
LLCC Board of Trustees Regular Meeting

July 22, 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, July 22, 2020
5:15 P.M.

Lincoln Land Community College
Trutter Center – Main Campus
IDPH guidelines will be followed

Masks, health screening (including temp and short survey), and social distancing are required upon entry

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
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- D. Introductions and Recognitions
- E. Hearing of Citizens

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J. Foundation Report	
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V. Strategic Discussion

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- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval and Release of Executive Session Minutes and
- C. Approval of Recording Matters

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, June 24, 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, Ms. Raymond and Mr. Rosenthal.

Mr. Gates joined the meeting in progress and Mr. McCullough was absent.

B. Pledge of Allegiance

Chairman Rosenthal led the audience in the pledge of allegiance.

C. Adoption of Agenda of the June 24, 2020 Meeting

MOTION NO. 06-24-20-1:

Dr. Davis moved to adopt the agenda of the June 24, 2020 meeting. Mr. Findley seconded.

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

D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 06-24-20-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of May 27, 2020;
- ratify the 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;
- 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;
- approve the establishment of blanket purchase orders for the purchase of textbooks, supplies and shipping from the listed vendors;
- approve the annual support and maintenance of the Proctorio software in the amount of \$45,000;
- approve the clinical site agreement with the Educational Center for the Visually Impaired;
- approve the FY2021 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000;
- approve the five (5) year lease of a John Deere 6130R tractor from John Deere at a total cost of approximately \$80,000;
- 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;
- 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 and
- 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.

Mr. Findley seconded.

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

III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items*

1. Approval of 2021-2022, 2022-2023, 2023-2024, 2024-2025 and 2025-2026 Academic Calendars

These calendars were developed by a workgroup under the Curriculum and Academic Standards Committee, chaired by Ms. Lucinda Caughey. They were reviewed and recommended by Faculty Senate and the Vice President of Academic Services.

MOTION NO. 06-24-20-3:

Ms. Raymond moved to approve the 2021-2022, 2022-2023, 2023-2024, 2024-2025 and 2025-2026 academic calendars. Mr. Elmore seconded.

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

C. Student Services Division Items - None

D. Administrative Services Division Items

1. Employee Assistance Services

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.

MOTION 06-24-20-4:

Mr. Fulgenzi moved 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. Mr. Elmore seconded.

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

During the social unrest in our country following the death of George Floyd and other black citizens in police shootings, Dr. Warren issued a statement June 4 to reaffirm the college's commitment to equity and diversity. This commitment has to move well beyond aspirations to practices that are engrained in all that we do. It will take all of us working together to continue to build a learning and working environment that is free from all forms of harassment and discrimination. This includes looking at our curriculum – including law enforcement/criminal justice - to see where we can improve in the areas of diversity and equity. Also, our Campus Climate Team will be offering presentations and workshops, and we are considering some type of mandatory diversity training for faculty and staff.

As we entered Phase 3 in Illinois late last month, we slowly began transitioning some staff back to campus on June 1 with all safety protocols in place. Others continue to work remotely. Hands-on classes that were unable to finish in the spring semester have been back. Classes such as medical assistant, radiography, EMS, welding, auto technology, HVAC and others are underway. We were able to complete three truck driver-training students with their certification today. Many of our healthcare programs have not been able to finish. We have been working on procuring N95 masks for our surgical technology students to return, however, our nursing students have not yet returned. It is anticipated that they will return as late as August.

Summer classes are now underway online. Summer enrollment is up over 6% in credit hours over last year. Lab and hands-on components of summer classes will take place next month.

We continue to offer many services to students virtually, including financial aid assistance, success coaching, help with enrollment steps and for summer students, virtual tutoring and library services.

We received guidelines for Phase 4 from ICCB and IBHE yesterday and can now finish planning for the fall. We will still need to maintain the 6 ft. distance, with masks and no more than 50 people in any area. We have spent many hours evaluating all of the space on our campuses to determine what can be done physically. The guidelines greatly reduce the available classroom space. Less space makes many classrooms unusable from a financial perspective. Classrooms that can accommodate 30 students may now only accommodate 10. Classes of that size, while having the same overhead such as faculty salary, including increases due to cleaning requirements, would quickly place us in a large deficit. We are looking at four different modalities for classes in the fall: modified face-to-face, online, remote and flex courses. It is highly likely that we will change to another mode at some point in the fall semester.

LLCC has been named a top 10 school for online learning by the Guide to Online Schools in its recently published "2020 Best Online Community College Rankings by State." Each community college was ranked by factors including retention rate, graduation rate, percentage of online enrollment data and the number of online associate degrees offered. LLCC was among the pioneers in online education in 1997 and maintains the highest level of accreditation for online teaching from the Higher Learning Commission. We are expanding the number of online courses this fall.

Dr. Claire Gordon, Professor of Communication, was honored with the Outstanding Advisor award at the annual Phi Theta Kappa Illinois Regional Conference held virtually May 30. Also, two LLCC students were installed as officers for the Illinois Region. Hyler Pence will serve as president, the first time an LLCC student has achieved this honor. Julia Kienzler will serve as central vice president. Cheyenne Kesselring, a recent LLCC graduate, was named Outstanding Chapter Officer.

Kate Volk has been named the 2020 recipient of the Dick Dhabalt Athlete of the Year Award. During the 2019 volleyball season, she helped lead the Loggers to 32 wins. Her season assist total led all of NJCAA volleyball in 2019 and is second in LLCC history.

The Academy of Lifelong Learning at LLCC has been awarded a grant from the National Endowment for the Arts to sponsor the "Big Read" for Sangamon County in 2021. The initiative brings communities together around the shared activity of reading and discussing a book. ALL has chosen the book "Lab Girl" and will sponsor various activities around the book.

ALL has also adapted to virtual programming while supporting local businesses. Dr. Warren moderated a Zoom discussion with Chef Michael Higgins, owner of Maldaner's, on the impact of the COVID-19 pandemic on local restaurants. There are several other such virtual discussions with local businesses planned in the series.

C. Report from Faculty Senate

Ms. Cara Swafford, Faculty Senate President, reported that the Senate is not meeting during the summer.

D. Report from Faculty Association - None

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council – None

H. Chairman’s Report - None

I. Secretary’s Report – None

J. Foundation Report - None

K. Other Board Members’ Reports - None

V. Strategic Discussion – None

VI. Executive Session

MOTION NO. 06-23-20-5:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, layoff of grant funded employees and pending/imminent legal matters. Mr. Findley seconded.

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

MOTION NO. 06-23-20-6:

Mr. Elmore moved to adjourn to open session at 6:22 p.m., seconded by Dr. Davis.

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

VII. Actions from Executive Session

MOTION NO. 06-23-20-7:

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

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

MOTION NO. 06-23-20-8:

Mr. Findley moved to approve the resolution authorizing the layoff of the three TRIO employees effective September 30, 2020. Mr. Gates seconded.

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

VIII. FY 2021 Budget Workshop

Bryan Gleckler, Vice President Administrative Services and Dr. Charlotte Warren led the board members and audience through a presentation on LLCC's fiscal year 2021 tentative budget, reviewing LLCC fund summaries, FY2021 projected expenditures and revenues, FY2021 operating budget projections and budget challenges.

IX. Adjournment

There being no further business before the Board, the meeting adjourned at 7:15 p.m.

Chairman Rosenthal

Secretary Gates

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: June 24, 2020

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve the employment of Josh Collins as Assistant Vice President, Business Relations. Mr. Collins earned a Bachelor of Arts in Political Studies from University of Illinois at Springfield and is a Certified Economic Developer through the International Economic Development Council. He currently works for the Springfield Sangamon Growth Alliance (formerly known as Land of Lincoln Economic Development Corporation) and previously worked in business development for The Greater Springfield Chamber of Commerce. His employment will be effective August 3, 2020 and placement will be in salary grade N.
- B. Approve the employment of Brenda Elliott as Director, Apprenticeship Programming. Ms. Elliott earned a Bachelor of Science in Business/Marketing from Millikin University. She was most recently employed as a Business Development Specialist with Hanson Professional Services, Inc. Her employment will be effective July 1, 2020 and placement will be in salary grade J.
- C. Approve a position re-structure and title change for Karen Sanders. Her position will now be titled Vice President, Advancement/Executive Director, LLCC Foundation. This change will result in placement off the salary grade system with a 10% salary increase effective July 1, 2020.
- D. Approve a position re-structure and title change for Lynn Whalen. Her position will now be titled Chief Communications Officer. This change will result in placement off the salary grade system with a 10% salary increase effective July 1, 2020.
- E. Approve a change in salary grade for Nick Ferreira. The job description for his position was recently revised due to the addition of programs and the pending accreditation for the EMS program. Mr. Ferreria's position will be re-classified to Administrator and titled Program Director, Emergency Services and Health. This position has been placed in salary grade K, with an effective date of July 1, 2020.

**PART-TIME STAFFING
On & Off Campus
2020 Summer Semester**

<u>Adjunct Name</u>	<u>Class Section</u>	<u>Class Section Title</u>
Allen, Jason	BIO-101-10	General Biology
Armour, Gary	BIO-220-04	Microbiology
Armour, Gary	BIO-220-06	Microbiology
Badgley, Lori	RCP-241-01	Adv Cardiopulmonary Diag. & Monitor
Badgley, Lori	RCP-231-01	Adv RC Practices & Proc II
Baker, Nikki	CMN-101-16	Public Speaking Fundamentals
Baker, Nikki	CMN-101-17	Public Speaking Fundamentals
Baker, Nikki	CMN-101-20	Public Speaking Fundamentals
Barton, Abbi	CAS-121-02	Computer Applications and Concepts
Behl, Melissa	OTA-210-01	Service Management
Brake, Christine	MCS-121-01	Evaluation and Management Coding
Brown, Linda	CAS-121-03	Computer Applications and Concepts
Chernowsky, Amy	CSS-100-01	College Success Skills
Cherry Vogt, Kim	BIO-220-05	Microbiology
Ciaccio, Joseph	ART-101-03	Art Appreciation
Collins, Todd	MAT-141-08	Introductory Statistics
Cox, Cody	MAT-141-05	Introductory Statistics
Davin, Kirsten	BIO-175-06	Human Anatomy & Physiology I
Davin, Kirsten	BIO-175-07	Human Anatomy & Physiology I
DeCarlo, Alonzo	PSY-214-02	Intro to Child Psychology
DeCarlo, Alonzo	PSY-101-10	Introduction to Psychology
Delap, Amy	BIO-101-10	General Biology
Dickey, Ashley	ART-101-02	Art Appreciation
Durairaj, Srinivasan	BIO-220-04	Microbiology
Durairaj, Srinivasan	BIO-220-05	Microbiology
Durairaj, Srinivasan	BIO-220-06	Microbiology
Ebbing, Scott	MAT-094-03	Developmental Int Algebra I
Ebbing, Scott	MAT-096-03	Developmental Int Algebra II
Elliott, Tiffany-Anne	EGL-101-03	Composition I
Elliott, Tiffany-Anne	EGL-101-04	Composition I
Elliott, Tiffany-Anne	EGL-101-12	Composition I
Ferreira, Nick	EMS-203-01	Paramedic - Specialized Care
Fines, Elizabeth	CMN-101-18	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-19	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-21	Public Speaking Fundamentals
Fletcher, Samantha	BIO-107-02	Human Biology
Freml, John	HUM-102-01	Intro to Women's Studies
Harmon, Rosemarie	HUM-101-05	Introduction to Humanities
Harvey, Sonja	PCN-103-02	Practical Nursing III
Katz, Barnaby	PHI-204-01	Introduction to Philosophy
Katz, Barnaby	PHI-204-02	Introduction to Philosophy
Kayma, Bob	MCS-125-01	Anatomy and Physiology for Coding
Kean, Charles	EMS-111-01	Advanced EMT - Special Population
Kirchner, Amanda	EGL-101-14	Composition 1 w/EGL 100 03
Kirchner, Amanda	EGL-100-03	Intro to Comp w/EGL 101 14
Lamb, Molly	HLT-201-01	Health in Today's Society
Lesko, Daniel	EGL-109-01	Intro to Literature: Multi Generational
Manning, Nathaniel	ECO-132-02	Principles of Economics II

Mason, Keri	CMN-101-22	Public Speaking Fundamentals
Mason, Keri	CMN-101-23	Public Speaking Fundamentals
Mason, Keri	CMN-101-24	Public Speaking Fundamentals
Mason, Shannan	HIS-111-02	United States History to 1877
McCarrel, Samantha	BIO-101-04	General Biology
McCarrel, Samantha	BIO-101-03	General Biology
Mhaskar, Yashanad	MTC-001-01	Math Center
Pfaffe, Jeffrey	CHE-100-07	Contemporary Chemistry
Rees, Jonathan	EGL-101-11	Composition I
Rees, Jonathan	EGL-101-13	Composition I
Running, Bill	CHE-100-06	Contemporary Chemistry
Seidel, Howard	HSP-138-02	Purchasing
Ulmer, Jessica	EGL-102-04	Composition II
Ulmer, Jessica	EGL-102-12	Composition II
Ulmer, Jessica	EGL-102-13	Composition II
Van Uytven, Jodi	CHE-100-05	Contemporary Chemistry
Voyles, Shannon	EGL-102-09	Composition II

RESOLUTION

WHEREAS, the Department of Education (“DOE”) has failed to release funds under the TRIO Student Support Services Grant (the “Grant”); and

WHEREAS, the Grant funds operations for TRIO Student Support Services (“TRIO”), including the positions of Academic Support Specialist, Retention Specialist and Program Assistant; and

WHEREAS, Board Policy 8.8 provides that fiscal exigency may necessitate a decrease in the number of employees employed by the Board; and

WHEREAS, DOE may elect to fund the Grant during FY 2021.

NOW, THEREFORE, BE IT RESOLVED that the Program Assistant, Fabiola Gonzalez, Academic Support Specialist, Brooke Rhoades, and Retention Specialist, Sarah Scheufele, shall be laid off effective September 30, 2020, due to fiscal exigency should there be a loss of Grant funding and may be subject to recall by the Administration if the Grant is thereafter funded.

Adopted June 24, 2020

Chair, LLCC Board of Trustees

ATTEST: Secretary, LLCC Board of Trustees

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: July 22, 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 June, 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 June 30, 2020 will be delayed until August due to closing of the FY'20 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2020.

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of 285 Dell Computers

DATE: July 22, 2020

Board approval is requested to approve the purchase of 176 Desktop Personal Computers (PCs) and 109 Laptop computers from Dell in the total amount of \$214,731.00. PCs are for computer labs and classrooms located in LLCC Beardstown, LLCC Jacksonville, LLCC Litchfield, LLCC Main Campus, St. John's Hospital, and LLCC Taylorville. Laptop computers are for faculty, staff, and ELM and WIT programs.

Location/Area	Device	Type	Qty.	Unit Cost	Total	Fund
Beardstown	PC	Replacement	3	\$750	\$ 2,250	Tech Fee
Jacksonville	PC	Replacement	8	\$750	\$ 6,000	Tech Fee
Litchfield	PC	Replacement	6	\$750	\$ 4,500	Tech Fee
Main Campus	PC	Replacement	100	\$750	\$75,000	Tech Fee
St. Johns	PC	Replacement	7	\$750	\$ 5,250	Tech Fee
Taylorville	PC	Replacement	52	\$750	\$39,000	Tech Fee
ELM, WIT	Laptop	New	18	\$759	\$13,662	Perkins
Faculty	Laptop	New	30	\$759	\$22,770	CARES
Staff	Laptop	New	25	\$759	\$18,975	CARES
Staff	Laptop	Replacement	36	\$759	\$27,324	FFE

Budget Impact:

Total Funds Requested:	\$214,731
Source of Funds:	Tech Fee: \$132,000
Source of Funds:	FFE: \$ 27,324
Source of Funds:	Perkins: \$ 13,662
Source of Funds:	CARES: \$ 41,745
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Replacing the computers will provide faculty and students with critical up-to-date technology for improved student learning.

How will proposed agenda item be measured?

The effectiveness of student learning through new technology.

MOTION: Move to approve the purchase of 285 computers from Dell at a total cost of \$214,731.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Kreher Agricultural Center Furniture

DATE: July 22, 2020

Demonica Kemper Architects recently conducted procurements for furniture to be utilized in the new Kreher Agricultural Center. Lincoln Land Community College is seeking Board approval to pay for this furniture.

Two lines of furniture were selected that were proprietary, so those were considered sole source procurements, as it was in the College's best interest to work directly with those manufacturers. A third, non-proprietary, grouping of furniture was put out for public bid.

Lincoln Land Community College is seeking approval for the following furniture related expenses:

- Krueger International (KI) \$131,378.64 (Sole Source)
- Wiley Office Furniture \$115,257.44
- Wiley Office Furniture \$14,688.96 (Sole Source)

For the non-proprietary line, in addition to Wiley Office Furniture, bids were also received from Henrickson, Illini Supply, and Resource One.

Budget Impact:

Total Funds Requested: \$261,325.04
Source of Funds: Kreher Trust Funds

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be provided a modern and comfortable learning environment.

How will proposed agenda item be measured? N/A

MOTION: Move to approve one-time expenses for Krueger International and Wiley Office Furniture for furniture related expenses in the Kreher Agricultural Center.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 22, 2020

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

Health Profession seeks approval to enter into a clinical site agreement with Scott County Nursing Center for students enrolled in the College's Certified Nursing Assistant Program. Scott County Nursing Center has facilities suitable for the needs of the students.

Natural and Agricultural Sciences seeks approval to enter into a 2 + 2 articulation agreement with Southern Illinois University Edwardsville for students enrolled in the Geography Program. The agreement will facilitate the transfer of LLCC Students to SIUE.

Capital City Training Center seeks ratification for an affiliation agreement with the Macoupin County Department of Public Health - Maple Street Clinic for students enrolled in the Clinical Medical Assistant Program to complete their externship. Macoupin County of Public Health - Maple Street Clinic has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreement with Scott County Nursing Center, the articulation agreement with SIU Edwardsville and ratify the affiliation agreement with Macoupin County Department of Public Health.

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Scott County Nursing Center	Health Professions Department seeks approval to enter into a Clinical Site Agreement with the Scott County Nursing Center for students enrolled in the College's Certified Nursing Assistant Program. Scott County Nursing Center has facilities suitable for the needs of the students.	Scott County Nursing Center	Health Professions/ Certified Nursing Assistant	August 3, 2020 through Indefinite
Articulation Agreement with Southern Illinois University Edwardsville	Natural and Agricultural Sciences seeks approval to enter into a 2 + 2 Articulation Agreement with Southern Illinois University Edwardsville for students enrolled in the Geography Program. The agreement will facilitate the transfer of LLCC Students to SIUE.	Southern Illinois University Edwardsville	Natural and Agricultural Sciences/ Geography	August 1, 2020 through July 31, 2025
Affiliation Agreement with Macoupin County Department of Public Health	Capital City Training Center seeks ratification for an Affiliation Agreement with the Macoupin County Department of Public Health - Maple Street Clinic for students enrolled in the Clinical Medical Assistant program to complete their externship. Macoupin County of Public Health - Maple Street Clinic has facilities suitable for the educational needs of the students.	Macoupin County Department of Public Health	Capital City Training Center/ Clinical Medical Assistant	June 11, 2020 through June 11, 2022

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: CDW-G Microsoft Server and Campus Agreement Renewal

DATE: July 22, 2020

Board approval is requested for the renewal of our Microsoft Campus Software/ Server Agreement for one year through CDW-G as part of the Illinois Community College Consortium.

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft’s Windows desktop operating systems, Microsoft Office, SharePoint portal, email and Visual Studio development software for our faculty, staff, and students. This year Microsoft 365 A5 subscription and Remote Desktop Services have been added to enable remote access to computer labs for students.

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers.

Budget Impact:

Total Funds Requested:	\$121,032.65
Source of Funds:	Operating Fund: \$97,866.65
	Tech Fee: \$23,166.00
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Microsoft software products are critical to college operations. They are used to provide services to our students and are important tools for instruction.

How will proposed agenda item be measured?

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

MOTION: Move to approve the annual renewal of the Microsoft Campus Software and Server Agreements from CDW-G at a total cost of \$121,032.65.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Hillsboro Lease Agreement

DATE: July 22, 2020

I am pleased to recommend the extension of our lease for the current Hillsboro facility located at the Montgomery County Farm Bureau Building. Terms of the agreement are basically unchanged and are as follows:

- A two-year lease agreement commencing August 1, 2020 and terminating July 31, 2022 with the option to renew for two additional years
- A monthly lease payment of \$734 annualized at \$4.12 per square foot for 2,136 square feet, an annual cost of \$8,808
- 20% of the facility's utility costs are borne by LLCC based on our proportionate share of square footage
- Ability to terminate the lease with not less than 6 months written notice of intent and date of such termination

MOTION: Approve the lease with the Montgomery County Farm Bureau for 2,136 square feet at 102 North Main in Hillsboro at a monthly cost of \$734 commencing August 1, 2020 and ending July 31, 2022 with the option to renew for two additional years.

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: CCTC RTU Replacement 1, 2, 3, 4, 8 – Change Orders

DATE: July 22, 2020

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 orders are submitted for ratification.

RFP/CO#	Description	Cost
M-001	Vibration Isolation for RTU 8.	\$4,478
M-002	Outdoor pressure sensor on exterior of RTU 1, 2, 3, 4, & 8	\$1,500
	Total:	\$5,978
Amount of project contingency:		\$29,000
Less previously approved change orders:		\$0
Change order(s) presented for ratification:		\$5,978
Less other consultant fees/permits to date:		\$0
Amount of contingency remaining:		\$23,022

Budget Impact:

Total Funds Requested: \$5,978
 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 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 above listed change orders in the amount of \$5,978 for the CCTC RTU Replacement 1, 2, 3, 4, 8 project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield & Taylorville Exterior Lighting Upgrades – Change Orders

DATE: July 22, 2020

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 orders are submitted for ratification.

RFP/CO#	Description	Cost
E-001	Furnish and install two (2) new 6' 6" deep x 24" diameter concrete poles bases and new 30' round tapered steel poles at Litchfield.	\$6,909.77
E-002	Cut and splice / replace existing 4" drainage tile at Taylorville.	\$3,503.42
E-003	Remove and replace four wall packs at Taylorville.	\$2,145.76
E-004	Purchase and install two-piece pole covers.	\$1,941.00
E-005	Credit for ground repair at Litchfield.	-\$1,920.00
	Total:	\$12,579.95
Amount of project contingency:		\$13,300.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$12,579.95
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$720.05

Budget Impact:

Total Funds Requested: \$12,579.95
 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 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 \$12,579.95 for the Litchfield & Taylorville Exterior Lighting Upgrades project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sidewalk Lighting – Entrance & Boulevards Main Campus –
Contractor Recommendation

DATE: July 22, 2020

Sealed proposals were requested for the Sidewalk Lighting – Entrance & Boulevards Main Campus project. Proposals were received by the Construction Manager’s Office on June 23rd. The scope of the project includes installing sidewalk lighting on north and south side of main entrance and down to bus stop to complete the sidewalk lighting loop and upgrading boulevard lighting to LED.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. #1 (Relocate lights and repair concrete at Boulevard Island south of Sangamon Hall)	Alt. #2 (Relocate existing lighting assembly)
Anderson Electric Springfield, IL	\$177,950	\$9,600	\$13,325
B&B Electric, Inc. Springfield, IL	\$182,840	\$9,845	\$12,410
Bodine Electric of Decatur Decatur, IL	\$157,100	\$10,500	\$4,150

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: \$188,950
(\$171,750 Bid Amount + \$17,200 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 Bodine Electric of Decatur in the amount of \$157,100, alternate bid #1 in the amount of \$10,500, alternate bid #2 in the amount of \$4,150 and to establish a project contingency in the amount of \$17,200, for an aggregate amount of \$188,950 to complete the Sidewalk Lighting – Entrance & Boulevards Main Campus project at LLCC’s Main Campus.

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Elimination of Board Policy 1.6 – Non-Discrimination and Revision of Board Policy 1.7 – Sexual Harassment, Other Harassment and Discrimination

DATE: July 22, 2020

The following are proposed changes to Board Policy 1.7 – Sexual Harassment, Other Harassment and Discrimination and recommended elimination of Board Policy 1.6 – Non-Discrimination. An update of Board Policy 1.7 is necessary for compliance with new Title IX regulations released by the Department of Education’s Office of Civil Rights on May 5, 2020. Higher education institutions are expected to be fully compliant with these regulations by August 14, 2020. An update of this policy is the first step of many in the compliance process. Revisions to this policy also include merging language included in Board Policy 1.6. The merging of Board Policy 1.6 and 1.7 will create one cohesive policy regarding harassment and discrimination as it pertains to Title VI, Title VII, Title IX, the Illinois Human Rights Act and other federal, state and local regulations. The college attorney is working on a procedure update that will provide faculty, staff and students one guiding document for complaint resolution with consideration given to various intersecting regulations.

These revised policies are being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return these policies to you for action at the regularly scheduled August 2020 meeting of the Board.

Lincoln Land	Subject:	Non-Discrimination
Community College	Policy Number:	1.6
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	_____
	Last Revised:	_____
	Effective Date:	_____
BOARD POLICY	Old Policy Number:	1.8

~~Policy Statement: Lincoln Land Community College shall not discriminate against any student, employee, prospective employee, or any other person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation, or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. As such, it will not tolerate derogatory references by any student or employee with respect to differences regarding any such protected status. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The College shall designate a compliance officer to assure compliance with these provisions.~~

~~In accordance with Illinois law, Lincoln Land Community College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Any student who believes that there has been unreasonable denial of an educational benefit due to such student's religious belief or practices may seek redress through the Student Grievance and Appeals Process as provided in Board Policy 5.40.~~

Legal citation:

~~775 ILCS 5/1-101, et seq.~~

~~110 ILCS 110/0.01~~

Lincoln Land Community College	Subject:	Sexual Harassment, Other Harassment and Discrimination
	Policy Number:	1.7
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	
BOARD POLICY	Old Policy Number:	1.9

Policy Statement: Lincoln Land Community College (the “College”) is committed to maintaining a learning and working environment that is free from sexual harassment and all other forms of harassment and discrimination ~~based on~~ against a person because of their actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, physical or mental disability, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, ~~or~~ sexual orientation or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws. In accordance with Illinois law, the College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. The College shall not discriminate against any current or prospective student or employee or any other individual based on the aforementioned statuses and prohibits any form of harassment or discrimination in the ~~workplace, any academic settings, and~~ learning and working environment, at any College-sponsored events, and in all admissions and employment activities. For the purposes of this policy, the “learning and working environment” is not limited to a physical location to which an employee is assigned to perform his or her duties or a student is accessing instruction and/or resources. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent sexual harassment or any other form of harassment or discrimination.

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Illinois Human Rights Act. Any individual who believes they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit base on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited, to expulsion of the student or termination of the employee. The preponderance of evidence standard shall be used in determining whether a violation of this policy has occurred. Retaliation for making a good-faith complaint of harassment or discrimination or for participating in an investigation is also prohibited by law.

The College has designated officers to ensure compliance with these provisions. The College will provide up-to-date contact information for these individuals in the procedures of this policy, on the College website, within handbooks and catalogs, and physically posted outside of the Human Resources Office and Student Life Office. All applicants for admission and employment, students,

employees, and all unions or professional organizations holding collective bargaining or professional agreements with the College will be notified of this policy as well as the title, address, email address, and telephone number of the employees designated as compliance officers.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2021 Budgets

DATE: July 22, 2020

We are in the process of preparing budget documents following our June 24 Budget Workshop. Copies of the tentative budgets for fiscal year 2021 are included in the board meeting material. No adjustments were made to the tentative budget since the Budget Workshop and as discussed, the Operating Budget as presented is a balanced budget.

It is possible that additional adjustments may be necessary before the Final FY 21 Budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2021 Operating Budget.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: SURS – Deferred Compensation Plan

DATE: July 22, 2020

Effective September 1, 2020, the State Universities Retirement System (SURS) is moving to a new redesigned Self-Management Plan for the defined contribution plan members. Included in this plan is a new 457 Deferred Compensation Plan. This plan is an elective option for all SURS member. Employees will be able to elect to defer pre-tax dollars and/or Roth contributions to the plan. The College has elected to not make any discretionary matching contributions to the plan at this time. The College must have Board approval in order to offer this plan through SURS to employees.

MOTION: Move to approve the resolution to adopt the State Universities Retirement System (SURS) Deferred Compensation Plan effective September 1, 2020.

**STATE UNIVERSITIES RETIREMENT SYSTEM
DEFERRED COMPENSATION PLAN**

RESOLUTION TO ADOPT PLAN

WHEREAS, the State Universities Retirement System Deferred Compensation Plan ("Plan") is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue ("Code") established and is administered by the State Universities Retirement System ("System") pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.;

WHEREAS, the Plan is funded by elective deferrals, and if elected by the Employer in the Employer Participation Agreement, discretionary employer contributions;

WHEREAS, contributions to the Plan are held in Trust by SURS as Trustee pursuant to the State Universities Retirement System Master Trust Agreement ("Trust Agreement") and are invested in investment options selected and monitored by SURS;

WHEREAS, SURS has contracted with certain service providers ("Service Providers") to administer the Plan in accordance with its written terms and applicable law;

WHEREAS, Section 15-202 of the Illinois Pension Code, 40 ILCS 5, et seq., and Section 2.02(v) of the Plan provide that an employer that is subject to Article 15 of the Illinois Pension Code and that is an eligible employer within the meaning of Code Section 457(e)(1)(A) offer the Plan to its eligible employees;

WHEREAS, the Employer is an employer subject to Article 15 of the Illinois Pension Code, and is an eligible employer within the meaning of Code Section 457(e)(1)(A); and

WHEREAS, the Employer has reviewed the Plan, is authorized by law to adopt this Resolution, and is concurrently executing an Employer Participation Agreement for the Plan, which shall constitute a part of the written terms of the Plan.

NOW THEREFORE the governing body of the Employer hereby resolves:

Section 1. The Employer adopts the Plan for the benefit of its eligible employees, including the Employer Participation Agreement which is attached hereto and made a part of this Resolution.

Section 2. The Employer agrees to abide by the terms of the Plan and the Trust Agreement, including amendments to the Plan and the Trust Agreement, and all applicable provisions of the Code, the Illinois Pension Code, and other applicable law.

Section 3. The Employer agrees to enroll only those individuals who are employees, as defined in Section 15-107 of the Illinois Pension Code, of the Employer. An employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Section 4. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in the Trust for the exclusive benefit of participants and their beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries and for defraying reasonable expenses of the Plan. All contributions to the Plan shall be held, managed, invested and distributed as part of the Trust in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust pursuant to the terms of the Plan.

Section 5. This Resolution and an Employer Participation Agreement shall be submitted to SURS. SURS shall determine whether the Resolution and the Employer Participation Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement employee participation in the Plan. SURS may refuse to approve a Resolution and/or an Employer Participation Agreement from an employer that does not have state statutory authority to participate in the Plan. The Employer hereby acknowledges that it is responsible for assuring that this Resolution and the Employer Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Employer as of the date set forth below in accordance with applicable law.

By: _____

Print Name: _____

Title: _____

Date: _____

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Emergency Approval to Procure Bipolar Ionization Units

DATE: July 22, 2020

Given the current COVID-19 pandemic that is on-going, we have been evaluating multiple measures to keep our staff and students as safe and healthy as possible. One strategy is to ensure the air quality of our buildings is as pure and contaminant free as possible. By installing bipolar ionization units to our mechanical systems in each building, they will filter out contaminants in the air so it does not get recirculated throughout the building. The installation of these units will ensure high air quality in our buildings well beyond the current pandemic.

Given the timeframe to procure such a project and given the urgent need to get these units installed given the current pandemic, we are seeking approval to move forward on an emergency basis to procure the units necessary to get these units installed as quickly as possible for main campus, Capital City Training Center, and the Litchfield, Jacksonville, and Taylorville LLCC locations.

We project having approximately \$300,000 in excess PHS funds remaining from this year that can be used to cover most, if not all, of the cost of these units, including installation.

MOTION: Move to approve the LLCC Administration move forward on an emergency basis to procure and install bipolar ionization units for its air handling mechanical systems.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Naming Opportunities within the Kreher Agriculture Center

DATE: July 22, 2020

We continue to leverage the Kreher Farm Perpetual Charitable Trust gift and maximize the impact. In that spirit, we have been striving to seek financial support for naming opportunities within the Kreher Agriculture Center, which will open in January 2021.

Per board policy: “The Lincoln Land Community College Board of Trustees shall approve the naming of all facilities and all other naming opportunities in accordance with established procedures.”

We seek approval for the following naming rights within the building:

- Soils Lab – Evelyn Thomas, in memory of Gordon Thomas
- Two classrooms – Farm Credit Illinois
- Simulation Lab – The Brandt Foundation

MOTION: Move to name the spaces as outlined above in the new Kreher Agriculture Center.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: July 22, 2020

POSITION VACANCIES

Classified

Testing Assistant (FT)

Professional

Nursing Skills Lab Professional (PT)

Purchasing Manager (FT)

Adult Education Coordinator (FT)

Application Developer I (FT)

Administrator

Dean, Mathematics and Computer Science (FT)

Director, Truck Driver Training (FT)

Faculty

Welding Instructor (FT)

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 22, 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 95% complete.

PHS Projects FY20

ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville

Construction is ongoing on the Main Campus. Work will shift to Litchfield and Taylorville in early July. Weather permitting, we anticipate that the project will be complete in late July.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

The project is underway, and we are awaiting startup paperwork and a project schedule.

Logan Hall RTU 1 & 2 Replacement

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

Main Campus Wayfinding

Sign base installation is scheduled to start in early July.

Sidewalk Lighting – Entrance & Boulevards Main Campus

Our recommendation of award is before you tonight.

Water Infiltration Remediation Main Campus

The project is approximately 50% complete.

FY20 Small Projects

Security Camera System Update

The project is approximately 75% complete.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

CDB has recently executed the next phase of their contract with Benton & Associates, Inc. to prepare construction documents. The current schedule has construction documents complete near the end of 2020 and construction to start in Spring 2021.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – Building: Work is approximately 40% 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 June 30, 2020

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original Budget Approved / Estimated	Sum of Original Contract Amount	Sum of Change Orders	Sum of Adjusted Contract Amount	Sum of Retainage	Sum of Payments To Date	Sum of Contract Balance Remaining	Sum of Contract % Remaining
FY2019 PHS	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458	355,469	(6,088)	349,381		318,540	30,840	8.83%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	169,888		169,888		169,168	720	0.42%
FY2019 PHS Total				595,240	525,357	(6,088)	519,269		487,709	31,560	6.08%
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	191,785		191,785		17,626	174,160	90.81%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	403,035		403,035		36,424	366,611	90.96%
	70973	Signage & Wayfinding Phase 1	L	425,393	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		138,790	187,803	57.50%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	395,993		395,993		15,704	380,289	96.03%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	24,101		24,101		19,681	4,420	18.34%
FY2020 PHS Total				2,280,000	1,651,966		1,651,966		275,546	1,376,419	83.32%
PHS Fund Balance	70968	SGMN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	107,427		107,427		76,655	30,772	28.64%
	70971	SGMN & MNRD VAV System	L	36,587	9,025		9,025		9,025	-	0.00%
	70972	Campus Utility Survey	L	15,000	15,000		15,000		15,000	-	0.00%
	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	134,478		134,478		4,887	129,592	96.37%
PHS Fund Balance Total				520,604	473,231		473,231		253,901	219,331	46.35%
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%
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	8,050,196		8,050,196		1,646,945	6,403,251	79.54%
Funding Bonds Total				7,460,904	8,050,196		8,050,196		1,646,945	6,403,251	79.54%
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				24,047,716	11,002,866	(6,088)	10,996,778		2,702,446	8,294,332	75.43%

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">JULY 2021</p> <ul style="list-style-type: none"> • FY22 Tentative Budget • Board Meeting 7/28/21

V. Strategic Discussion