
LLCC Board of Trustees Regular Meeting

May 27, 2020

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Travis McCullough, Student Trustee

Charlotte Warren, President

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

Wednesday, May 27, 2020
5:15 P.M.

Meeting will be held via Zoom. The link for joining:
<https://us02web.zoom.us/j/82158974491>

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- E. Hearing of Citizens

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- A. Personnel Matters
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- A. Approval of Personnel Matter
- B. Approval of Facilities Services Union Contract

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, April 22, 2020 at 5:15 p.m. via remote video conference. (As permitted by Governor Pritzker's Executive Order 2020-7)

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Raymond and Mr. Rosenthal. Mr. Fulgenzi was absent. Ms. Kissick joined the meeting in progress.

B. Pledge of Allegiance

Chairman Rosenthal led the audience in the pledge of allegiance.

C. Adoption of Agenda of the April 22, 2020 Meeting

MOTION NO. 04-22-20-1:

Mr. Findley moved to adopt the agenda of the April 22, 2020 meeting. Mr. Elmore seconded.

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

D. Introductions and Recognitions

Dr. Warren welcomed Dr. Joel Dykstra, the new Dean, and English & Humanities.

1. Student Elections

Mr. Jacob Deters, Student Engagement Coordinator, announced the results of the recent Student Government elections. The new Student Trustee is Travis McCullough, SGA President is Ian Schneider, SGA Vice President is Tyler Ralph, and the SGA Representatives are Dane Paige and Alicia Brown.

E. Seating of Student Trustee and Oath of Office

Mr. Rosenthal read the resolution for Ms. Kissick. Ms. Kissick thanked the board for the many opportunities she was granted as a student trustee. Mr. Rosenthal then administered the oath of office to Mr. McCullough.

II. Consent Agenda

MOTION NO. 04-22-20-2:

Mr. Gates moved to:

- approve the minutes of the regular meeting of March 25, 2020;
- ratify the disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2020 and ratify the March 31, 2020 Treasurer's Report;
- approve the expenditure of \$49,734 to Johnson Controls/Simplex for fire alarm system monitoring and servicing;
- approve the base bid from Evans Construction Company in the amount of \$198,000, alternate bid #1 in the amount of \$24,000, alternate bid #2 in the amount of \$15,000, alternate bid #3 in the amount of \$16,000 and to establish a project contingency in the amount of \$25,300 for an aggregate amount of \$278,300 to complete the ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville Project at LLCC's Main, Litchfield and Taylorville campuses;
- and approve the resolution authorizing the listed project in the amount of \$150,000 to be undertaken as Protection, Health and Safety (PHS) project funded via fund balances remaining in previous PHS projects.

Ms. Raymond seconded.

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

III. Action Agenda

A. Policies

1. New Board Policy 8.41 – Employee Reimbursement for Use of Personal Electronic Devices

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

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.

MOTION NO. 04-22-20-3:

Mr. Elmore moved to approve new Board Policy 8.41 – Employee Reimbursement for Use of Personal Electronic Devices. Dr. Davis seconded.

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

B. Academic Services Division Items - None

C. Student Services Division Items - None

D. Administrative Services Division Items

1. Specific Stop-Loss Insurance – (this item was moved from Consent to Action)

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, 2020.

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, two carriers, who provided firm offers, were left under consideration: HCC, the incumbent carrier, and Berkshire Hathaway. Berkshire Hathaway is a new player in the stop-loss marketplace with less than five years of experience. Berkshire Hathaway provided the lowest quote of \$578,652 annually, but the quote included lasering one of the insureds on our plan. This would mean that the plan would have an additional \$100,000 (for a total of \$200,000) in claims liability before the stop-loss policy would reimburse. HCC quoted an annual premium of \$617,338, which represents a 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 337 currently insured employees with 56 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 \$617,338 with a stop-loss liability of \$100,000 per claim.

MOTION 04-22-20-4:

Mr. Findley moved to approve the specific stop-loss policy with a liability limit of \$100,000 per insured for FY2021 proposed by HCC at a projected annual cost of \$617,338. Ms. Raymond seconded.

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

2. Health Insurance Rates for FY2021

In March, the insurance committee was informed of the claims status of the current plan year and the recommended FY2021 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. We currently have three large claimants, two of which have exceeded the plan's stop loss insurance

deductible of \$100,000. This is in contrast with the previous plan year, with claims significantly exceeding revenue. Claims for the current and previous plan years were reviewed and trended forward to arrive at an expected claims for fiscal year 2021. *This also included adjusting for health care cost inflation of approximately 2.8%.* After considering all information, the six voting members of the committee were unanimous with their conclusions. 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. To meet IRS guidelines as a qualified high deductible plan, the individual deductible will increase from \$2,750 to \$2,800 with the family deductible remaining unchanged at \$5,500. There will be no other changes to plan design.
- Continue to offer the Open Access Plan with no recommended changes to plan design.

The following are recommendations of administration and the insurance consultant:

- Establish monthly health insurance rates for the HealthLink Open Access Plan for FY'21 at \$975 for Employee Only, \$1,649 for Employee plus Spouse, \$1,493 for Employee plus Child(ren), and \$2,522 for Employee plus Family. This reflects a 2% increase over last year's rates.
- Establish monthly health insurance rates for the High Deductible Plan coupled with Health Savings Account for FY'21 at \$664 for Employee Only, \$1,197 for Employee plus Spouse, \$1,084 for Employee plus Child(ren) and \$1,903 for Employee plus Family. This reflects a 2% increase over last year's rates.
- Apply a FY2021 annual Board contribution of \$11,360 for health insurance, as established in the 2018-2021 Faculty Collective Bargaining Agreement, to all benefit-eligible College employees. Based on the FY2021 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 \$28.44 for Employee Only coverage.
- Establish the annual Board Contribution to an employee's Health Savings Account for those selecting the High Deductible Plan at \$3,392. This is the yearly difference between the \$11,360 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.
- Continue to offer dental insurance through Cigna with FY2021 premiums set at \$41.72 per month for Employee Only, \$93.42 per month for Employee plus Spouse, \$103.42 per month for Employee plus Child(ren), and \$166.80 per month for Employee plus Family with the monthly Board Contribution amount equal to the premium set for Employee Only coverage. This represents a slight decrease from FY2020 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%.

Mr. Gleckler thanked the members of the insurance committee for their due diligence in this process. Voting members of the committee are Lyndsey Craigmiles, Stephanie Cummings, Rebecca Klatt, Tim McKenzie, Nicole Ralph, and Lawrence Strubhart. Advisory members of the committee are Esteban Cruz, Kim Elder, Bryan Gleckler and Kirsten Taylor.

MOTION NO. 04-22-20-5:

Mr. Gates moved to approve the recommendations as presented. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Mr. McCullough (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

Dr. Vern Lindquist, VP of Academic Services, reported that faculty is preparing for the fall semester and are continuing to do online training.

Dr. Davis asked that faculty be reminded to be patient with students who are trying to download information where internet connections are bad.

2. Student Services

Dr. Lesley Frederick, VP of Student Services, reported that Student Services along with PRM are working on a virtual graduation with some of the same components as a live one.

Student Services, along with student success coaches are reaching out to students, who are not fully engaged and providing support to them during this time.

All food items from our Foodbank were donated to the Central IL Foodbank. A link to these resources can be found on our COVID19 resource web page.

3. Administrative Services

Mr. Bryan Gleckler, VP of Administrative Services, reported that facility services are rotating their staff and cleaning as staff come in to work. The Finance Department continues to record expenses and revenues lost during this time, per ICCB guidelines. Grounds staff is working and the bookstore is planning for book returns, buyback and purchasing for summer classes.

- a. Position Vacancies and Hires
- b. Construction Progress Updates
- c. Monthly Financial Report

4. Information Technology

Mr. Esteban Cruz, Chief Information Officer, reported that he is working with vendors on costs for hardware/software licensing renewals. Staff have been using Microsoft Teams along with VPIN, and remote desktop.

5. Executive Division

a. Review of Agenda Master Calendar

B. President's Report

Dr. Warren explained the CARES Act funding and challenges with interpreting guidelines on distribution.

We are finishing most spring semester classes on time. Labs requiring hands-on instruction are to be determined.

Summer classes are all online, any required hands-on labs being scheduled for July; Fall is to be determined.

Fall class registration opened last week and we continue to register students for summer.

Discussing bringing staff back to work on a rolling basis when appropriate, and what that might look like. All to be determined based on state guidance.

Commencement will be a virtual ceremony. The video will be posted the evening of May 15. Eligible students will submit headshots, we'll list their names, majors and honors, names will be read by Dr. Colin Suchland. Trustees will be asked to submit a "selfie," wearing their regalia, with an inspirational short message.

We are offering virtual visits for prospective students conducted by recruitment and student services.

Student Life has been reaching out to current students with various virtual activities to keep them engaged.

The Illinois Small Business Development Center at LLCC has been busy reaching out to small businesses in the area. Director Kevin Lust and his staff are providing assistance via video-conferencing, email and phone.

A free, online course for healthcare providers that we are providing free this month through the Capital City Training Center and its partner, CareerStep, has had over 60 completers. The course, which takes 1-3 hours to complete, is available through April 30.

We announced this month that LLCC would begin offering a diagnostic medical sonography certificate program this fall. The program prepares students to work in the field of ultrasound technology. Eight students will be admitted to the first class. We plan to increase student enrollment each fall semester.

The Lamp student newspaper won 16 awards; five of them first place, at the "virtual" conference of the Illinois Community College Journalism Association last week. For the

second year in a row, an LLCC journalism student won the association's annual \$1,000 scholarship. The recipient, Regina Ivy, is editor of the Lamp.

Women's basketball player Katriyel Clark was recently named an NJCAA third team All-American. This is the second time she has earned All-American status, as she was named a second team All-American last season.

C. Report from Faculty Senate

Ms. Cara Swafford, Faculty Senate President, reported that communication between faculty and administration has been key. Faculty Senate has had two meetings with IT to help with technology and strategies. She mentioned that there are many different opinions on pass/fail grading system.

D. Report from Faculty Association

Mark Roehrs, Faculty Association President, congratulated the newly elected student government representatives. He stated again that he, along with many other faculty members, miss being in class with students face to face, but that everyone is up for the challenge.

Wayne thanked Dr. Warren, administration, faculty and staff for their efforts and stepping up to this challenge.

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

Dr. Davis excused herself from the meeting.

Ms. Karen Sanders, Executive Director of LLCC Foundation, reported that her staff continues to work on a fundraising event in lieu of the Gala. Progress continues on the Ag building and a live webcam has been set up to view the progress. The Foundation has received the first check from Memorial Medical Center for the Nursing program. Staff continues to review scholarship applications.

K. Other Board Members' Reports

Mr. Findley reported that ICCTA's annual convention is cancelled and they will instead have a video conference at the end of April.

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 04-22-20-4:

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

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Mr. McCullough (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

MOTION NO. 04-22-20-5

Mr. Findley moved to adjourn to open session at 6:44 p.m., seconded by Mr. Gates.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Mr. McCullough (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 04-22-20-6:

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

Upon roll call vote, those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates, Mr. McCullough (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:45 p.m.

Chairman Rosenthal

Secretary Gates

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: April 22, 2020

We recommend the following personnel actions:

FACULTY

A. Resignation

<u>NAME</u>	<u>TITLE</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Allen Tomnitz	Assistant Professor	Welding	5/15/20

B. Approve the employment of Dr. Alonzo DeCarlo as Psychology Instructor. Dr. DeCarlo earned a Doctorate in Applied Developmental Psychology and Master in Experimental Psychology from the University of Toledo. He is a current adjunct instructor at LLCC with over 16 years of full-time teaching experience in higher education. His employment will be effective August 18, 2020, and placement will be on Doctorate column, Step 12 of the 2020- 2021 faculty salary schedule.

ADMINISTRATOR

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Lyn Buerkett	Director	Adult Ed & Literacy	5/31/20
Bob Howard	Director	Truck Driver Training	5/31/20

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: May 27, 2020

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

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during April, 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 April 30, 2020.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2020 and ratify the April 30, 2020 Treasurer's Report.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: May 27, 2020

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

Community Education seeks approval to enter into a sponsorship agreement with the Lincoln Land Community College Academy of Lifelong Learning. The Academy of Lifelong Learning will pay LLCC a quarterly reimbursement toward the expenses of the operation of the Academy for FY2021.

Health Professions seeks approval to amend the affiliation agreement with Memorial Health Systems. The amendment updates the current agreement to include Memorial Health Systems' acquisition of Decatur Memorial Hospital and updates the agreement to include the LLCC programs of Pharmacy Technician and Electrocardiogram Technician.

Health Professions seeks approval to enter into a clinical site agreement with Taylorville Care Center to provide clinical site experience to students enrolled in the College's Certified Nursing Assistant Program. Taylorville Care Center has facilities suitable for the educational needs of the students.

The Finance Department seeks approval to enter into an intergovernmental agreement with the State of Illinois and AFSCME for the Upward Mobility Program. Through the program, qualified state employees will enroll in LLCC courses, and LLCC will bill the State of Illinois for the employee's tuition and fees.

Capital City Training Center seeks approval to update the affiliation agreement with Springfield Clinic, LLP for students enrolled in the Phlebotomy Technician and Medical Assistant Programs. The update includes a new requirement for competencies checklist. Springfield Clinic, LLP has facilities suitable to the educational needs of the students.

MOTION: Move to approve the sponsorship agreement with the Academy of Lifelong Learning in the amount of \$23,719; approve the affiliation agreement amendment with Memorial Health Systems; approve the clinical site agreement with Taylorville Care Center; approve the intergovernmental agreement for the State Upward Mobility Program and approve the updated affiliation agreement with Springfield Clinic, LLP.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items for Approval:</i> Sponsorship Agreement with the Lincoln Land Community College Academy of Lifelong Learning	Community Education Department seeks approval to enter into a sponsorship agreement with the Lincoln Land Community College Academy of Lifelong Learning. The Academy of Lifelong Learning will pay LLCC a quarterly reimbursement toward the expenses of the operation of the Academy for FY2021.	LLCC Academy of Lifelong Learning	Community Education	\$23,719	July 1, 2020 through June 30, 2021
			TOTALS	\$23,719	

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Amendment to the Affiliation Agreement with Memorial Health Systems	Health Professions Department seeks approval to amend the affiliation agreement with Memorial Health Systems. The amendment updates the current agreement to include Memorial Health Systems' acquisition of Decatur Memorial Hospital and updates the agreement to include the LLCC programs of Pharmacy Technician and Electrocardiogram Technician.	Memorial Health Systems	Health Professions	June 1, 2020 through Indefinite
Clinical Site Agreement with Taylorville Care Center	Health Professions Department seeks approval to enter into a clinical site agreement with Taylorville Care Center to provide clinical site experience to students enrolled in the College's Certified Nursing Assistant Program. Taylorville Care Center has facilities suitable for the educational needs of the students.	Taylorville Care Center	Health Professions/ Certified Nursing Assistant	June 1, 2020 through Indefinite
Inter-governmental Agreement for the State Upward Mobility Program	The Finance Department seeks approval to enter into an intergovernmental agreement with the State of Illinois and AFSCME for the Upward Mobility Program. Through the program, qualified state employees will enroll in LLCC courses, and LLCC will bill the State of Illinois for the employee's tuition and fees.	State of Illinois and AFSCME	All Programs	July 1, 2020 through June 20, 2021
Updated Affiliation Agreement with Springfield Clinic, LLP.	Capital City Training Center seeks approval to update the affiliation agreement with Springfield Clinic, LLP for students enrolled in the Phlebotomy Technician and Medical Assistant Programs. The update includes a new requirement for competencies checklist. Springfield Clinic, LLP has facilities suitable to the educational needs of the students.	Springfield Clinic, LLP	Capital City Training Center/ Phlebotomy Technician and Medical Assistant	May 27, 2020 through May 27, 2022

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Blackboard SaaS Annual Contract

DATE: May 27, 2020

Board approval is requested to approve the annual Software as a Service (SaaS) contract with Blackboard to deliver online courses and traditional course supplemental materials in the amount of \$155,754.70. The FY2021 cost breakdown for Blackboard SaaS is as follows.

Product	Cost
Blackboard Learning Core Package - SaaS Plus	\$135,754.70
Blackboard Ally Package for Learn	\$ 20,000.00
Total:	\$155,754.70

Budget Impact:

Total Funds Requested: \$155,754.70
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Renewing Blackboard SaaS will provide faculty and students with critical online teaching and learning services.

How will proposed agenda item be measured?

The college will be able to continue to use online technology for the smooth operation of the institution, and to improve learning.

MOTION: Move to approve the annual contract for the Blackboard SaaS at a total cost of \$155,754.70.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: ZogoTech BI System Enhancement and Support Services Three-Year Contract

DATE: May 27, 2020

Board approval is requested for a three-year enhancement and support services contract for the ZogoTech Business Intelligence (BI) System in the amount of \$124,280.13. ZogoTech BI software includes the Student Engagement module, which allows the college to compile reports and identify data trends from the Colleague database and the data warehouse. These reports assist the college in the goal of Student Retention and Engagement.

A three-year contract eliminates the regular annual escalation rate of 5%, yielding savings of \$6,317.57 over the life of the contract. The college has no plans to migrate to another BI system in the next three years.

Fiscal Year	5% Escalation Rate	0% Escalation Rate	Savings
FY2021	\$ 41,426.71	\$ 41,426.71	\$ 0.00
FY2022	\$ 43,498.05	\$ 41,426.71	\$2,071.34
FY2023	\$ 45,672.95	\$ 41,426.71	\$4,246.24
Total	\$130,597.71	\$124,280.13	\$6,317.57

Budget Impact:

Total Funds Requested: \$124,280.13
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: \$6,317.57

Student Learning Impact:

How will proposed agenda item impact student learning?

The Student Engagement module allows the college to compile reports and identify trends to better support strategic actions with a focus on student retention and engagement.

How will proposed agenda item be measured?

The time required to run reports. Current time could take days. New time will take only minutes. The ability to identify data trends to support strategic plans.

MOTION: Move to approve the three-year enhancement and support services contract for the ZogoTech BI System at a total cost of \$124,280.13.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Security Camera System Update – Contractor Recommendation

DATE: May 27, 2020

Sealed proposals were requested for the Security Camera System Update project. Proposals were received by the Construction Managers Office on April 30th. The scope of the project includes the installation of new security cameras and digital recording system to the Outreach Centers (except Beardstown), Aviation Center, CCTC, Child Development Center and all buildings on the main campus with the exception of Sangamon Hall, Menard Hall and Workforce Careers Center. Contractors will also return later this fall to install cameras in the Kreher Ag Center when it is ready for cameras to be installed.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. #1 Add Menard, Sangamon, & Workforce	Alt. #2 Alternate Camera for Base Bid	Alt. #3 Alternate Camera for Alt. #1
Anderson Electric 3501 6th Street Hwy W#1 Springfield, IL 62703	\$213,680	\$139,550	-\$2,810	-\$5,210
B&B Electric, Inc. 3000 Reilly Drive Springfield, IL 62702	\$202,900	\$141,480	-\$2,809.85	-\$5,122.76
Midco Systems, Inc. 7 Finance Dr UNIT 6 Bloomington, IL 61704	\$202,215	\$140,500	-\$4,506	-\$4,422
Senergy Electric, Inc. (Genetec) 509 N. Elm St. Williamsville, IL 62693	\$193,166	\$116,706	-\$9,478	-\$9,231
Senergy Electric, Inc. (Salient) 509 N. Elm St. Williamsville, IL 62693	\$202,926	\$147,733	-\$9,890	-\$9,633

The above bids are within the project budget established during the Small Project approval process. Note that Senergy Electric submitted 2 separate bids, one for Genetec and one for Salient video management systems. Both are acceptable

suppliers of the VMS. The following companies were issued bid documents but chose not to submit a proposal: Bodine Electric of Decatur, Decatur, IL.

Budget Impact:

Total Funds Requested:	\$212,482 (\$193,166 Bid Amount + \$19,316 Contingency)
Source of Funds:	Life, Protection & Safety (LPS)
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 Senegy Electric, Inc. in the amount of \$193,166 and to establish a project contingency in the amount of \$19,316, for an aggregate amount of \$212,482 to complete the Security Camera System Update Project at LLCC's Main Campus.

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Water Infiltration Remediation Main Campus – Contractor Recommendation

DATE: May 27, 2020

Sealed proposals were requested for the Water Infiltration Remediation Main Campus project. Proposals were received by the Construction Managers Office on April 30th. The scope of the project includes repairing/replacing masonry and aluminum storefront at Cass Gym, the north side of Menard Hall and the north side of Sangamon Hall to correct water infiltration issues.

A tabulation of those proposals are as follows:

Contractor	Base Bid
CAD Construction, Inc. Tremont, IL	\$464,800
Evans Construction Company Springfield, IL	\$336,000
R.D. Lawrence Construction Co., Ltd. Springfield, IL	\$367,940
Vollintine Construction Co., Inc. Springfield, IL	\$310,800

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: Otto Baum Company, Inc., Morton, IL.

Budget Impact:

Total Funds Requested: \$341,800
(\$310,800 Bid Amount + \$31,000 Contingency)

Source of Funds: Protection, Health & Safety

Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid from Vollintine Construction Co., Inc. in the amount of \$310,800 and to establish a project contingency in the amount of \$31,000, for an aggregate amount of \$341,800 to complete the Water Infiltration Remediation Main Campus project at LLCC's Main Campus.

III. Action Agenda

IV. Information Items

MEMORANDUM

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

POSITION VACANCIES

Classified

Testing Assistant (FT)

Professional

Nursing Skills Lab Professional (PT)
Purchasing Manager (FT)

Administrator

Dean, Arts and Communication (FT)
Dean, Mathematics and Computer Science (FT)
Director, Apprenticeship Programming (FT)
Director, Student Success (FT)
Director, Adult Education and Literacy (FT)
Chief of Police (FT)
Program Director, Diagnostic Medical Sonography (FT)

Faculty

Nursing Instructor-3 (FT)
Welding Instructor (FT)

HIRES

Sue Alexander	Adult Education Coordinator (FT)	5/1/20
Marybeth Hentrich	Adult Education Coordinator (FT)	5/1/20
Jeff Eason	Bookstore Stockroom Technician (FT)	5/18/20

CHANGE IN HIRE DATE

Joel Dykstra, previously approved at the December 16, 2019 Board of Trustees meeting as Dean, English & Humanities effective May 26, 2020, will start on May 18, 2020.

Gleckler

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: May 27, 2020

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway, projects that have formal plans and available funding but are not yet underway, and projects that have been requested for state funding but have no formal plans or available funding. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY19

Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

The project is approximately 85% complete.

PHS Projects FY20

ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville

Construction is scheduled to begin in mid-May.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

The project bid documents are complete.

Logan Hall RTU 1 & 2 Replacement

The project is underway and we are awaiting delivery of RTU's later this summer.

Main Campus Wayfinding

Prototype sign fabrication is underway and signage installation is scheduled to start in June.

Sidewalk Lighting – Entrance & Boulevards Main Campus

Development of construction documents is underway. We intend to have drawings available for contractors by the end of May.

Water Infiltration Remediation Main Campus

Our recommendation of award is before you tonight.

FY20 Small Projects

Security Camera System Update

Our recommendation of award is before you tonight.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

At this time the preliminary Program Analysis/Design Development phase is complete. We are awaiting CDB's execution of the next phase of their contract with Benton & Associates, Inc. to prepare construction documents.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – Building: Work is approximately 15% complete.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

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

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">APRIL 2021</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/27/21 	<p style="text-align: center;">MAY 2021</p> <ul style="list-style-type: none"> • Foundation Gala • Student Recognition • Employee Recognition • Commencement • Board Meeting 5/26/2021

V. Strategic Discussion