physiology II
Shaw, Frank	HIS-101-08	History of Western Civilization I
Shaw, Kaylyn	ELM-107-01	Motors and Generators
Sim, Darlene	BUS-230-02	Leadership
Sim, Darlene	BUS-204-01	Management
Simpson, Gregory	CAS-102-02	Microsoft Windows
Skinner, Nicholas	SOC-101-17	Introduction to Sociology
Smith, Adam	WEL-102-01	Welding Blueprint Reading
Stanford, Robert	ECO-132-04	Principles of Economics II
Stinson, Patricia	NAS-101-14	Basic Nurse Assistant
Stocker, Brian	BUS-101-01	Business Law I
Sullivan, Cavan	BIO-101-16	General Biology
Sullivan, Cavan	BIO-101-15	General Biology
Sullivan, Cavan	BIO-101-18	General Biology
Surratt, Stevi	RCP-259-01	Clinical Practice V
Surratt, Stevi	RCP-129-01	Clinical Practice II
Swartz, Nicole	CLA-252-01	Restaurant Desserts
Tatham, Suzanne	ADN-110-01	Nursing I
Taylor, Cecil	ACC-104-05	Managerial Accounting
Thomas, Terri	SGT-100-01	Central Sterile Service Tech
Thomas, Terri	SGT-100-02	Central Sterile Service Tech
Tomasko, Jim	ELM-107-02	Motors and Generators
Tomko, Deborah	NAS-101-11	Basic Nurse Assistant
Tomko, Deborah	NAS-101-11	Basic Nurse Assistant
Tuxhorn, Rebecca	SOC-101-10	Introduction to Sociology
Tuxhorn, Rebecca	SOC-101-21	Introduction to Sociology
Tuxhorn, Rebecca	SOC-101-19	Introduction to Sociology
Vakili, Pouya	EGL-102-26	Composition II
Vakili, Pouya	EGL-102-28	Composition II
Vakili, Pouya	EGL-102-24	Composition II
Van Uytven, Jodi	CHE-100-06	Contemporary Chemistry
VanDeventer, D Lyle	HLT-109-01	Medical Terminology
VanDeventer, D Lyle	HLT-109-02	Medical Terminology
Weitekamp, Sue	HRT-206-01	Tree & Shrub Identification
Wheeler, Stacey	HSP-145-01	Dining Room Operations
White, Melvin	HIS-102-05	History of Western Civilization II
White, Melvin	HIS-101-06	History of Western Civilization I
Wiediger, Matthew	PSY-220-05	Human Development
Wiediger, Matthew	PSY-101-13	Introduction to Psychology

Wilson, Jackie	ENG-270-01	Circuit Analysis
Wingo, Sheri	EGL-102-50	Composition II
Wintermeyer, Shannan	NAS-101-16	Basic Nurse Assistant
Young, Raymon	EGL-102-25	Composition II
Young, Raymon	EGL-102-27	Composition II
Zarrillo, Robert	HIS-101-01	History of Western Civilization I
Zarrillo, Robert	HIS-101-04	History of Western Civilization I
Zorn, George	THE-101-02	Theatre Appreciation

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: February 26, 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 January, 2020 (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 January 31, 2020.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2020 and ratify the January 31, 2020 Treasurer's Report.

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: February 26, 2020

Name	Meeting	Location	Date	Account	Amount
Harmon, Andrew	Radiography Educators of the Midwest	Davenport, IA	February 21, 2020	Faculty Development	\$0
Murphy, Janelle	Radiography Educators of the Midwest	Davenport, IA	February 21, 2020	Faculty Development	\$62
Wild, Eleanor	Accreditation Council for Occupational Therapy Education Workshop Self-Study	Alexandria, VA	February 24-27, 2020	Professional Development	\$1,971

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: February 26, 2020

Name	Meeting	Location	Account	Amount
Armbruster, Anne	Council for Opportunity in Education	Baraboo, WI	Professional Development	\$355*
Badgett, Janice	Nurse Educator Conference	Copper Mountain, CO	Faculty Allocation	\$1,971
Bauer, Gillian	Conference on College Composition & Communication Annual Convention	Milwaukee, WI	Faculty Development	\$1,036
Bauman, Holly (Approx. 7 Students)	National Future Farmers of America Convention	Indianapolis, IN	Student Trip	\$7,374**
Croteau, Rebecca	Midwest Institute for International/Intercultural Education Conference	Livonia, MI	Faculty Allocation	\$825
Franzen, Melissa	National Academic Advising Association Region 5 Conference	Milwaukee, WI	Professional Development	\$145
Frederick, Lesley	HLC Peer Review Visit	Kansas City, KS	Paid by HLC	\$0
Frederick, Lesley	American Association of Community Colleges Annual Conference	National Harbor, MD	Professional Development	\$2,872
Graeff, Andrew	Jamf Nation User Conference	San Diego, CA	Professional Development	\$2,569
Harmon, William	National Future Farmers of America Convention	Indianapolis, IN	Student Trip	\$654**
Leitner, David and Phi Theta Kappa (8 Students)	Phi Theta Kappa Honor Society International Convention	Grapevine, TX	Club Trip	\$15,335***

Name	Meeting	Location	Account	Amount
Mauk, Joi	Certificate in Simulation Course	Philadelphia, PA	Faculty Development	\$4,153****
Ramm, Jennifer	Oak Ridge National Laboratory	Oak Ridge, TN	Faculty Allocation	\$469
Ramm, Jennifer	League for Innovation Conference	Seattle, WA	Faculty Development	\$2,626
Ramm, Mike	Oak Ridge National Laboratory	Oak Ridge, TN	Faculty Development	\$1,110*****
Scheufele, Sarah	Council for Opportunity in Education	Baraboo, WI	Professional Development	\$251*
Stachera, Alison	Midwest Institute for International/Intercultural Education Conference	Livonia, MI	Faculty Allocation	\$1,272
Swafford, Cara	Conference on College Composition & Communication	Milwaukee, WI	Faculty Chair Allocation	\$1,535
Sweet, Nancy	National Council for Workforce Education Site Visit	Cedar Rapids, IA	Professional Development	\$235
Walk, Tara	Phil Chalmers Training	Lebanon, IN	Faculty Allocation	\$434
Warren, Charlotte	Reserve Forces Policy Board	Washington, DC	Paid by Department of Defense	\$0
Warren, Charlotte	American Association of Community Colleges Presidents Academy Summer Institute	Dana Point, CA	Professional Development	\$4,030

*SSS TRIO Grant

** Foundation (Kreher Farm Perpetual Charitable Trust)

***Club Funds (\$13,565) & PTK Fund-Foundation (\$1,770) This travel request replaces last month's request.

****Nursing Schools Grant

*****Foundation (Pearson Master Teacher Award)

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Barracuda Firewalls Purchase

DATE: February 26, 2020

Board approval is requested for the purchase of two F400 and five F280 Barracuda firewalls hardware and a three-year service agreement in the amount of \$62,000.

Budget Impact:

Total Funds Requested:	\$62,000
Source of Funds:	Tech Fees
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The new firewall environment will provide dedicated bandwidth to different college services and programs as well as an improved network security layer.

How will proposed agenda item be measured?

The reliability of college operations to support student learning.

MOTION: Move to approve the purchase of two F400 and five F280 Barracuda firewalls hardware and a three-year service agreement from CDW-G in the amount of \$62,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: February 26, 2020

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

Capital City Training Center seeks ratification to update the rider agreement with MK Education for the Pharmacy Technician program. Under the updated agreement, the Capital City Training Center will be coordinating externship opportunities for students in the program instead of outsourcing this duty to MK Education. The change brings significant savings to the College.

Capital City Training Center seeks ratification for an affiliation agreement with Bronson Healthcare Group for students enrolled in the Medical Assistant program to complete their externship. Bronson Healthcare Group has facilities suitable for the needs of the students.

MOTION: Move to ratify the rider agreement with MK Education and the affiliation agreement with Bronson Healthcare Group.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Rider Education Agreement with MK Education	Capital City Training Center seeks ratification to update the rider agreement with MK Education for the Pharmacy Technician program. Under the updated agreement, the Capital City Training Center will be coordinating externship opportunities for students in the program instead of outsourcing this duty to MK Education. The change brings significant savings to the College.	MK Education	Capital City Training Center/ Pharmacy Technician	January 08, 2020 through December 31, 2024
Affiliation Agreement with Bronson Healthcare Group	Capital City Training Center seeks ratification for an affiliation agreement with Bronson Healthcare Group for students enrolled in the Medical Assistant program to complete their externship. Bronson Healthcare Group has facilities suitable for the needs of the students.	Bronson Healthcare Group	Capital City Training Center/ Medical Assistant	January 24, 2020 through December 21, 2024

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Insurance Consulting

DATE: February 26, 2020

The College has contracted with an independent insurance consultant since 2006 to provide expertise in the depth and breadth of benefit offerings, insurance plan design, cost savings analysis and recommendations, and vendor account management. In December of 2019, insurance consulting firms were offered an opportunity to respond to a Request for Proposals. The College received proposals from six companies: Assurance, Cottingham & Butler, Gallagher, Marsh & McLennan, Risk Strategies (current consultant) and Troxell. Four companies were brought in for an on-site interview: Cottingham & Butler, Gallagher, Risk Strategies and Troxell. Pricing proposals from all four companies were comparable, so the review team focused on overall presentation, services provided, resources, and experience both in insurance consulting and in the higher education market. Cottingham & Butler provided the most robust services, high level benchmarking and benefit assessment capabilities, a breadth of resources in both benefits and human resources in general and a vast amount of experience in insurance consulting and higher education. In both their proposal and presentation, they made insightful observations of our current insurance programs using high level metrics. We are recommending entering into a three-year contract with two optional one-year renewal periods with Cottingham & Butler based on their demonstrated abilities to take our insurance and benefit programs to another level while implementing cost savings measures and enhancing the College's financial strength.

Budget Impact:

Total Funds Requested:	\$55,000 per year
Source of Funds:	Employee Benefit Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

It will impact the college's financial strength, which will allow us to keep our resources on student learning.

How will proposed agenda item be measured?

Performance of the employee benefit fund, as well as recruitment and retention of faculty and staff.

MOTION: Move to approve a three-year contract with two optional one-year renewal periods with Cottingham & Butler for insurance consulting services at \$55,000 per year.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: February 26, 2020

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

Adult Education seeks ratification for the application for the FY2021 Secretary of State Adult Volunteer Literacy Program Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students.

Adult Education seeks ratification for the application for the CY2020 Secretary of State Adult Volunteer Literacy Program Grant. The funds will continue to serve students enrolled in the Adult Pathway to Healthcare program.

MOTION: Move to ratify the application for the Secretary of State Volunteer Literacy Grant in the amount of \$64,976 and the Sangamon County Community Resources Block Grant in the amount of \$20,000.

GRANT SUMMARY
February 2020

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of \$10,000							
FY2021 Secretary of State Adult Volunteer Literacy Program Grant	Adult Education seeks ratification for the application for the FY2021 Secretary of State Adult Volunteer Literacy Program Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students.	Illinois Secretary of State	Adult Education	\$64,976	\$0	Yes	July 1, 2020 through June 30, 2021
CY2020 Sangamon County Community Resources Block Grant	Adult Education seeks ratification for the application for the CY2020 Secretary of State Adult Volunteer Literacy Program Grant. The funds will continue to serve students enrolled in the Adult Pathway to Healthcare program.	Sangamon County Community Resources	Adult Education	\$20,000	\$0	Yes	January 1, 2020 through November 30, 2020
TOTAL				\$84,976	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Wayfinding – Contractor Recommendation

DATE: February 26, 2020

Sealed proposals were requested for the Main Campus Wayfinding project. Proposals were received by the Construction Managers Office on February 4th.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Ace Sign Co. Springfield, IL	\$213,819
Archetype Design & Construction Chicago, IL	\$340,240
Parvin-Clauss Sign Company Carol Stream, IL	\$261,436

The above bids are within the project budget established during the PHS approval process. The following companies were issued bid documents but chose not to submit a proposal: Van Bruggen Signs, Orland Park, IL.

Budget Impact:

Total Funds Requested: \$234,819
(\$213,819 Bid Amount + \$21,000 Contingency)

Source of Funds: Protection, Health & 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, 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 from Ace Sign Co. in the amount of \$213,819 and to establish a project contingency in the amount of \$21,000, for an aggregate amount of \$234,819 to complete the Main Campus Wayfinding Project at LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Water Infiltration Remediation Main Campus - Selection of
Architectural Firm

DATE: February 26, 2020

At the October 2019 Board Meeting this PHS project was approved to complete water infiltration remediation at the Main Campus.

Allied Design Consultants, Inc. (ADC), Springfield, IL, assisted in the completion of the PHS budget and scope documents and has agreed to provide services for this project in the amount not to exceed \$47,338. This is within our project budget.

Budget Impact:

Total Funds Requested: \$47,338
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 Allied Design Consultants, Inc. in the amount of \$47,338 to provide design services for the Water Infiltration Remediation at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Nursing Renovation at Montgomery Hall - Approval of Project and Selection of Architectural Firm

DATE: February 26, 2020

Tonight, we are seeking approval for the renovation of the west side of Montgomery Hall. This project will be funded through a generous gift from Memorial Health Systems announced earlier this month. The project will provide additional necessary space for the Nursing program. The Foundation has established a project budget of \$3,150,950 to complete the renovation and related FFE purchases.

The Foundation Board has selected Demonica Kemper Architects (DKA) to provide architectural, civil, landscaping, structural engineering, mechanical engineering and FF&E selection for this project. The Foundation has accepted DKA's proposal in the amount of \$274,450, which is within the fee structure range for a project of this scope and complexity. The Construction & EHS Office will assist the Foundation in administering the contract for DKA's services.

MOTION: Move to approve the Nursing Renovation at Montgomery Hall project and authorizing project to be undertaken as a Foundation funded project.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sabbatical Leave Recommendation for 2020-2021

DATE: February 26, 2020

Two (2) faculty members submitted a sabbatical leave request for academic year 2020-2021. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests and forwarded their review and comments.

The following sabbatical leave request for the spring semester of the 2020-2021 Academic Year is submitted for your approval.

Thom Whalen, Professor of Art, requests a sabbatical leave for the spring 2021 semester. Prof. Whalen will embark on a project of conserving, digitally documenting, and promoting LLCC's permanent art collection. The project provides a unique opportunity for Prof. Whalen to practice and hone skills related to conservation, preservation, and gallery/museum presentation of artwork that he will be able to teach future students. This project will provide students, faculty and staff, and the public with improved access to LLCC's permanent art collection by digitizing each piece and sharing the collection through the web, providing increased opportunities for individuals to engage with and promote LLCC's visual arts.

MOTION: Move to approve the sabbatical leave for Thom Whalen for Spring Semester 2021.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte Warren
President

SUBJECT: Summary of Curriculum Changes for 2020-2021 Catalog

DATE: February 26, 2020

The following curriculum changes have been recommended for approval by following the College's curriculum development process. Recommended changes include curriculum changes at the course level, including the development of new courses, revision of existing courses, and withdrawal of courses from the College's offerings. Changes are also recommended at the curriculum/program level, including the development of new curriculum/program, revision of existing curriculum/program, and reactivation of previously withdrawn curriculum/program.

New Courses

AGR 205, ART 107, ART 108, AUT 102, AUT 210, CLA 260, CMA 101, CMA 111, CMA 121, CMA 131, DMS 101, DMS 102, DMS 103, DMS 104, DMS 105, DMS 106, DMS 107, DMS 108, DMS 109, DMS 200, DMS 201, DMS 202, DMS 203, DMS 204, DMS 205, ESS 244, GEO 103

Revised Courses

ABM 118, ABM 207, ACC 104, ACC 105, ACT 124, ACT 134, ACT 234, AGR 109, ARH 101, ARH 103, ARH 105, ARH 107, ARH 201, ARH 202, ARH 204, ARH 206, ARH 207, ART 111, ART 112, ART 116, AUT 207, CAD 153, CPC 115, CPC 170, CPC 175, CSC 115, CSC 175, CSC 176, DME 140, DME 160, HIS 299, HLT 109, MAT 105, OTA 105, PHY 202, PHY 203, SGT 101, SGT 105, SGT 108, SGT 112, SGT 200, SGT 201, SGT 202, SGT 203, SGT 204, SGT 205

Withdrawn Courses

ACC 108, ACT 100, APS 180, ART 106, AUT 115, AUT 145, CAD 154, CAD 156, CAD 210, CAD 222, ELM 111, ELM 112, TES 207, WIT 210

New Curriculum/Program

Clinical Medical Assistant (CMA), CNA to Clinical Medical Assistant Bridge (CMA), Computer Aided Drafting Technician (CAD), Diagnostic Medical Sonography-Certificate of Achievement, General Education Core Curriculum (GECC)

Revised Curriculum/Programs

AA Architecture (ACT), AA in Digital Media Design (AAD), AAS Architecture and Construction Technology (ACT), Accounting Specialist (ACC), Agriculture (AAD), Agri-Business Management (ABM), Associate in Applied Science Graphic Design Technology (ART), Associate in Arts Art (AAD), Associate in Fine Arts Studio Arts (AFA), Automotive Technology Associate in Applied Science (AUT), Business (BUS), CA Architecture and Construction (ACT), CC Computer Aided Drafting Technician (CAD), Certificate of Achievement Automotive Technician (202), Computer Admin. CA (CPC), Computer Information Systems (AA.CSCI), Computer Systems AAS (CPC), Cybersecurity CA (CNC), Digital App Design and Development Certificate of Achievement (DAP), Digital Multimedia Design Certificate of Achievement (CMM), Digital Web Design and Development Certificate of Achievement (DWD), Entrepreneurship (BUS), Helpdesk.CC (CNC), Horticulture (HRT), Occupational Therapy Assistant Program (OTA), Precision Agronomy Fertilizer (ABM), Office Professional (AOP), Screen Graphics Certificate of Completion (ART), Secured Software Programming. AAS (CPC), Surgical Technology (SGT)

Inactive Curriculum/Programs

Architecture and Construction (ACT), Architecture and Construction Technology (ACT), Collision Repair Technology (AUB), Auto Body Repair CA (AUB), Computer Application Specialist (AOP), Office Professional (AOP), Office Support Specialist (AOP)

Budget Impact:

Total Funds Requested: Requested separately
Source of Funds: Operating funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be offered courses and programs that reflect best-practice in each field.

How will proposed agenda item be measured?

Academic Services will monitor student achievement of identified learning outcomes as well as course and program enrollments.

MOTION: Move to approve the 2020-2021 curriculum updates to catalog.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Variable Tuition Rate

DATE: February 26, 2020

Procedures under Board Policy 5.14, Tuition and Fee Rates/Payment allow for tuition and fees to be assessed for specific courses and special services. In 2007, the LLCC Board of Trustees adopted a variable tuition rate for programs with high costs of delivery. Accordingly, the following additional per credit hour variable tuition amount is proposed. This amount is in addition to the standard tuition rate.

For the newly established Diagnostic Medical Sonography courses, we are proposing a variable tuition rate of 2.0 times the standard tuition rate for all DMS courses beginning Fall 2020. This rate is consistent with all the health professions programs.

MOTION: Move to include a variable tuition rate for Diagnostic Medical Sonography beginning Fall 2020 semester.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: February 26, 2020

POSITION VACANCIES

Classified

Education Services Representative - LLCC, Taylorville (PT)
Building Custodian-2 (FT)
Administrative Assistant to the Dean, Health Professions (FT)
Child Development Assistant (FT)
Bookstore Stockroom Technician (FT)

Professional

Nursing Skills Lab Professional (PT)
Admission Specialist (FT)
Police Officer (FT)

Administrator

Dean, Arts and Communication

Faculty

Economics Instructor (FT)
Psychology Instructor (FT)

PROMOTIONS

Nichole Coffey	Student Accounts Manager	2/1/20
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RESIGNATIONS

Dallas Woomer	Information Technology Specialist	2/7/20
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RETIREMENTS

Stephanie Coleman	Webstore Technician	4/30/20
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: February 26, 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 complete.

Litchfield Arts & Technology AHU Replacement

The project is complete.

Litchfield & Taylorville Exterior Lighting Upgrades

The project is 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

Our recommendation of award is before you tonight.

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 complete.

Infrastructure

Sangamon Hall 2nd Floor Hallway Flooring Replacement

The project is complete.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

The Capital Development Board has entered 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 substantially complete.

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 January 31, 2020

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original 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	(6,088)	349,381		288,874	60,506	17.32%
	70966	Litchfield Arts & Technology AHU Replacement	L	425,920	316,678		316,678		224,065	92,613	29.25%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	163,467		163,467		135,688	27,780	16.99%
FY2019 PHS Total				1,021,160	835,614	(6,088)	829,526		649,627	180,899	21.81%
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	75,639		75,639		504	75,135	99.33%
	70977	ADA Sidewalk Repairs- Main Campus, Litchfield, Taylorville	L	423,435	48,000		48,000			48,000	100.00%
	70978	Water Infiltration Remediation- Main Campus	L	583,580							0.00%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	23,265		23,265		3,342	19,923	85.64%
FY2020 PHS Total				2,280,190	193,369		193,369		44,460	148,910	77.01%
PHS Fund Balance	70968	SGMN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	129,819		129,819		50,758	79,061	60.90%
	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		101,585	79,651	43.95%
	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		167,908	158,712	48.59%
Capital Development Board / Infrastructure	73918	Main Campus & Taylorville Parking Lot Repairs	S,L	800,000	754,125		754,125		781,555	77,858	9.06%
Capital Development Board / Infrastructure Total				800,000	754,125		754,125		781,555	77,858	9.06%
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		623,708	57,756	8.48%
	73919	Sangamon 2nd Floor Corridor Flooring	L	78,800	74,896		74,896		68,096	6,800	9.08%
Infrastructure Total				755,300	733,788		733,788		691,805	64,556	8.54%
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	8,025,794		8,025,794		759,428	7,266,365	90.54%
Funding Bonds Total				7,460,904	8,025,794		8,025,794		759,428	7,266,365	90.54%
Grand Total				22,536,250	10,896,214		11,017,987		3,093,782	7,924,204	71.92%

AGENDA MASTER CALENDAR

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

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sabbatical Leave Presentation

DATE: February 26, 2020

John Paul Jaramillo, Professor of English will provide a brief presentation associated with the work he completed during his recent sabbatical leave and the connection of it with teaching and learning.