
LLCC Board of Trustees Regular Meeting

April 28, 2021

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Julian Marvel, Student Trustee

Charlotte Warren, President

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

Wednesday, April 28, 2021
5:15 P.M.
Trutter Center, Main Campus

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the April 28, 2021 Meeting
- D. Introductions and Recognitions
- E. Board Organization and Election of Officers
- F. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of March 24, 2021
- B. Ratify Payment of All Cash Disbursements for March and the March Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
 - 1. Specific Stop Loss Insurance
- E. Purchasing
 - 1. Classroom Desks
 - 2. Outdoor Furniture
 - 3. OB/GYN Simulator for Diagnostic Medical Sonography Program
 - 4. Technology Equipment for the Montgomery Hall Building Renovation
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Strategic Planning Consultant
- G. Monthly Grant Status Report
- H. Facility Lease
- I. Construction Items
 - 1. Classroom Renovations in Menard, Millennium and Logan Hall
 - 2. Cass Reheats & Actuators Replacement – Contractor Recommendation
 - 3. Litchfield Service Counter ADA Upgrade – Contractor Recommendation
 - 4. Montgomery Hall Reheat Replacement – Contractor Recommendation
 - 5. Sangamon/Menard Drive and Drainage Repair – Contractor Recommendation
 - 6. Menard Hall 2nd Floor Hallway Flooring Replacement – Contractor Recommendation
 - 7. Menard Hall 2nd Floor Hallway Painting – Contractor Recommendation
 - 8. Logan Hall RTU 1 & 2 Replacement – Change Order

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Health Insurance Rates for FY22
 - 2. Beardstown Lease
- E. Information Technology Item
- F. Executive Division Items

IV. Information Items

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

V. Strategic Discussion

- A. HLC Open Pathways Presentation

VI. Executive Session

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

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matter

VIII. Adjournment

I. Preliminary Matters

AGENDA ITEM I.E

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Board Organization and Election of Officers
DATE: April 28, 2021

Board reorganization includes election of the following officers:

Chair – The Chair presides at all meetings, rules on questions of order and performs such other duties as are imposed by law or Board action. The Chair or Chair’s designee signs district contracts and other official documents.

Vice Chair – The Vice Chair performs the duties of the Chair in the Chair’s absence.

Secretary – The Secretary is responsible for maintaining an accurate record of Board proceedings and Board correspondence and for overseeing elections as required by the Illinois Public Community College Act and the Illinois Election Code. The Secretary is also responsible for notices required from time-to-time to conduct business of the district.

After voting, it is appropriate for the newly elected Chair to assume their seat.

MOTION: Move to nominate _____ as Chair, nominate _____ as Vice Chair and nominate _____ as Secretary of the LLCC Board of Trustees.

MOTION: Move to close nominations for Chair, Vice Chair and Secretary of the LLCC Board of Trustees.

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: April 28, 2021

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 March, 2021 (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 March 31, 2021.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2021 and ratify the March 31, 2021 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: April 28, 2021

Name	Meeting	Location	Date	Account	Amount
Craig Beckmier	Dixie National Livestock Judging	Jackson, MS	Feb 12-13, 2021	Kreher Farm Trust	\$977
Craig Beckmier	Houston National Contest	Houston/College Station, TX	March 28-30, 2021	Kreher Farm Trust	\$2,563
Craig Beckmier	NACTA Competition	Hutchinson, KS	April 15-17, 2021	Kreher Farm Trust	\$2,123

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Specific Stop-Loss Insurance

DATE: April 28, 2021

As part of our self-insurance program, LLCC purchases specific stop-loss insurance coverage to limit the college's exposure to risk of high dollar medical claims. Stop-loss insurance will reimburse the college for an individual insured's incurred claims in excess of \$100,000. Our current contract with HCC for this coverage is scheduled to expire on June 30, 2021.

To continue providing stop-loss coverage for the college's self-insurance program, Cottingham & Butler, LLCC's insurance consultant, sought quotations in the stop-loss marketplace on our behalf. After reviewing all of the quotes, three carriers, who provided firm offers, were left under consideration: HCC, the incumbent carrier, Berkshire, and HM. The incumbent, HCC, provided the lowest quote, an annual premium of \$554,313, which represents a 13.4% decrease over last year's premium. HCC did not include any lasers. With firm quotes in hand, it is best to make a recommendation as soon as possible before the plan year ends rather than risk additional large claims hitting the plan prior to the end of the year, which would increase premiums by unknown margins.

The above listed costs are based on 343 currently insured employees with 62 electing dependent or family coverage. The final actual cost may differ based on the number insured at July 1 and the number electing to carry dependent or family coverage. Based on the firm quote, the best overall cost when factoring in lasers, establishment in the stop-loss market and administrative continuity, it is my recommendation that we accept the bid from HCC in the amount of \$554,313 with a stop-loss liability of \$100,000 per claim.

MOTION: Move to approve the specific stop-loss policy with a liability limit of \$100,000 per insured for FY2022 proposed by HCC at a projected annual cost of \$554,313.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Classroom Desks

DATE: April 28, 2021

Existing classrooms that utilize rectangular tables are not conducive to maximizing space in our classrooms due to COVID social distancing guidelines. The College will purchase 456 tab arm desks on casters. These mobile desks will allow the College to maximize the number of students in a classroom while still adhering to all social distancing guidelines established by the Centers for Disease Control and Prevention (CDC). 456 desks will furnish 17 classrooms around campus.

These desks will be provided by Krueger International (KI), and were sourced from the Illinois Public Higher Education Cooperative (IPHEC) consortium contract.

Budget Impact:

Total Funds Requested: \$191,133.64

Source of Funds: Higher Education Emergency Relief Fund II

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be provided current, contemporary furniture that will support classroom learning, while adhering to all CDC social distancing guidelines.

How will proposed agenda item be measured?

NA

MOTION: Move to approve Krueger International to provide classroom desks with a total commitment of \$191,133.64.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Outdoor Furniture
DATE: April 28, 2021

Providing a well maintained and an aesthetically appealing campus is an important aspect in retaining current students and appealing to prospective students. We propose purchasing ten (10) blue picnic tables that are 46" square with attached seating, two (2) benches as described above that are ADA accessible, three (3) 8' rectangular picnic tables, one (1) 8' rectangular picnic table that is ADA accessible, four (4) 6' outdoor benches, four (4) 8' outdoor benches, and 20 trash receptacles with rain canopies.

These items will be provided by Worthington Direct and were sourced from the Buyboard consortium contract (584-19).

Budget Impact:

Total Funds Requested: \$43,551.55
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 provided current, contemporary outdoor furniture that will be aesthetically pleasing and help our campus be vibrant.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve Worthington Direct to provide outdoor furniture with a total commitment of \$43,551.55.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: OB/GYN Simulator for Diagnostic Medical Sonography Program

DATE: April 28, 2021

The Diagnostic Medical Sonography program requires the OB/GYN Simulator Base Unit, Training, plus GYN and OB Pathology Packs to help provide instruction associated with OB/GYN-related practices. Students will gain hands-on learning experiences to prepare them to successfully transition to the workplace. Students in this program do not have access to real patients while learning making the simulators vital.

Budget Impact:

Total Funds Requested: \$94,868.64
Source of Funds: Perkins and Operational
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This equipment will simulate the experience students will have while performing specific procedures within the DMS program. Students will have the opportunity to perform simulated ultrasound exams for gynecologic and obstetric purposes and gain experience documenting both normal and pathologic tissue. The simulator will help fill a gap created by limited access to live models for practice scanning on campus.

How will proposed agenda item be measured?

The use of the simulators will be mapped and evaluated in the curriculum for the DMS program.

MOTION: Move to approve the purchase order to CAE Healthcare in the total amount of \$94,868.64 for purchase of the OB/GYN Simulator Base Unit, Training, plus GYN and OB Pathology Packs.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Technology Equipment for Montgomery Hall Building Renovation

DATE: April 28, 2021

Board approval is requested for the purchase of new technology equipment for the Montgomery Hall building renovation. With the purchase of multiple items, the college will receive a volume discount.

Item	Quantity	Total Price
Computer -Monitor Only	26	\$ 3,900
Computer - Mini	3	\$ 2,055
Computer – PC & Monitor	2	\$ 1,500
Conference Phone	1	\$ 400
Laptop and Dock	26	\$ 26,000
Misc. Network	1	\$ 3,159
Monitor (TV)	3	\$ 2,127
Network Switch	2	\$ 4,270
Phone	36	\$ 7,717
Projector	2	\$ 2,400
Video Conferencing	1	\$ 892
Wireless Access Point	15	\$ 8,700
Total Price		\$ 63,120

Budget Impact:

Total Funds Requested: \$63,120
 Source of Funds: Foundation/Memorial funds
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Technology will directly benefit the student learning experience by enabling access to digital content and simulation systems.

How will proposed agenda item be measured?

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

MOTION: Move to approve the purchase of technology equipment for the Montgomery Hall building renovation at an approximate cost of \$63,120.00.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: April 28, 2021

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

The Health Professions Department seeks approval to amend the affiliation agreement with St. John's Hospital to include the Diagnostic Medical Sonography Program. St. John's Hospital has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into an affiliation agreement with Home Health of Illinois, LLC., America at Home Healthcare and Nursing Services, LTD. and First Care Healthcare, Inc., each doing business as Elara Caring for students enrolled in the Occupational Therapy Assistant Program. Each site has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Alton Physical Therapy for students enrolled in the Occupational Therapy Assistant Program. Alton Physical Therapy has facilities suitable for the educational needs of the students.

The LLCC-Medical District seeks approval to enter into an affiliation agreement with the Macoupin County Public Health Department for students enrolled in the Dental Assistant Program. Macoupin County Department of Public Health has facilities suitable for the educational needs of the students.

The Community Education Department seeks approval for the continued partnership with the Academy of Lifelong Learning. LLCC will provide support and sponsorship to the Academy of Lifelong Learning during FY2022.

MOTION: Move to approve the amendment to the affiliation agreement with St. John's Hospital, the affiliation agreement with Elara Caring, the clinical site agreement with Alton Physical Therapy, the affiliation agreement with Macoupin County Department of Public Health and the partnership agreement with the Academy of Lifelong Learning in the amount of \$23,719.08.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept/ Program	Contract Total	Term
Partnership Agreement with the Academy of Lifelong Learning	The Community Education Department seeks approval for the continued partnership with the Academy of Lifelong Learning. LLCC will provide support and sponsorship to ALL during FY22.	Academy of Lifelong Learning	Community Education	\$23,719.08	July 1, 2021 through June 30, 2022

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Amendment to the Affiliation Agreement with St. John's Hospital	The Health Professions Department seeks approval to amend the affiliation agreement with St. John's Hospital to include the Diagnostic Medical Sonography Program. St. John's Hospital has facilities suitable for the educational needs of the students.	St. John's Hospital	Health Professions/ Diagnostic Medical Sonography	April 28, 2021 through Indefinite
Affiliation Agreement with Elara Caring	The Health Professions Department seeks approval to enter into an affiliation agreement with Home Health of Illinois, LLC., America at Home Healthcare and Nursing Services, LTD., and First Care Healthcare, Inc., each doing business as Elara Caring for students enrolled in the Occupational Therapy Assistant Program. Each site has facilities suitable for the educational needs of the students.	Elara Caring	Health Professions/ Occupational Therapy Assistant	April 28, 2021 through April 27, 2026
Clinical Site Agreement with Alton Physical Therapy	The Health Professions Department seeks approval to enter into a clinical site agreement with Alton Physical Therapy for students enrolled in the Occupational Therapy Assistant Program. Alton Physical Therapy has facilities suitable for the educational needs of the students.	Alton Physical Therapy	Health Professions/ Occupational Therapy Assistant	April 28, 2021 through Indefinite
Affiliation Agreement with the Macoupin County Department of Public Health	The LLC-Medical District seeks approval to enter into an affiliation agreement with the Macoupin County Public Health Department for students enrolled in the Dental Assistant Program. Macoupin County Department of Public Health has facilities suitable for the educational needs of the students.	Macoupin County Department of Public Health	LLCC-Medical District/ Dental Assistant Program	April 28, 2021 through March 24, 2021

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Strategic Planning Consultant

DATE: April 28, 2021

Board approval is requested to contract for consulting services with Thomas P. Miller & Associates to manage the upcoming strategic planning process for the college. It is time for a new five-year plan. Given the many changes in our world, state, and community that have and/or will impact higher education since our last plan, not to mention changes in the last fourteen months, it is an ideal time to invest in a major plan overhaul. The pandemic has changed many things, but it also has given us a new perception on the delivery of education. That combined with the data from the self-study in which we are currently engaged for our Higher Learning Commission reaffirmation, and with an even greater need for strategies addressing diversity and inclusion this will be a larger undertaking. We believe that engaging with Thomas P. Miller to benefit from their wide array of resources and experience will lead to a much stronger and more sustainable plan. This will be approximately an eight-month process where the consultant will:

1. Launch the strategic planning process working with college leadership in designing the process. This will include review of current relevant documents and research data to help inform the planning process.
2. Review secondary research relevant to the operations of this college including COVID impacts, local and regional labor market data, and any additional data sources that within the college that would be helpful. Where necessary the consultant will collect additional data.
3. Engage stakeholders through focus groups and interviews.
4. Conduct strategic planning sessions working with college community to:
 - affirm or revise mission, vision, and values of the college.
 - engage in a SWOT analysis.

- lead conversation on the desired future state and strategies to get there.
- establish and prioritize strategic goals.
- Map strategies to key performance indicators.

5. Draft and finalize the strategic plan.

Thomas P. Miller & Associates has performed admirably in work nationally with other community colleges on their strategic planning, including a college in Illinois.

Budget Impact:

Total funds requested:	\$70,660
Source of funds:	FY 2021-2022 Budget
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The plan will guide programming and services for students over the next five years.

How will the proposed agenda item be measured?

By completion of a five-year strategic plan.

<p>MOTION: Move to approve the contract for consulting services with Thomas P. Miller & Associates in the amount of \$70,660.</p>
--

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: April 28, 2021

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

The Applied and Emerging Technologies Division seeks ratification for the application for the Federal Aviation Administration Aviation Workforce Development Grant. If awarded the funds will support increases in trained Airplane Mechanics completers in the LLCC Aviation Program.

MOTION: Move to ratify the application for the FAA Aviation Workforce Development Grant in the amount of \$500,000.

GRANT SUMMARY
APRIL 2021

Grant Title	Brief Description	Grantor	LLCC Department/ Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Federal Aviation Administration Workforce Development Grant	If awarded the funds will support increases in trained Airplane Mechanics completers in the Aviation Program	Federal Aviation Administration	Applied & Emerging Technologies /Aviation	\$500,000	\$0	Yes	October 1, 2021 through April 1, 2023

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Classroom Renovations in Menard, Millennium & Logan Hall

DATE: April 28, 2021

Tonight, we are asking you to approve a small project to renovate classrooms in Menard Hall, Millennium Center and Logan Hall. This project includes combining classrooms 2202 and 2203 on the second floor of Menard Hall, combining classrooms 2237 and 2239 on combining classrooms 2203 and 2204 on the second floor of Millennium Center, and combining 1132 and 1133 in Logan Hall to create larger classrooms to accommodate increased class sizes while following COVID19 safety guidelines for the Fall 2021 semester. This project will be funded with HEERF funds.

Budget Impact:

Total Funds Requested:	\$330,000
Source of Funds:	Higher Education Emergency Relief Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the Classroom Renovations in Menard, Millennium and Logan Hall project at the Main campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Cass Reheats & Actuators Replacement – Contractor Recommendation

DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s office on April 1st for the Cass Reheats & Actuators Replacement. The scope of the project includes removing existing controllers for the VAV boxes in the lower level of Cass Gym. This upgrade will align these units with controls upgrades in other buildings.

A tabulation of those proposals are as follows:

Contractor	Base Bid
E.L. Pruitt Company Springfield, IL 62707	\$57,302
Henson Robinson Company Springfield, IL 62711	\$59,855

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: none.

Budget Impact:

Total Funds Requested: \$58,052
(\$57,302 Bid Amount + \$750 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 in the amount of \$57,302 from E.L. Pruitt Company and to establish a project contingency in the amount of \$750, for an aggregate amount of \$58,052 to complete the Cass Reheats & Actuators Replacement.

AGENDA ITEM II.I.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield Service Counter ADA Upgrade – Contractor Recommendation

DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s Office on March 16th for the Litchfield Service Counter ADA Upgrade. The scope of the project includes removing and replacing the existing reception counter in Litchfield to allow for improved accessibility for students and additional seating behind counter. This project will be funded by Fiscal Year 21 remaining fund balances from small projects.

A tabulation of those proposals are as follows:

Contractor	Base Bid
R.D. Lawrence Construction Co., Ltd. Springfield, IL	\$35,130
Vollintine Construction Co., Inc. Springfield, IL	\$34,500

The following companies were issued bid documents but chose not to submit a proposal: none.

Budget Impact:

Total Funds Requested: \$38,000
(\$34,500 Bid Amount + \$3,500 Contingency)

Source of Funds: Small Project

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$34,500, from Vollintine Construction Co. Inc. and to establish a project contingency in the amount of \$3,500, for an aggregate amount of \$38,000 to complete the Service Counter ADA Upgrade at the Litchfield Outreach Center.

AGENDA ITEM II.I.4

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Montgomery Hall Reheat Replacement – Contractor Recommendation
DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s Office on April 6th. The scope of the project includes removing and replacing inefficient electrical VAV reheats on the east side of Montgomery Hall and replacing with water fed VAV’s that tie into the new hot water boiler that was installed as a part of the Montgomery Nursing Renovation project.

A tabulation of those proposals are as follows:

Contractor	Base Bid
E.L. Pruitt Company Springfield, IL	\$204,390
Henson Robinson Company Springfield, IL	\$198,900

The following companies were issued bid documents but chose not to submit a proposal: none.

This project’s budget was originally approved on October 28, 2020 at \$225,420 funded with Protection, Health, and Safety. The bids received came in slightly higher than originally anticipated due to scheduling issues identified during project development. The project has exceeded the original budget as follows:

Project Engineering Fee	\$25,200
Advertising	\$290
Preliminary Estimating	\$855
Base Bid (listed above)	\$198,900
Project Contingency	\$19,900
Revised Budget Total	<u>\$245,145</u>

The \$19,725 increase in the project budget will be funded by excess PHS Funds.

Budget Impact:

Total Funds Requested: \$218,800
(\$198,900 Bid Amount + \$19,900 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 in the amount of \$198,900 from Henson Robinson Company and to establish a project contingency in the amount of \$19,900, for an aggregate amount of \$218,800 to complete the Montgomery Hall Reheat Replacement.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon/Menard Drive and Drainage Repair – Contractor Recommendation

DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s Office on April 6th for the Sangamon/Menard Drive and Drainage Repair. The scope of the project includes removing and replacing damaged concrete at the Menard loading dock and Sangamon south facilities drives.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt #1 (Removal and replacement of concrete, oil storage tank, and drainage structure)
Kinney Contractors, Inc. Raymond, IL	\$370,000	\$30,000
Siciliano, Inc. Springfield, IL	\$381,300	\$29,700

These base bids are within the project budget established during the PHS approval process; however, we will not be able to do Alternate #1 due to budget constraints. The following company was issued bid documents but chose not to submit a proposal: P H Broughton & Sons Inc., Springfield, IL.

Budget Impact:

Total Funds Requested: \$387,400
(\$370,000 Bid Amount + \$17,400 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 in the amount of \$370,000 from Kinney Contractors, Inc. and to establish a project contingency in the amount of \$17,400, for an aggregate amount of \$387,400 to complete the Sangamon/Menard Drive and Drainage Repair.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Menard Hall 2nd Floor Hallway Flooring Replacement – Contractor Recommendation

DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s Office on April 13th for the Menard Hall 2nd Floor Hallway Flooring Replacement. The scope of the project includes removing and replacing flooring in the corridor on the 2nd floor of Menard Hall.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Carpet Weavers Springfield IL	\$110,820
Patterson Commercial Flooring Springfield IL	\$104,900
Richardet Floor Covering (non-responsive)	\$80,955*
TSI Commercial Floor Covering, Inc. Champaign, IL	\$107,872

*Non-responsive. Proposal had insufficient documentation

The following companies were issued bid documents but chose not to submit a proposal: none.

Budget Impact:

Total Funds Requested: \$109,900
(\$104,900 Bid Amount + \$5,000 Contingency)

Source of Funds: Small Project

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$104,900 from Patterson Commercial Flooring and to establish a project contingency in the amount of \$5,000, for an aggregate amount of \$109,900 to complete the Menard Hall 2nd Floor Hallway Flooring Replacement.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Menard Hall 2nd Floor Hallway Painting – Contractor Recommendation

DATE: April 28, 2021

Sealed proposals were received by the Construction Manager’s Office on April 13th for the Menard Hall 2nd Floor Hallway Painting. The scope of the project includes painting of all columns and walls in the corridor of the 2nd floor of Menard Hall.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Davis Painting Springfield, IL	\$12,970
Jennings Painting Springfield, IL	\$12,200

The following companies were issued bid documents but chose not to submit a proposal: none.

Budget Impact:

Total Funds Requested: \$13,400
(\$12,200 Bid Amount + \$1,200 Contingency)

Source of Funds: Small Project

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$12,200 from Jennings Painting and to establish a project contingency in the amount of \$1,200, for an aggregate amount of \$13,400 to complete the Menard Hall 2nd Floor Hallway Painting.

AGENDA ITEM II.I.8

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Logan Hall RTU 1 & 2 Replacement – Change Orders

DATE: April 28, 2021

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

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

RFP/CO#	Description	Cost
M-001	Replace disconnect switch with larger disconnect switch.	\$1,062.03
	Total:	\$1,062.03
Amount of project contingency:		\$22,500.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$1,062.03
Less other consultant fees/permits to date:		
Amount of contingency remaining:		\$21,437.97

Budget Impact:

Total Funds Requested: \$1,062.03
Source of Funds: Protection, Health and Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the listed change orders in the amount of \$1,062.03 for the Logan Hall RTU 1 & 2 Replacement at the Main Campus as presented.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Health Insurance Rates for FY2022

DATE: April 28, 2021

In March, the insurance committee was informed of the claims status of the current plan year and the recommended FY2022 rates for health insurance as determined by the College's insurance consultant. Overall, claims experience is positive for the current plan year with revenue in the employee benefit fund expected to exceed expenses by a small margin. We currently have six large claimants, two of which have exceeded the plan's stop loss insurance deductible of \$100,000. Claims for the current and previous two plan years were reviewed, and data trended forward to arrive at expected claims for fiscal year 2022. Consideration was also given to the expectation that claims activity will likely increase during this plan year and the next plan year in contrast to last year when COVID-19 protocols were more restrictive, and individuals were not utilizing healthcare for elective procedures and minor concerns as they normally would have. After considering all information, the six voting members of the committee came to consensus on their recommendation. Based on the provided information and the committee and consultant's feedback, the following is being recommended:

- Continue to offer a High Deductible Plan option accompanied by a Health Savings Account conforming to IRS qualifying regulations, increasing the individual deductible by \$200 and the out-of-pocket maximum by \$1,200. Family deductible and out-of-pocket maximum will remain unchanged.
- Continue to offer the Open Access Plan, increasing the individual deductible by \$200 and the out-of-pocket maximum by \$300 across all tiers. Family deductible and out-of-pocket maximum will remain unchanged. Under the prescription drug benefit, a specialty Rx tier will be added with a \$200 co-pay.

The following are recommendations of administration and the insurance consultant:

- Establish monthly health insurance rates for the HealthLink Open Access Plan for FY22 at \$1,000 for Employee Only, \$1,692 for Employee plus Spouse, \$1,532 for Employee plus Child(ren), and \$2,588 for Employee plus Family. This reflects a 2.6% increase over last year's rates.

- Establish monthly health insurance rates for the High Deductible Plan coupled with Health Savings Account for FY22 at \$681 for Employee Only, \$1,228 for Employee plus Spouse, \$1,112 for Employee plus Child(ren) and \$1,952 for Employee plus Family. This reflects a 2.6% increase over last year's rates.
- Apply a FY22 annual Board contribution of \$11,587 for health insurance, as established by the one-year extension of the 2018-2021 Faculty Collective Bargaining Agreement, to all benefit-eligible College employees. Based on the FY22 premiums recommended above, the High Deductible Plan will still provide a fully paid, employee only health insurance option for employees. However, employees choosing the Open Access Plan will pay a monthly premium of \$34.42 for Employee Only coverage.
- Establish the annual Board Contribution to an employee's Health Savings Account for those selecting the High Deductible Plan at \$3,415. This is the yearly difference between the \$11,587 Board Contribution for health insurance and the annual cost of employee only coverage under the High Deductible Plan and does not exceed the calendar year maximum contribution set by the IRS.
- Change insurance carriers for dental insurance to Sun Life with no changes to plan design and FY22 premiums set at \$39.82 per month for Employee Only, \$89.18 per month for Employee plus Spouse, \$98.74 per month for Employee plus Child(ren), and \$159.22 per month for Employee plus Family. The monthly Board Contribution amount will be equal to the premium set for Employee Only coverage. This represents a slight decrease from FY21 premiums.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees given past claims history and current healthcare inflation of between 4-6%.

I would like to take the opportunity to thank the members of the insurance committee for their due diligence in this process. Voting members of the committee are Lyndsey Craigmiles-Brooks, Stephanie Cummings, Christie Hovey, Tim McKenzie, Nicole Ralph, and Lawrence Strubhart. Advisory members of the committee are Esteban Cruz, Kim Elder, Bryan Gleckler and Kirsten Taylor.

It is my recommendation that we support the work and resulting recommendations presented above.

I also recommend that we engage Allied Benefit to process any runout claims from FY21 for one year at a cost of \$57,714.80. As you may recall, the college is changing third-party administrators for the processing of health insurance claims from Allied Benefit to SISCO starting July 1, 2021. Engaging Allied Benefit in the processing of any residual FY21 claims will provide continuity of benefit administration for any claims for service prior to July 1, 2021.

<p>MOTION: Move to approve the recommendations as presented.</p>
--

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Beardstown Lease
DATE: April 28, 2021

Our lease with Pine Bluff Corporation for the Beardstown outreach center expires on June 30, 2021. Mr. Kevin Massie, owner of the building, is willing to continue the lease. Highlights of the agreement are as follows:

- A one-year lease agreement commencing July 1, 2021 and ending June 30, 2022 with the option of two, one-year extensions.
- An initial twelve-month lease cost of \$64,764 based on 8,400 sq. ft. @ \$7.71 per sq. ft.
- LLCC is responsible for the cost of utilities, telecommunications, and custodial services.

College counsel has reviewed this agreement.

MOTION: Approve the lease agreement with Pine Bluff Corporation for 8,400 sq. ft. at Lot 2 in Evergreen Industrial Park, Beardstown, Illinois.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: April 28, 2021

POSITION VACANCIES

Classified

General Merchandise Technician (FT)
Laboratory Coordinator (PT)

Professional

Academic Support Specialist (PT)
Adult Education Coordinator (FT)
Application Developer I - 2 (FT)
Chemical Hygiene Officer and Laboratory Supervisor (FT)
Student Engagement Coordinator (FT)
Student Success Coach I (FT)

Administrator

Director, IT Development (FT)

Faculty

Diagnostic Medical Sonography Instructor (FT)
Nursing Instructor – 2 (FT)

HIRES

Tina Compton	Employee Recruitment Coordinator (FT)	04/26/21
--------------	---------------------------------------	----------

RETIREMENTS

Duane Whitney	Systems Administrator I (FT)	04/30/21
---------------	------------------------------	----------

RESIGNATIONS

Edobor Efam	Information Technology Specialist (FT)	04/09/21
-------------	--	----------

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: April 28, 2021

Below 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 – FY20

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

This project is complete. We are awaiting closeout documents.

Logan Hall RTU 1 & 2 Replacement

The project is complete.

Main Campus Wayfinding

The parking lot signage has been installed on the main campus and we are awaiting closeout documents.

Water Infiltration Remediation Main Campus

The project is complete. We are awaiting closeout documents.

PHS Projects – FY21

Cass Reheats & Actuators Replacement

Our recommendation is before you tonight.

Logan Hall Code and Flooring Upgrades

This project is underway. We anticipate the project to start in early May.

Main Campus Exterior Lighting Upgrades Phase 1

Development of construction documents is underway. We anticipate the project to bid and work to begin in Summer/Fall 2021.

Montgomery Hall Reheat Replacement

Our recommendation is before you tonight.

Sangamon/Menard Drive and Drainage Repair

Our recommendation is before you tonight.

Security Camera Updates Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Fall 2021.

Water Infiltration Remediation Main Campus Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Fall 2021.

Wayfinding Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Summer 2021.

PHS Projects – Excess Funds**Bipolar Ionization Units**

The project is complete. We are awaiting closeout documents.

Child Development Center Water Infiltration Repairs

This project is underway.

FY21 Small Projects**Classroom Upgrades in Menard & Millennium**

Project approval is before you tonight. We anticipate the project to bid and work to begin in Summer 2021.

Litchfield Service Counter ADA Upgrade

Our recommendation is before you tonight.

Sangamon Floor 1st Floor Flooring Replacement

The project is complete. We are awaiting closeout documents.

Menard Hall 2nd Floor Hallway Flooring Replacement

Our recommendation is before you tonight.

Menard Hall 2nd Floor Hallway Painting

Our recommendation is before you tonight.

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

The CDB received bids on February 5th. We will bring that recommendation before you after final CDB determination of the winning bid. Construction to follow immediately.

Exterior Door Security Upgrades

Awaiting funding release from the State of Illinois.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – The project is substantially complete.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

This project is underway. Work is approximately 75% complete.

Capital Renewal Project

Renovate and Expand Student Services (CDB Managed)

CDB has an executed contract with Demonica Kemper Architects to begin programming for this project. User group meetings have begun.

Illinois Green Economy Network (IGEN) Project

Litchfield Interior Lighting Upgrades

This project is underway. We are assembling startup documents and anticipate the project to start in early May.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: April 28, 2021

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the third 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.

<p style="text-align: center;">QUARTERLY BUDGET TRANSFER REPORT March 31, 2021</p>
--

EDUCATIONAL FUND

Budget	\$39,364,239
Transfers	\$48,652
Percentage	.12%

O&M FUND

Budget	\$5,200,557
Transfers	\$27,355
Percentage	.53%

OTHER FUNDS

Budget	\$20,721,172
Transfers	\$21,574
Percentage	.10%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$44,564,796
Adjusted Revenues	\$44,564,796
Additional Funds Available	\$0

Expenditures

Original Budget	\$44,564,796
Adjusted Expenditures	\$44,564,796
Additional Expenditures	\$0

Net Change	\$0
-------------------	------------

AGENDA MASTER CALENDAR

MAY 2021	JUNE 2021	JULY 2021	AUGUST 2021
<ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Virtual Commencement 5/14/21 • Board Meeting 5/26/21 	<ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/23/21 	<ul style="list-style-type: none"> • FY22 Tentative Budget • Board Meeting 7/28/21 	<ul style="list-style-type: none"> • Board Meeting 8/25/21
SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
<ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/22/21 	<ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/27/21 	<ul style="list-style-type: none"> • Board Meeting 11/17/21 	<ul style="list-style-type: none"> • Adopt CY21 Property Tax Levy • Board Meeting 12/13/21
JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022
<ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/26/22 	<ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/23/22 	<ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/23/22 	<ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/27/22

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: HLC Open Pathways Presentation

DATE: April 28, 2021

Dr. Tricia Kujawa, Assistant Vice President of Institutional Research and Effectiveness, will present an overview of institutional accreditation, including a timeline of activities leading to the Higher Learning Commission's reaffirmation decision in Spring 2023.