
LLCC Board of Trustees Regular Meeting

March 25, 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, March 25, 2020
5:15 P.M.

Meeting will be held via Zoom. The link for joining us:
<https://zoom.us/j/730333799>

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V. Strategic Discussion

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- A. Personnel Matters
- B. Compensation Program for Non-Bargained Employees
- C. Pending/Imminent Legal Matters

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- A. Approval of Personnel Matters
- B. Approval of Compensation Program for Non-Bargained Employees

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 Wednesday, February 26, 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. Fulgenzi, Mr. Gates, Ms. Kissick, Ms. Raymond and Mr. Rosenthal. Mr. Elmore and Mr. Findley were absent.

B. Pledge of Allegiance

Chairman Rosenthal asked Dr. Davis to lead the audience in the pledge of allegiance.

C. Adoption of Agenda of the February 26, 2020 Meeting

MOTION NO. 02-26-20-1:

Mr. Gates moved to adopt the agenda of the February 26, 2020 meeting. Dr. Davis seconded.

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

D. Introductions and Recognitions

Dr. Warren acknowledged the passing of Cinda Edwards, former chair of our Board of Trustees, and her husband, Frank. She was elected to the LLCC Board of Trustees in 2007, rose through the ranks as board secretary, vice chair, and finally chair of the board in 2011. She served as chair for two years, presiding over the opening of the Workforce Careers Center.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 02-26-20-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of January 27, 2020;
- ratify the 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;
- 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 two F400 and five F280 Barracuda firewalls hardware and a three-year service agreement from CDW-G in the amount of \$62,000;
- ratify the rider agreement with MK Education and the affiliation agreement with Bronson Healthcare Group;
- approve a three-year contract with two optional one-year renewal periods with Cottingham and Butler for insurance consulting services at \$55,000 per year;
- 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;
- 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;
- 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 and
- approve the Nursing Renovation at Montgomery Hall project and authorizing project to be undertaken as a Foundation funded project.

Mr. Gates seconded.

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

III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items*

1. Sabbatical Leave Recommendation for 2020-2021

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.

Thom Whalen, Professor of Art, requests a sabbatical leave for the Spring 2021 semester. Professor Whalen will embark on a project of conserving, digitally documenting, and promoting LLCC's permanent art collection. The project provides a unique opportunity for

Professor 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 NO. 02-26-20-3:

Ms. Raymond moved to approve the sabbatical leave for Thom Whalen for Spring Semester 2021. Dr. Davis seconded.

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

2. Summary of Curriculum Changes for 2020-2021 Catalog

The following curriculum changes were 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)

MOTION NO. 02-26-20-4:

Ms. Raymond moved to approve the 2020-2021 curriculum updates to catalog. Mr. Fulgenzi seconded.

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

C. Student Services Division Items - None

D. Administrative Services Division Items

1. Variable Tuition Rate

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 NO. 02-26-20-5:

Mr. Gates moved to include a variable tuition rate for Diagnostic Medical Sonography beginning Fall 2020 semester. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), 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. Position Vacancies and Hires - This item has been updated.
 - b. Construction Progress Updates
 - c. Monthly Financial Report
4. Information Technology – None
5. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

We announced a new nursing education partnership last week at a press conference. With \$6.1 million in support from Memorial Health System, we will expand our nursing program to accept 90 additional nursing students each year, 215 new nursing students annually. This effort will provide our region with more nurses to meet the nursing shortage. To accommodate the growth in our nursing program, we will renovate the west wing of Montgomery Hall and add state-of-the-art simulation labs, equipment and additional faculty and staff. We have received local, state and national press coverage of this announcement, even a mention by Rush Limbaugh on his show Monday!

Governor J.B. Pritzker recognized two LLCC students during his budget address last week as he advocated for expansion of MAP grant funding. Brandon Ihlenfeldt, an HVAC student who earned his GED through our Adult Education program, and Lauren Hernandez, a student in the associate degree-nursing program. Both are MAP grant recipients, working and going to school, with families at home, and fine examples of hard work and commitment to better their lives through education.

Twelve LLCC students, led by Dr. Chris McDonald, Professor of Political Science, participated in the 60th annual Midwest Model United Nations in St. Louis Feb. 19-22. LLCC represented the Republics of Madagascar and Togo. The conference allows students

to gain a practical understanding of pressing international issues from a perspective outside of the classroom, and thus broaden their awareness of international politics.

Many events and activities, including a voter registration drive, panel discussion, and presentations, have been held over the past few weeks to commemorate African-American History Month.

Denisse Orriola Guijosa and Travis McCullough were crowned LLCC Homecoming Queen and King at the Homecoming Unity Dance Feb. 22, capping off a week of activities with the theme "Living in Color."

In honor of Abraham Lincoln's birthday, we hosted the Illinois Freedom Project travelling exhibit in A. Lincoln Commons. Lincoln Home interpretive staff talked to students about Lincoln's time in Springfield. Outreach Centers also held Lincoln-themed, educational activities.

Phi Theta Kappa teamed up with the Gay-Straight Alliance for Inclusion Day in which students spoke about the importance of inclusion and visibility of the LGBTQ+ community and conducted a donation drive for the Phoenix Center of Springfield.

LLCC put out the call this month for 20 additional students for the Open Door Workforce Equity Initiative, which provides free career training to minority and low-income individuals. The 20 openings are spread over Truck Driver Training, EMT and Central Sterile Service Technician programs. We have received a number of inquiries, and applicants are proceeding through the admittance process.

Michael Phelon, Director of the Open Door and Open Door Workforce Equity Initiative programs, was honored Feb. 20 at the Illinois State Capitol by State Comptroller Susana Mendoza for his efforts to improve the lives of youth.

Patrick Moore, Director of Concurrent Enrollment, and Kyla Kruse, Assistant Director of Public Relations, graduated from Leadership Springfield at a ceremony held Feb. 7.

Spring Campus Visit Day on Feb. 17 was success with more than 470 individuals in attendance over two sessions.

We also welcomed high school guidance counselors, principals, family and consumer sciences teachers to an appreciation luncheon in Bistro Verde late last month. Guests enjoyed delicious dishes prepared by culinary students, listened to presentations and toured the Workforce Careers Center.

Bistro Verde is now open to the public on Tuesdays and Thursdays from 11 a.m. to 1 p.m. through April 23 (with the exception of spring recess, the week of March 9.)

Approximately 280 students from 18 area high schools competed in the 24th annual regional Academic Challenge at LLCC. When not taking their tests, the high achieving students visited exhibits to learn about academic opportunities at LLCC.

LLCC again co-sponsored the Career Connections Expo held at UIS, allowing our students to connect with employers for internships and job opportunities.

The ACCT meeting in Washington DC was a success. We learned of a grant opportunity to help fund a heavy diesel program and a mobile lab.

C. Report from Faculty Senate - None

D. Report from Faculty Association

Mark Roehrs, Faculty Association President, reported that Dr. Chris McDonald, Professor of Political Science, along with several students, participated in the 60th annual Midwest Model United Nations in St. Louis, Feb. 19-22. LLCC represented the Republics of Madagascar and Togo. The conference allows students to gain a practical understanding of pressing international issues from a perspective outside of the classroom, and thus broaden their awareness of international politics.

John Vinzant, Professor of Political Science, will again lead students in the Model Illinois Government meeting at the Old State Capitol this weekend.

Tameka Johnson Tillman, Assistant Professor of English will present her paper, "Cross-Talk between Instructors & Rubrics" at the Conference on College Composition and Communication.

Laurie Lewis-Fritz, Instructor of Music, is the Music Director of the Clinton Area Showboat Theater and Principal Percussionist in the Sangamon Valley Civic Orchestra.

Jason Waddell, Professor of Music, has completed course work in Music Business Foundations and Film Composition.

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. Sabbatical Leave Presentation

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

VI. Executive Session

MOTION NO. 02-26-20-6:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, reviewing executive session minutes, faculty tenure and continuing employment, faculty positions and pending/imminent legal matters. Mr. Fulgenzi seconded.

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

MOTION NO. 02-26-20-7:

Mr. Fulgenzi moved to adjourn to open session at 6:#2 p.m., seconded by Dr. Davis.

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

VII. Actions from Executive Session

MOTION NO. 02-26-20-8

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

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

MOTION NO. 02-26-20-9:

Mr. Gates moved to approve and release the closed session minutes of the following Board meetings (except portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

Regular Board Meeting, July 24, 2019
Regular Board Meeting, August 28, 2019
Regular Board Meeting, September 25, 2019
Regular Board Meeting, October 23, 2019
Regular Board Meeting, November 20, 2019
Regular Board Meeting, December 16, 2019

Dr. Davis seconded.

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

MOTION NO. 02-26-20-10:

Mr. Gates moved to extend non-disclosure of the recordings of the closed session portion of the Board's regular meetings set forth below for the reason that the need to maintain confidentiality continues to exist and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board Meeting, July 24, 2019 Authorized destruction date –
January 25, 2021

Regular Board Meeting, August 28, 2019 Authorized destruction date –
March 1, 2021

Regular Board Meeting, September 25, 2019 Authorized destruction date –
March 26, 2021

Regular Board Meeting, October 23, 2019 Authorized destruction date –
April 24, 2021

Regular Board Meeting, November 20, 2019 Authorized destruction date –
May 21, 2021

Regular Board Meeting, December 16, 2019 Authorized destruction date –
June 17, 2021

Dr. Davis seconded.

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

MOTION NO. 02-26-20-11:

Dr. Davis moved to grant tenure (continuing status) for the 2020-2021 academic year to Sarah Laurent and Joi Mauk, not to re-employ Sandra Davidson for the 2020-2021 Academic Year, and to re-employ Laura Anderson, Gillian Bauer, Lucinda Caughey, William Cox, Brian Douglas, Andrew Harmon, Bridgette Hudson, Laurie Lewis-Fritz, Teresa Liberati, Stacey Olson, Amanda Peabody, Rihab Sawah, Matthew Schownir, Bailey Shaw, Tom Sidener, Karen Sisk and Laurenn York for the 2020-2021 Academic Year. Ms. Raymond seconded.

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

MOTION NO. 02-26-20-12:

Mr. Fulgenzi moved to approve the presented listing of faculty positions for the 2020-2021 academic year. Dr. Davis seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:36 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: 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.A

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***
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: Personnel Matters
DATE: February 26, 2020

We recommend the following personnel actions:

ADMINISTRATOR

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
William "Bill" Bade	Dean	Math & Comp Science	6/30/20
Brad Gentry	Chief of Police	Police & Security	3/31/20

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: March 25, 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 February, 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 February 29, 2020.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2020 and ratify the February 29, 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: March 25, 2020

Name	Meeting	Location	Date	Account	Amount
Riggle, Ron And Baseball Team (Approx. 30 Students)	Trip to Missouri	Sedalia, MO	February 29 – March 1, 2020	Team Travel	\$3,093

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: March 25, 2020

Name	Meeting	Location	Account	Amount
Bedford, Shelby	Compliance Prevention Network Summit	Washington, DC	Professional Development	\$1,447
Elder, Kimberly	Annual society for Human Resource Management Conference	San Diego, CA	Professional Development	\$3,953
Hayes, Richard	On Course Engaging & Empowering Learning	Marriottsville, MD	Professional Development	\$2,000
Johnson-Tillman, Tameka	Conference on Acceleration in Developmental Education	Annapolis, MD	Faculty Allocation	\$1,591
Taylor, Kirsten	Annual Society for Human Resource Management Conference	San Diego, CA	Professional Development	\$2,673
Watkins, Danyle	National Association for the Education of Young Children Professional Learning Conference	New Orleans, LA	Faculty Allocation	\$1,125

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Furniture for A. Lincoln Commons and Hallway Seating

DATE: March 25, 2020

As part of our ongoing commitment for continuous improvement, we have identified the need to revitalize the furniture in the A. Lincoln Commons and the bench seating in Menard and Sangamon hallways. The upholstery on the current Commons furniture is extremely stained, uncleanable and needs to be replaced. The hallway benches are over twenty years old, stained, worn, and frayed. Proposals were sought to provide innovative solutions to address these needs.

Proposals were received from Henricksen & Co., Illini Supply, Inc., Krueger International and Wiley Office. A proposal from Resource One was delivered after the submission deadline and not accepted. The proposals submitted were evaluated by a project committee. After thorough review of the responses received, the committee believes that the College's needs will best be met by engaging the services of Krueger International and Henricksen & Co.

Budget Impact:

Total Funds Requested: \$13,100
Source of Funds: FF&E
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

Adequate furnishings being purchased.

MOTION: Move to approve the purchase of furniture for the A. Lincoln Commons, Menard and Sangamon Hallways from Krueger International & the re-upholstering of current A. Lincoln Commons furniture from Henricksen & Co. at the cost of \$13,100.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: March 25, 2020

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

The Culinary Institute has entered into a contract with SIU School of Medicine to hold a Healthy Baking Workshop. Between five and eight people will attend in Springfield.

The Culinary Institute has entered into a contract with Delta Sigma Theta to host the La Petite Delta Academy Tea. A maximum of 45 participants will attend at the Bistro Verde in Springfield.

The Culinary Institute has entered into a contract with Troxell Insurance to provide a Wine and Cheese Pairing Class. A maximum of twelve people will attend in Springfield.

The Culinary Institute seeks ratification for a contract with the U.S. Army Illinois National Guard to rent training space in the Workforce Careers Center Culinary Labs for the U.S. Army Cooks School. The U.S. Army Illinois National Guard will utilize the culinary labs for their training purposes.

Health Professions seeks approval to enter into a clinical site agreement with McFarland Mental Health Center to provide clinical site experience to students enrolled in the College's Associate Degree Nursing Program. McFarland Mental Health Center has suitable facilities for the needs of the students.

Health Professions seeks approval to enter into a clinical site agreement with Advance Therapy to provide clinical site experience to students enrolled in the College's Occupational Therapy Assistant Program. Advance Therapy has suitable facilities for the needs of the students.

MOTION: Move to ratify the contract with the US Army Illinois National Guard in the amount of \$45,600; move to approve the clinical site agreement with McFarland Mental Health Center and the clinical site agreement with Advance Therapy.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items as informational</i>					
SIU School of Medicine Healthy Baking Workshop	The Culinary Institute has entered into a contract with SIU School of Medicine to hold a Healthy Baking Workshop. Between five and eight people will attend in Springfield.	SIU School of Medicine	Community Education/ Culinary Institute	\$300	March 6, 2020
La Petite Delta Academy Tea	The Culinary Institute has entered into a contract with Delta Sigma Theta to host the La Petite Delta Academy Tea. A maximum of 45 participants will attend at the Bistro Verde in Springfield.	Delta Sigma Theta	Community Education/ Culinary Institute	\$900	April 4, 2020
Troxell Insurance Wine and Cheese Pairing Class	The Culinary Institute has entered into a contract with Troxell Insurance to provide a Wine and Cheese Pairing Class. A maximum of twelve people will attend in Springfield.	Troxell Insurance	Community Education/ Culinary Institute	\$700	April 14, 2020
<i>Items for ratification</i>					
US Army Illinois National Guard Cooks School	The Culinary Institute seeks ratification for a contract with the U.S. Army Illinois National Guard to rent training space in the Workforce Careers Center Culinary Labs for the U.S. Army Cooks School. The U.S. Army Illinois National Guard will utilize the culinary labs for their training purposes.	US Army Illinois National Guard	Community Education/ Culinary Institute	\$45,600	March 7 through July 3, 2020
			TOTALS	\$47,500	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with McFarland Mental Health Center	Health Professions seeks approval to enter into a clinical site agreement with McFarland Mental Health Center to provide clinical site experience to students enrolled in the College's Associate Degree Nursing Program. McFarland Mental Health Center has suitable facilities for the needs of the students.	McFarland Mental Health Center	Health Professions/ Associate Degree Nursing	January 1, 2020 through January 1, 2023
Clinical Site Agreement with Advance Therapy	Health Professions seeks approval to enter into a clinical site agreement with Advance Therapy to provide clinical site experience to students enrolled in the College's Occupational Therapy Assistant Program. Advance Therapy has suitable facilities for the needs of the students.	Advance Therapy	Health Professions/ Occupational Therapy Assistant	April 1, 2020 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: March 25, 2020

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

Lincoln Land Community College has entered into a grant agreement with the Illinois Green Economy Network under the Illinois Secretary of State Grant. With this award, LLCC will be able to support a portion of the cost of solar energy installation at the LLCC Jacksonville and Litchfield locations.

Lincoln Land Community College has applied for a grant with the Illinois Green Economy Network from the Renewable Energy Resources Trust Fund. If awarded, LLCC would utilize the funds to expand installation of solar technologies to the Springfield Campus and provide living lab opportunities to students enrolled in solar and electric certification programming.

Applied and Emerging Technologies seeks ratification for the application for the US Department of Transportation Commercial Motor Vehicle Operator Safety Training Grant Program. If awarded, the funds would provide veterans, active military members, and their families full tuition to complete the Truck Driver Training Program at LLCC.

MOTION: Move to ratify the IGEN Solar Energy Secretary of State Grant in the amount of \$56,500; the application for the IGEN Solar Energy Renewable Energy Resources Trust Fund Grant in the amount of \$79,105 and the application for the US Department of Transportation Commercial Motor Vehicle Operator Safety Training Program Grant in the amount of \$96,232.

GRANT SUMMARY
March 2020

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants for ratification/approval							
IGEN Solar Energy Secretary of State Grant	Lincoln Land Community College has entered into a grant agreement with the Illinois Green Economy Network under the Illinois Secretary of State Grant. With this award, LLCC will be able to support a portion of the cost of solar energy installation at the LLCC Jacksonville and Litchfield locations.	Illinois Green Economy Network	Academic Services	\$56,500	\$0	Yes	July 1, 2019 through June 30, 2020
IGEN Solar Energy Renewable Energy Resources Trust Fund Grant	Lincoln Land Community College has applied for a grant with the Illinois Green Economy Network from the Renewable Energy Resources Trust Fund. If awarded, LLCC would utilize the funds to expand installation of solar technologies to the Springfield Campus and provide living lab opportunities to students enrolled in solar and electric certification programming.	Illinois Green Economy Network	Academic Services/ Applied and Emerging Technologies	\$79,105	\$0	Yes	July 1, 2019 through June 30, 2020
US Department of Transportation Commercial Motor Vehicle Operator Safety Training Grant	Applied and Emerging Technologies Department seeks ratification for the application for the US Department of Transportation Commercial Motor Vehicle Operator Safety Training Grant Program. If awarded, the funds would provide veterans, active military members, and their families full tuition to complete the Truck Driver Training Program at LLCC.	US Department of Transportation	Applied and Emerging Technologies/ Truck Driver Training	\$96,232	\$15,821	Yes	October 1, 2020 through September 30, 2021
TOTAL				\$231,837	\$15,821		

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Parking Lot Leases, Capital City Training Center
DATE: March 25, 2020

The College currently leases parking spaces for the Capital City Training Center through Giacomini Management Corporation. We have two leases in place, one for 36 spaces and the other for 20 spaces, both of which expire on March 31, 2020. The proposed leases would each be for a 3-year term and include two 1-year renewal options. The terms of each lease are as follows:

Lease 1 – 36 parking spaces:

Current rate: \$15,729.12/year
Year 1 proposed: \$16,044.48/year 2.0%
Year 2 proposed: \$16,044.48/year 0.0%
Year 3 proposed: \$16,286.40/year 1.5%
Year 4 proposed: \$16,446.24/year 1.0%
Year 5 proposed: \$16,610.40/year 1.0%

Lease 2 – 20 parking spaces:

Current rate: \$4,080.00/year
Year 1 proposed: \$4,161.60/year
Year 2 proposed: \$4,161.60/year
Year 3 proposed: \$4,224.00/year
Year 4 proposed: \$4,267.20/year
Year 5 proposed: \$4,308.00/year

Years 4 and 5 reflect optional one-year renewal terms should the College decide to exercise these lease options.

I recommend approval of both of these leases as outlined.

MOTION: Move to approve both three-year leases with two optional one-year renewal periods with Giacomini Management Corporation for 36 parking spaces and 20 parking spaces at the Capital City Training Center.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Logan Hall RTU 1 & 2 Replacement – Contractor Recommendation

DATE: March 25, 2020

Sealed proposals were requested for the Logan Hall RTU 1 & 2 Replacement project. Proposals were received by the Construction Managers office on March 3rd.

A tabulation of those proposals are as follows:

Contractor	Base Bid
E.L. Pruitt Company Springfield, IL	\$341,873
Henson Robinson Company Springfield, IL	\$356,811

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: R.D. Lawrence, Springfield, IL.

Budget Impact:

Total Funds Requested: \$364,373
(\$341,873 Bid Amount + \$22,500 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 E.L. Pruitt Company in the amount of \$341,873 and to establish a project contingency in the amount of \$22,500, for an aggregate amount of \$364,373 to complete the Logan Hall RTU 1 & 2 Replacement Project at LLCC's Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 8.41 – Employee Reimbursement for Use of
Personal Electronic Devices

DATE: March 25, 2020

Attached is a proposed new Board Policy that supports compliance with the Illinois Wage Payment and Collection Act (Public Act 100-1094). The proposed policy will go into effect immediately upon approval.

This new 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 April 2020 meeting of the Board.

Lincoln Land Community College	Subject:	Employee Reimbursement for Use of Personal Electronic Devices
	Policy Number:	8.41
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	4/23/2020
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: In accordance with the Illinois Wage Payment and Collection Act (Public Act 100-1094), the college will establish reimbursement levels to employees for reasonable and necessary expenses that are required in the performance of the employee’s job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee’s compliance with this policy and related procedure.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: March 25, 2020

POSITION VACANCIES

Classified

Child Development Assistant (FT)
Bookstore Stockroom Technician (FT)
Testing Assistant (FT)

Professional

Nursing Skills Lab Professional (PT)

Administrator

Dean, Arts and Communication (FT)
Dean, Mathematics and Computer Science (FT)
Director, Student Success (FT)
Director, Adult Education and Literacy (FT)
Chief of Police (FT)

Faculty

Economics Instructor (FT)
Psychology Instructor (FT)
Nursing Instructor-2 (FT)

HIRES

Rachel Parkison	Education Svcs Rep-Taylorville	3/16/20
Alexander Young	Building Custodian	3/30/20
James Good	Building Custodian	3/30/20

PROMOTIONS

Lindsey Weihmeir	Admissions Specialist	3/16/20
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RESIGNATIONS

Dwayne Curry	Purchasing Manager	4/03/20
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: March 25, 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

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
Our recommendation of award is before you tonight.

Main Campus Wayfinding
The project 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.

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.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

The project design and development of the construction documents is underway.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of February 29, 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	425,970	315,185		315,185		224,065	91,120	28.91%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	163,467		163,467		154,656	8,812	5.39%
FY2019 PHS Total				1,021,160	834,121	(6,088)	828,033		667,595	160,438	19.38%
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	21,169		21,169		14,704	6,465	30.54%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	38,368		38,368		25,910	12,459	32.47%
	70973	Signage & Wayfinding Phase 1	L	425,583	310,458		310,458		504	309,954	99.84%
	70977	ADA Sidewalk Repairs- Main Campus, Litchfield, Taylorville	L	423,435	48,000		48,000		6,998	41,002	85.42%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	49,363		49,363		10,874	38,489	77.97%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	23,815		23,815		3,342	20,473	85.97%
FY2020 PHS Total				2,280,190	491,173		491,173		62,332	428,841	87.31%
PHS Fund Balance	70968	SGMN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	107,427		107,427		50,758	56,669	52.75%
	70970	Taylorville Restroom Heating	L	7,000	1,200		1,200		1,200	-	0.00%
	70971	SGMN & MNRD VAV System	L	36,587	9,025		9,025		9,025	-	0.00%
	70972	Campus Utility Survey	L	15,000	15,000		15,000		10,500	4,500	30.00%
	70975	Workforce Career Center Boiler Replacements	L	191,884	181,236		181,236		101,585	79,651	43.95%
	70980	LED Lighting Replacement Survey	L	13,165			-		-	-	0.00%
	70981	Fire Alarm System Upgrade Study	L	12,900			-		-	-	0.00%
PHS Fund Balance Total				377,604	313,888		313,888		173,068	140,820	44.86%
Capital Development Board / Infrastructure	73918	Main Campus & Taylorville Parking Lot Repairs	S, L	800,000	754,125		754,125	105,288	781,555	77,858	9.06%
Capital Development Board / Infrastructure Total				800,000	754,125		754,125	105,288	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	73919	Sangamon 2nd Floor Corridor Flooring	L	78,800	74,896		74,896	3,992	68,096	10,792	13.68%
Infrastructure Total				78,800	74,896		74,896	3,992	68,096	10,792	13.68%
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	8,026,643		8,026,643		823,150	7,203,493	89.74%
Funding Bonds Total				7,460,904	8,026,643		8,026,643		823,150	7,203,493	89.74%
Memorial Foundation	70986	Montgomery/Memorial Remodel	L	3,340,968	274,450		274,450			274,450	100.00%
Memorial Foundation Total				3,340,968	274,450		274,450			274,450	100.00%
Grand Total				25,209,626	10,796,201		10,899,393	103,192	2,575,796	8,323,596	76.37%

AGENDA MASTER CALENDAR

<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 5/6/20 • Employee Recognition Ceremony 5/7/20 • 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 	<p style="text-align: center;">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 	<p style="text-align: center;">MARCH 2021</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/24/21

V. Strategic Discussion