
LLCC Board of Trustees Regular Meeting

June 24, 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, June 24, 2020
5:15 P.M.

Lincoln Land Community College
Robert H. Stephens Room

Meeting will be held via Zoom. The link for joining:
<https://us02web.zoom.us/j/81638582128>

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- A. Approval of Personnel Matters
- B. Approval of Layoff of Grant Funded Employees

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I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, May 27, 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. Fulgenzi, Mr. Gates, Mr. McCullough, Ms. Raymond and Mr. Rosenthal.

B. Pledge of Allegiance

Chairman Rosenthal led the audience in the pledge of allegiance.

C. Adoption of Agenda of the May 27, 2020 Meeting

MOTION NO. 05-27-20-1:

Mr. Gates moved to adopt the agenda of the May 27, 2020 meeting. Mr. Elmore seconded.

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

D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 05-27-20-2:

Mr. Elmore moved to:

- approve the minutes of the regular meeting of April 22, 2020;
- ratify the 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;
- 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;
- approve the annual contract for the Backboard SaaS at a total cost of \$155,754.70;
- approve the three-year enhancement and support services contract for the ZogoTech BI System at a total cost of \$124,280.13;
- approve the base bid from Senergy 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 and
- 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.

Ms. Raymond seconded.

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

Dr. Davis voted aye, with the exception of Agenda Item II.F.1 Monthly Training Contracts, from which she recused herself to avoid a conflict of interest. PASSED

III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items* - None

C. *Student Services Division Items* - None

D. *Administrative Services Division Items* - None

E. *Information Technology Items* – None

F. *Executive Division Items* – None

IV. Information Items

A. *Staff Reports*

1. Academic Services

2. Student Services
3. Administrative Services
 - a. Position Vacancies and Hires – This item has been updated.
 - b. Construction Progress Updates
 - c. Monthly Financial Report
4. Information Technology
5. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

Dr. Warren was appointed to serve on the Illinois Board of Higher Education COVID-19 Campus Reopening Committee along with 11 other leaders from Illinois public and private higher education institutions. They began meeting last Thursday to determine recommendations on how students can safely return to campus in coming months.

As of May 20, we had distributed \$419,144 in CARES Act funding to 1,064 students, with an average award of \$357. As guidelines are changing almost daily, it has been a challenge to get monies disbursed. Dr. Frederick, Mr. Gleckler and their staff have been keeping up with this and are insuring we stay within guidelines and laws.

We hope to begin bringing back students in very small numbers – following all safety protocols - who were unable to finish the lab or clinical portion of their spring classes as soon as June 1. Those programs that have cohorts (clinicals in groups with faculty like nursing students) as of today will not be allowed back in the hospitals until at least July 1 – or at least that was the date we were last given as a possibility.

As we enter Phase 3, there will be a few more LLCC staff returning back to campus. Again, we will be following CDC and IDPH protocols. We are beginning by rotating staff that have difficulty completing of their work at home.

Summer classes begin June 8. These will be online with the exception of lab requirements, which we plan to complete later in the summer. College for Kids will be offered online and Community Education announced it is offering online classes including ten free ones. Sports camps for youth have been cancelled for June, July disposition TBA.

Commencement was held virtually the evening of May 15. The video debuted at 7:30 p.m., the time of the scheduled ceremony, with over 500 viewing it live on YouTube and over 200 on Facebook. Those numbers have grown to 2,255 views on YouTube and 1,066 on Facebook.

Student Life produced a virtual Student Recognition Ceremony to announce student awards and honors, including the Outstanding Graduate of the Year, Erica Lay of Jacksonville.

HR sponsored Employee Recognition Week with daily videos honoring employees with⁸ 5,

10, 15, 20, 25 and 30-year work anniversaries, as well as our retirees.

Thom Whalen, Professor of Art, was recently honored by the American Association of Community Colleges with the 2020 Dale P. Parnell Faculty Distinction Recognition.

Campus Visit Day, scheduled for June, has morphed instead into three Virtual LLCC Experience events, the first of which took place last Wednesday.

Our financial aid office is offering personalized financial aid assistance for completing the FAFSA. Current and future students can schedule a one-on-one Zoom meeting with a financial aid advisor.

Sexual Assault Awareness Month was observed virtually with online challenges aimed at helping the campus community turn awareness into action.

C. Report from Faculty Senate

Ms. Cara Swafford, Faculty Senate President, asked for clarification on two items that Dr. Warren mentioned in her report. She referred to finishing classes in the Summer, and the status of the Fall classes. Dr. Warren indicated that we are following the Governor and IDPH guidelines. She feels confident that many classes will be held online in the Fall, but no decisions have been made as of this point.

D. Report from Faculty Association

Mark Roehrs, Faculty Association President, stated that faculty is eager to work with administration on a memorandum of understanding regarding supplemental pay for faculty to finish Summer classes.

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council – None

H. Chairman's Report

Mr. Rosenthal again thanked Dr. Warren, administration, faculty and staff for their team effort during this time.

I. Secretary's Report – None

J. Foundation Report

Ms. Karen Sanders, Executive Director of LLCC Foundation, reported that a scholarship fund has been set up in memory of Sam Germann, an alumni of the Aviation Program. The Frank and Cinda Edwards Scholarship has been established for the Nursing Program.

224 scholarships valued at \$366,777 have been awarded to students from 33 high schools in our district.

K. Other Board Members' Reports

V. Strategic Discussion – None

VI. Executive Session

MOTION NO. 05-27-20-3:

Dr. Davis 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 Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Mr. McCullough (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

MOTION NO. 05-27-20-4:

Mr. Findley moved to adjourn to open session at 6:34 p.m., seconded by Mr. Gates.

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

VII. Actions from Executive Session

MOTION NO. 05-27-20-5:

Mr. Gates moved to approve the attached personnel matters. Ms. Raymond seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, 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 6:40 p.m.

Chairman Rosenthal

Secretary Gates

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: May 27, 2020

We recommend the following personnel actions:

FACULTY

A. Retirement

<u>NAME</u>	<u>TITLE</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Nancy Walton	Professor	CNA	12/18/20

- B. Approve the employment of Leslie Catalano as Nursing Instructor (Simulation Lab). Ms. Catalano earned a Master in Nursing Education from Benedictine University. She is a current adjunct instructor at LLCC and currently works as a Nurse at Memorial Medical Center. Her employment will be effective August 18, 2020, and placement will be on Masters column, Step 11 of the 2020-2021 faculty salary schedule.
- C. Approve the employment of Casey Hoenes as Nursing Instructor. Mr. Hoenes earned a Master of Science in Nursing from Illinois State University. He is currently a full-time Nursing Instructor at Lake Land College in Mattoon, IL. His employment will be effective August 18, 2020, and placement will be on Masters column, Step 10 of the 2020-2021 faculty salary schedule.
- D. Approve the employment of Dee Hood as Nursing Instructor. Ms. Hood earned a Master of Science in Nursing from California State University. She is a current adjunct instructor at LLCC and a Professor of Nursing at St. John's School of Nursing. Her employment will be effective August 18, 2020, and placement will be on Masters column, Step 12 of the 2020-2021 faculty salary schedule.

ADMINISTRATOR

- A. Approve the employment of Christopher Russell as Chief of Police. Mr. Russell earned a Bachelor of Science in Political Science/Criminal Justice from Illinois State University and certification from Northwestern University's School of Police Staff and Command. He has been in law enforcement with the Springfield Police Department for twenty-five years, fifteen of which in a supervisory capacity as Sergeant then Lieutenant. His employment will be effective June 1, 2020 and placement will be in salary grade K.
- B. Approve the employment of Adam Watkins as Dean, Arts and Communication. Mr. Watkins earned a Master of Fine Arts from Kent Institute of Art and Design in Canterbury, England. He is currently the Chair of the Fine and Performing Arts department at East Central College in Union, MO. His employment will be effective July 1, 2020 and placement will be in salary grade O.
- C. Approve the employment of Ivan Pagan as Director, Student Success. Mr. Pagan earned a Master of Arts in Teaching English as a Second Language from Inter American University of Puerto Rico and a Master of Science in Educational Psychology from University of Wisconsin-Madison. Mr. Pagan has fourteen years of higher education experience in the areas of advising, student success and learning center. His employment will be effective July 1, 2020 and placement will be in salary grade K.
- D. Approve the employment of Jamil Steele as Director, Adult Education & Literacy. Mr. Steele earned a Master of Education from Southern Illinois University at Carbondale. Mr. Steele is currently the Dean of Adult Education at City Colleges of Chicago, Malcom X and has more than twenty years of experience in adult education and literacy. His employment will be effective June 15, 2020 and placement will be in salary grade K.
- E. Approve the employment of Leigh Giles-Brown as Program Director, Diagnostic Medical Sonography. Ms. Giles-Brown earned an Associate of Applied Science in Diagnostic Medical Sonography from Montgomery College, as well as a Juris Doctorate and Master of Public Administration from University of Texas at Austin. She is currently leads the Diagnostic Medical Sonography program at Northern Virginia Community College. Her employment will be effective July 1, 2020 and placement will be in salary grade K.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for May and the May Treasurer’s Report

DATE: June 24, 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 May, 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 May 31, 2020.

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

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Pest Control
DATE: June 24, 2020

The college recently sought invitations to bid for pest control services for the main campus and several of its off-site locations. The current contract is set to expire on June 30, 2020. The new contract will be for three (3) years, beginning July 1, 2020. The following is a tabulation of that bid.

	SENTINEL Springfield, IL	ORKIN Springfield, IL	SMITHEREEN Niles, IL
TOTAL ANNUAL COST FOR ALL BUILDINGS	\$9,000	\$14,268	\$14,700

The following companies were mailed an Invitation to Bid, but chose not to respond: Adams Insect Control, Springfield, IL; Bacon’s Termite & Pest Control, Glenarm, IL; C.T. Adams Pest Control, Springfield, IL; Environ Pest Elimination, Springfield, IL; McCloud Services, South Elgin, IL; Reliable Pest Solutions, Hannibal, MO; Terminix Commercial, Springfield, IL.

Budget Impact:

Total Funds Requested: \$9,000 annually
Source of Funds: Operating funds

Student Learning Impact:

How will proposed agenda item impact student learning?

Pest control services will be provided.

How will proposed agenda item be measured?

n/a

MOTION: Move to approve Sentinel Pest Control to provide pest control services to Lincoln Land Community College for the period beginning July 1, 2020 to June 30, 2023, with a total commitment of \$27,000, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2020-16.

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY21 Bookstore Purchases

DATE: June 24, 2020

Board approval is requested to establish blanket purchase orders for the purchase of items for resale in the bookstore, as well as software maintenance agreements from the following vendors:

VENDOR	PURCHASE	AMOUNT
Amazon.com	Textbooks/Course Materials & Merchandise for Resale	\$90,000
Assessment Technologies (ATI)	New Nursing Course Materials for Resale	\$96,000
Black and Company	Merchandise for Resale	\$25,000
Buckingham Mfg.	Merchandise for Resale	\$35,000
Cengage Learning	Textbooks/Course Materials for Resale	\$150,000
D&H Education	Merchandise for Resale	\$25,000
FA Davis	Textbooks for Resale	\$30,000
Elsevier Science	New Textbooks/Course Materials for Resale	\$85,000
Matco Tools	Merchandise for Resale	\$35,000
MBS Textbook Exchange	POS Hardware/Software Maintenance Agreements	\$36,000
MBS Textbook Exchange	Used Textbooks for Resale	\$175,000*
McGraw-Hill Global Education	New Textbooks/Course Materials for Resale	\$325,000
MPS/McMillan	New Textbooks/Course Materials for Resale	\$185,000
Pearson Education	New Textbooks/Course Materials for Resale	\$185,000
Rittenhouse Book Distributors	New Textbooks/Course Materials for Resale	\$28,000
Snap On Tools	Merchandise for Resale	\$35,000
Strategic Partners	Merchandise for Resale	\$40,000

* includes billing for book buyback from students

Budget Impact:

Total Funds Requested: \$1,580,000
 Source of Funds: Bookstore Auxiliary Funds
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Providing students with the required course materials is essential for student learning.

How will proposed agenda item be measured?

Learning materials required for class are available for the students to purchase in the LLCC Bookstore.

MOTION: **Move to approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, and shipping from the previously listed vendors.**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Proctorio Software

DATE: June 24, 2020

Board approval is requested for the annual support and maintenance of Proctorio software, a cloud-based, SaaS proctoring system. The Proctorio system will help the institution come into full compliance with the State Authorization Reciprocity Agreement (SARA) and HLC standards.

Budget Impact:

Total Funds Requested:	\$45,000
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

The Proctorio system will help faculty and the institution authenticate students taking tests online and reduce the possibility of accessing reference materials.

How will proposed agenda item be measured?

Successful implementation of this system will ultimately be measured by successfully meeting student-learning outcomes.

MOTION: Move to approve the annual support and maintenance of the Proctorio software in the amount of \$45,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: June 24, 2020

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

Health Professions seeks approval to enter into a clinical site agreement with the Educational Center for the Visually Impaired for students enrolled in the college's Occupational Therapy Assistant Program. The Educational Center for the Visually Impaired has facilities suitable for the needs of the students.

MOTION: Move to approve the clinical site agreement with the Educational Center for the Visually Impaired.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with the Educational Center for the Visually Impaired	Health Professions seeks approval to enter into a clinical site agreement with the Educational Center for the Visually Impaired for students enrolled in the college's Occupational Therapy Assistant Program. The Educational Center for the Visually Impaired has facilities suitable for the needs of the students.	Educational Center for the Visually Impaired	Health Professions/ Occupational Therapy Assistant	August 1, 2020 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Professional Services Contract
DATE: June 24, 2020

Under the provisions of the Illinois Public Community College Act, professional services may be acquired by colleges without seeking competitive bids.

We are proposing the continuation of the following contract for Fiscal Year 2021:

- Eric Grenzebach – Brown, Hay and Stephens – Legal Services not to exceed \$175,000 – For Fiscal Year 2021, Attorney Grenzebach requests that fees reflect a \$5.00/hour rate increase for Partner Rate, a \$2.50/hour rate increase for Associate Attorney and no increase for Paralegal, which would make the Partner Rate \$230.00/hour, Associate Attorney rate \$165.00/hour, and Paralegal rate \$100.00/hour. Brown, Hay and Stephens have been paid \$102,770.55 to date for services during Fiscal Year 2020; services for June have not yet been paid.

Therefore, the following motion is recommended.

MOTION: Move to approve the Fiscal Year 2021 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Lease of John Deere Tractor
DATE: June 24, 2020

LLCC's Agriculture Department has requested to lease a John Deere 6130R tractor. Leasing this tractor is in Lincoln Land's best interest for the following reasons:

Guaranteed Availability – LLCC has previously rented a tractor for spring planting; however, we are subject to limited dealer stock and availability at the time we seek the rental. This will ensure our needs are always met.

Enhanced Student Outcomes – By having a tractor available year-round, students will have the opportunity to use the tractor outside of typical planting season. This will enhance the hands-on learning experience.

Fiscal Responsibility – Making lease payments will allow us to maximize the funds in the Kreher Trust. Buying a new tractor outright is cost prohibitive.

This tractor was sourced utilizing the Sourcewell consortium. The John Deere contract agreement number is 110719-JDC. The dealer of record will be Sloan Implement Company, 1600 N. Springfield Street in Virden. The lease will have a term of five (5) years with an estimated annual payment of \$15,851.

Budget Impact:

Total Funds Requested:	\$80,000
Source of Funds:	Kreher Trust
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning? Students will have year-round access to this tractor, which will enhance the learning experience.

How will proposed agenda item be measured? Academic assessment

MOTION: Move to approve the five (5) year lease of a John Deere 6130R tractor from John Deere at a total cost of approximately \$80,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: June 24, 2020

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

Workforce Development seeks ratification for the award of the Highway Construction Careers Training Program Grant. The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.

Student Services seeks ratification for the Illinois Cooperative Work Study Grant Application. The program provides reimbursement to employers for student wages paid to participants of the Cooperative Work Study Program.

Academic Services seeks ratification for the Carl D. Perkins Postsecondary Grant Application. The Perkins Grant supports Career and Technical Education programming and initiatives at Lincoln Land Community College.

Adult Education and Literacy Department seeks ratification for the application for the Secretary of State Adult Volunteer Literacy Grant. If awarded, the funds will go to support Adult Basic Education level programming to students throughout the LLCC district.

MOTION: Move to ratify the award of the Highway Construction Careers Training Program in the amount of \$487,000; the application for the Illinois Cooperative Work Study Program in the amount of \$40,000; the award for the Carl D. Perkins Postsecondary Grant in the amount of \$408,153 and the application for the Illinois Secretary of State Adult Volunteer Literacy Program Grant in the amount of \$64,976.

**GRANT SUMMARY
June 2020**

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants for ratification/approval:							
Highway Construction Careers Training Program Grant	The Workforce Development Division seeks ratification for the award of the Highway Construction Careers Training Program Grant. The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.	Illinois Department of Transportation	Applied and Emerging Technologies/ Construction Trades	\$487,000	\$0	Yes	July 1, 2020 through June 30, 2021
Illinois Cooperative Work Study Grant	The Student Services Division seeks ratification for the Illinois Cooperative Work Study Grant Application. The program provides reimbursement to employers for student wages paid to participants of the Cooperative Work Study Program.	Illinois Board of Higher Education	Student Services/ Student Success	\$40,000	\$0	Yes	July 1, 2020 through August 31, 2021
Carl D. Perkins Postsecondary Grant	The Academic Services Division seeks ratification for the Carl D. Perkins Postsecondary Grant Application. The Perkins Grant supports Career and Technical Education programming and initiatives at Lincoln Land Community College.	Illinois Community College Board	Academic Services / Career and Technical Education Programs	\$408,153	\$0	Yes	July 1, 2020 through June 30, 2021
Secretary of State Adult Volunteer Literacy Program Grant	The Adult Education and Literacy Department seeks ratification for the application for the Secretary of State Adult Volunteer Literacy Grant. If awarded, the funds will go to support Adult Basic Education level programming to students throughout the LLCC district.	Illinois Secretary of State	Student Services/ Adult Education and Literacy	\$64,976	\$0	Yes	July 1, 2020 through June 30, 2021
TOTAL				\$1,000,129	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Cass Gymnasium Upgrade AHU 5 & Replace AHU 6 – Contractor Recommendation

DATE: June 24, 2020

Sealed proposals were requested for the Cass Gymnasium Upgrade AHU 5 & Replace AHU 6 project. Proposals were received by the Construction Manager’s Office on June 2nd. The scope of the project includes upgrading AHU 5, replacing AHU 6, and updating controls on both units.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. Bid #1 (Lower Level Controls Upgrades)
A&R Mechanical Urbana, IL	\$154,540	\$29,540
E.L. Pruitt Company Springfield, IL	\$158,462	\$32,488
Henson Robinson Company Springfield, IL	\$176,000	\$36,540

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: \$170,040
(\$154,540 Bid Amount + \$15,500 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 A&R Mechanical in the amount of \$154,540 and to establish a project contingency in the amount of \$15,500, for an aggregate amount of \$170,040 to complete the Cass Gymnasium Upgrade AHU 5 & Replace AHU 6 project at LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Parking Lot 16 Rehabilitation - Main Campus – Contractor Recommendation

DATE: June 24, 2020

Sealed proposals were requested for the Parking Lot 16 Rehabilitation - Main Campus project. Parking Lot 16 is the lot north of Mason Hall and directly east of the Kreher Ag Center. Proposals were received by the Construction Manager’s Office on May 26th. The scope of the project includes milling, paving, striping, and reconfiguring parking spaces.

A tabulation of those proposals are as follows:

Contractor	Base Bid
PH Broughton & Sons, Inc. Springfield, IL	\$142,844.00
S & W Contractors of Illinois Riverton, IL	\$116,492.00
Truman L. Flatt & Sons Springfield, IL	\$128,527.45

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: Evans Construction Company, Springfield, IL.

Budget Impact:

Total Funds Requested: \$128,192
(\$116,492 Bid Amount + \$11,700 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 S & W Contractors of Illinois in the amount of \$116,492 and to establish a project contingency in the amount of \$11,700, for an aggregate amount of \$128,192 to complete the Parking Lot 16 Rehabilitation - Main Campus project at LLCC's Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of 2021-2022, 2022-2023, 2023-2024, 2024-2025, and 2025-2026 Academic Calendars

DATE: June 24, 2020

Dr. Vern Lindquist, Vice President of Academic Services is submitting the proposed 2021-2022, 2022-2023, 2023-2024, 2024-2025, and 2025-2026 Academic Calendars for your approval. These draft calendars, which are attached as a separate document, were developed by a workgroup under the Curriculum and Academic Standards Committee, chaired by Ms. Lucinda Caughey. They were then reviewed and recommended by Faculty Senate and ultimately Dr. Lindquist approved.

MOTION: Move to approve the 2021-2022, 2022-2023, 2023-2024, 2024-2025, and 2025-2026 Academic Calendars.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employee Assistance Services

DATE: June 24, 2020

As part of the college's robust employee benefits package, we offer access to an employee assistance program to our benefit-eligible employees. This program offers employees short-term counseling, onsite and online training, legal counseling, financial counseling and other work/life services. Administratively, employee assistance services offer supervisory referrals for employee performance issues, crisis counseling and management support. The contract with our current provider, Morneau Shepell, expires on June 30, 2020.

To continue providing employee assistance services, a request for proposals was issued. Proposals were received from AllOneHealth Resources, Inc.; ComPsych Guidance Resources; Deer Oaks EAP Services; Humana; and Morneau Shepell. All proposals were evaluated by Nicole Ralph, Kirsten Taylor and Kim Elder in the Human Resources office. ComPsych and Humana were eliminated from consideration as their offerings were not comparable to our current offerings. Interviews were conducted with the remaining three providers. Each provider was evaluated based on quality and quantity of services included, customer service model, industry experience, quality and qualifications of staff providing services and cost.

Based on the interview and comprehensive proposal submitted, Deer Oaks EAP Services offered the most comprehensive package of services for the cost that included not only typical employee assistance services, but extensive training opportunities for employees, life and career coaching services and work/life services. As such, we are recommending Deer Oaks EAP Services as our employee assistance provider effective July 1, 2020.

MOTION: Move to approve Deer Oaks EAP Services to provide employee assistance services for a three-year period, with options to renew for a fourth and fifth year, at an annual rate of approximately \$14,163, determined by the number of eligible employees at \$2.81 per employee per month.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: June 24, 2020

POSITION VACANCIES

Classified

Testing Assistant (FT)

Professional

Nursing Skills Lab Professional (PT)

Purchasing Manager (FT)

Adult Education Coordinator (FT)

Administrator

Dean, Mathematics and Computer Science (FT)

Director, Apprenticeship Programming (FT)

Director, Truck Driver Training (FT)

Assistant Vice President, Business Relations (FT)

Faculty

Welding Instructor (FT)

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: June 24, 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 90% complete.

PHS Projects FY20

ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville

Construction has started on the Main Campus at the Child Development Center and at other locations on the Main Campus.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

Our recommendation of award is before you tonight.

Logan Hall RTU 1 & 2 Replacement

The project is underway, and we are anticipating delivery of RTU's in late June.

Main Campus Wayfinding

Prototype sign fabrication was approved in late May and signage installation is scheduled to start in July.

Sidewalk Lighting – Entrance & Boulevards Main Campus

Development of construction documents is underway. We intend to request bids in late June.

Water Infiltration Remediation Main Campus

We anticipate contractor will start in mid-June.

FY20 Small Projects

Security Camera System Update

We anticipate contractor will start in mid-June.

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 20% complete.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

The project design and development of the construction documents are underway. We anticipate bidding to occur later this Fall.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of May 31, 2020

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLC		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
				Budget Approved / Estimated	Contract Amount							
FY2019 PHS	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458	355,469		(6,088)	349,381		318,540	30,840	8.83%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	166,014			166,014		157,202	8,812	5.31%
FY2019 PHS Total				595,240	521,483		(6,088)	515,395		475,742	39,652	7.69%
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	21,462			21,462		16,143	5,320	24.79%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	403,035			403,035		33,803	369,232	91.61%
	70973	Signage & Wayfinding Phase 1	L	425,583	310,458			310,458		47,321	263,137	84.76%
	70977	ADA Sidewalk Repairs- Main Campus, Litchfield, Taylorville	L	423,435	326,593			326,593		33,293	293,300	89.81%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	391,743			391,743		11,454	380,289	97.08%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	23,815			23,815		9,856	13,959	58.61%
FY2020 PHS Total				2,280,190	1,477,106			1,477,106		151,870	1,325,236	89.72%
PHS Fund Balance	70968	SGMN, MINRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	107,427			107,427		76,655	30,772	28.64%
	70970	Taylorville Restroom Heating	L	7,000	6,775			6,775		6,775	-	0.00%
	70971	SGMN & MINRD VAV System	L	36,587	9,025			9,025		9,025	-	0.00%
	70972	Campus Utility Survey	L	15,000	15,000			15,000		14,250	750	5.00%
	70975	Workforce Career Center Boiler Replacements	L	191,884	181,236			181,236		148,334	32,902	18.15%
	70980	LED Lighting Replacement Survey	L	13,165	10,565			10,565			10,565	100.00%
	70981	Fire Alarm System Upgrade Study	L	12,900	15,500			15,500			15,500	100.00%
	70982	Parking Lot 16 Rehabilitation- Main Campus	L	150,000	6,286			6,286		3,687	2,600	41.36%
PHS Fund Balance Total				527,604	351,814			351,814		258,726	93,089	26.46%
Capital Development Board / PHS Fund Balance	70974	Generators- South Side Main Campus	S, L	800,000	27,665			27,665			27,665	100.00%
Capital Development Board / PHS Fund Balance Total				800,000	27,665			27,665			27,665	100.00%
Infrastructure	73919	Sangamon 2nd Floor Corridor Flooring	L	78,800	85,696		3,992	89,688		82,888	6,800	7.58%
Infrastructure Total				78,800	85,696		3,992	89,688		82,888	6,800	7.58%
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	8,036,406			8,036,406		1,640,648	6,395,758	79.58%
Funding Bonds Total				7,460,904	8,036,406			8,036,406		1,640,648	6,395,758	79.58%
Memorial Foundation	78986	Montgomery/Memorial Remodel	L	3,340,968	274,450			274,450		38,345	236,105	86.03%
Memorial Foundation Total				3,340,968	274,450			274,450		38,345	236,105	86.03%
Grand Total				24,133,706	10,774,621		(2,096)	10,772,525		2,648,219	8,124,305	75.42%

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">JUNE 2021</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/23/21

V. Strategic Discussion