
LLCC Board of Trustees Regular Meeting

July 28, 2021

Ken Elmore, Chair

Gordon Gates, Vice Chair

Craig Findley, Secretary

Vicki Davis

Jeff Fulgenzi

Samantha Raymond

Wayne Rosenthal

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, July 28, 2021
6:00 P.M.
Lincoln Land Community College
Jacksonville, IL

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the July 28, 2021 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of June 23, 2021
- B. Ratify Payments of Cash Disbursements for June and June
Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. Cultivator for Ag Department
 - 2. Strip Tillage Tool Bar for Ag Department
 - 3. John Deere Planter Upgrades for Ag Department
 - 4. Forward Magazine
 - 5. Apple Computers
 - 6. Dell Computers
 - 7. Consortium of Academic and Research Libraries in Illinois (CARLI)
Membership Fee and Electronic Resource Purchases for Library
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Turnitin Similarity Enterprise
 - 3. Adobe Enterprise Term License Agreement
 - 4. Microsoft Server and Campus Agreement Renewal
 - 5. EAB Global, Inc. Services
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Main Campus Exterior Lighting Upgrades Phase I Project –
Contractor Recommendation
 - 2. Water Infiltration Remediation Main Campus – Change Orders
 - 3. Agriculture Classroom and Lab Building (Phase 2) - Change
Orders
 - 4. Nursing Renovation at Montgomery Hall – Change Orders
 - 5. Sidewalk Lighting – Entrance & Boulevards Main Campus –
Change Orders
 - 6. Budget Increase for Capital Renewal Project for Renovate and
And Expand Student Services
 - 7. Budget Increase for Emergency Deferred Maintenance Capital

- Project for Exterior Door Security Upgrades
- 8. Main Campus Wayfinding – Change Orders
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Tentative Fiscal Year 2022 Budgets
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

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

V. Strategic Discussion

- A. LLCC Jacksonville

VI. Executive Session

- 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 Approval of Recording Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: July 28, 2021

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

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and wire transactions issued during June, 2021 (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending June 30, 2021 will be delayed until August due to closing of the FY'21 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2021.

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out-of-State Travel
DATE: July 28, 2021

Name	Meeting	Location	Date	Account	Amount
Medina-Troxell, Casandra	Association of Surgical Technologists Conference	Las Vegas, NV	July 20- July 24, 2021	Administrative	\$1,634

AGENDA ITEM II.C.2**MEMORANDUM****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Out-of-State Travel**DATE:** July 28, 2021

Name	Meeting	Location	Account	Amount
Liesen, Diane	American Society of Electroneurodiagnostic Technologists Annual Meeting	San Diego, CA	N/A	\$0
Lindquist, Vern	Higher Education & Research Development Institute Board Meeting	Dallas, TX	Administrative Travel	\$535
Ferreira, Nick	EMS Expo	Atlanta, GA	Staff Development	\$1,264
Elmore, Ken	ACCT Leadership Congress	San Diego, CA	Board Travel	\$3,039
Gates, Gordon	ACCT Leadership Congress	San Diego, CA	Board Travel	\$3,039
Davis, Vicki	ACCT Leadership Congress	San Diego, CA	Board Travel	\$3,039
Warren, Charlotte	ACCT Leadership Congress	San Diego, CA	Administrative Travel	\$3,339
Warren, Charlotte	AACC Board Meeting	Washington, DC	Administrative Travel	\$1,200
Sweet, Nancy	National Council for Workforce Education Conference	Tucson, AZ	Administrative Travel	\$1,936
Maskey, Cynthia	Organization for Associate Degree Nursing	Austin, TX	Paid by OADN	\$0
Maskey, Cynthia	Accreditation Commission for Education Nursing Site Visit	Cape Girardeau, MO	Paid by ACEN	\$0
Gleckler, Bryan	Community College Business Officers	Nashville, TN	Administrative Travel	\$1798

Moore, Patrick	National Alliance of Concurrent Enrollment Partnerships National Conference	Orlando, FL	Staff Development	\$1,736
Bauman, Holly & 4 Students	National FFA Conference	Indianapolis, IN	Foundation	\$5,852*
Harmon, Bill	National FFA Conference	Indianapolis, IN	Foundation	\$770*
McCoy, Jamie	National College Learning Center Association Annual Conference	Birmingham, AL	Professional Development	\$1,339
Clevenger, Julie	National College Learning Center Association Annual Conference	Birmingham, AL	Professional Development	\$1,289

***Foundation (Kreher Farm Perpetual Charitable Trust)

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Cultivator for Ag Department

DATE: July 28, 2021

The College issued an invitation to bid for the purchase of a cultivator. Pricing details are as follows:

Bidder	Price
Sloan Implement Virden, IL	\$25,000
JO Harris Alexander, IL	\$29,500
Siever's Equipment Auburn, IL	\$55,220
Jenner Ag Harristown, IL	\$57,500

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Saturday, June 5, 2021 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to Beard Implement, Ashland; Midwest Applications, Decatur; Rohlfs Implement, Hartsburg.

Budget Impact:

Total Funds Requested: \$25,000
Source of Funds: Foundation
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have access to this equipment and will gain hands-on experience and knowledge.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Sloan Implement for the purchase of a 2022 Frontier cultivator at the total estimated cost of \$25,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-01.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Strip Tillage Tool Bar for Ag Department

DATE: July 28, 2021

The College issued an invitation to bid for the purchase of a strip tillage tool bar. Pricing details are as follows:

Bidder	Price
Sloan Implement Viriden, IL	\$24,000
JO Harris Alexander, IL	\$35,750
Siever's Equipment Auburn, IL	\$48,595
Jenner Ag Harristown, IL	\$41,956

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Saturday, June 5, 2021 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to Beard Implement, Ashland; Midwest Applications, Decatur; Rohlf's Implement, Hartsburg.

Sloan Implement proposed a 2022 Remlinger model with a lead time of 400 days. Due to the excessive lead time, Sloan's was deemed non-responsive.

Budget Impact:

Total Funds Requested: \$35,750
 Source of Funds: Foundation
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have access to this equipment and will gain hands-on experience and knowledge.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to JO Harris for the purchase of a 2021 Remlinger strip tillage tool bar at the total estimated cost of \$35,750 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-01.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: John Deere Planter Upgrades for Ag Department

DATE: July 28, 2021

The College issued an invitation to bid for the purchase of a package of upgrades for our John Deere planter. Upgrades include Apply HD pump control, Flow Sense and SmartFirmer sensors, furrow force kits and jet injectors, and Clean Sweep row cleaners. Pricing details are as follows:

Bidder	Price
JO Harris Alexander, IL	\$24,252
Siever's Equipment Auburn, IL	\$19,940
Jenner Ag Harristown, IL	\$20,616

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Saturday, June 5, 2021 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to Beard Implement, Ashland; Midwest Applications, Decatur; Rohlf's Implement, Hartsburg; Sloan Implement, Virden.

Budget Impact:

Total Funds Requested: \$19,940
 Source of Funds: Foundation
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have access to this more modern equipment and will gain hands-on experience and knowledge.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Siever's Equipment for the purchase of a package of planter upgrades at the total estimated cost of \$19,940 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-01.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall 2021 Forward Magazine

DATE: July 28, 2021

The College issued an invitation to bid for the printing, mailing, and delivering of the Forward Magazine for the 2021-2022 academic year. We plan to print 160,000 Forward Magazines each semester. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Supply chain disruptions in the lumber and paper processing industries adversely impacted the pricing we received. Paper producers are currently unable to meet high demand for their products. As such, prices for paper have increased significantly since the last issuance of the FORWARD Magazine.

Rather than awarding a contract for a full academic year, we recommend awarding the Fall issuance based on current pricing and rebidding the Spring issuance in early 2022. Our hope is that market conditions will have found an equilibrium and pricing will be improved.

Bidder	Total Delivered Cost for 160,000 Forward Magazines 1 issue - 32 pages Fall 2021	Total Delivered Cost for 160,000 Forward Magazines 1 issue - 32 pages Spring 2022
Cenveo Eureka, MO	\$ 39,018.25	\$ 41,018.25
Premier Print Group Champaign, IL	\$ 40,838.00	\$ 40,838.00

Given the tight range of the bids submitted, and despite the higher than normal pricing, we believe the bids received represent fair and reasonable pricing that is reflective of current market conditions.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, June 11, 2021 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to American Litho, Carol Stream; American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan's Printing and Office Supplies, Oak Forest; Emerson Press, Divernon; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-Press, Chicago; Production Press, Jacksonville; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested:	\$39,018.25
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Cenveo for the printing, mailing, and delivering of the Fall 2021 issue of the Forward Magazine at the total estimated cost of \$39,018.25 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-02.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Purchase of 19 Apple Computers
DATE: July 28, 2021

Board approval is requested for the purchase of 19 iMac Computers from Apple Computers in the total amount of \$52,402. iMacs are for the computer lab located in Menard Hall MN2226 on the Main Campus.

Budget Impact:

Total Funds Requested:	\$52,402
Source of Funds:	Tech Fee
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 19 iMac computers from Apple Computers at a total cost of \$52,402.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Dell Computers

DATE: July 28, 2021

Board approval is requested for purchase of 233 desktop personal computers (PCs) and 87 laptop computers from Dell in the total amount of \$230,755. PCs are for computer labs and classrooms located at LLCC Beardstown, LLCC Medical District, and the Main Campus. Laptop computers are for faculty, staff, and students (computer labs).

Location/Area	Device	Type	Qty	Unit Cost	Total	Fund
Beardstown	PC	Replacement	3	\$680	\$2,040	Tech Fee
Medical District	PC	Replacement	21	\$680	\$14,280	Tech Fee
Main Campus	PC	Replacement	165	\$680	\$112,200	Tech Fee
Taylorville	PC	Replacement	44	\$680	\$29,920	Tech Fee
Faculty	Laptop	New	30	\$1,000	\$30,000	HEERF
Staff	Laptop	New	30	\$938	\$28,140	HEERF
Student	Laptop	Replacement	27	\$525	\$14,175	Tech Fee

Budget Impact:

Total Funds Requested: \$230,755

Source of Funds: Tech Fee: \$172,615

Source of Funds: HEERF: \$ 58,140

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 320 computers from Dell at a total cost of \$230,755.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Consortium of Academic and Research Libraries in Illinois (CARLI) Membership Fees and Electronic Resource Purchases for Library

DATE: July 28, 2021

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's academic library consortium and acts as the library's broker for database, electronic journal, electronic book, and streaming media purchases. CARLI also provides the library's management system (I-Share) and other resource services. This blanket purchase order represents the membership fee for the consortium, the I-Share assessment fee for the library management system, and 30 electronic resources and services.

Budget Impact:

Total Funds Requested: \$106,493
Source of Funds: Operational Funds
Perkins Grant Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students can access reputable and scholarly information for learning through electronic resources provided through the library. Subscribing to electronic resources allows all students, including remote and face-to-face students, the same opportunities of accessing information for learning and enrichment.

How will proposed agenda item be measured?

Electronic resource usage statistics are regularly collected and evaluated. Library faculty members assess the effectiveness and usefulness of online resources on an annual basis and make changes to the subscription package based on curricular needs and collection development criteria.

MOTION: Move to approve the purchase order in the total amount of \$106,493 for payment of the CARLI membership fee, I-Share assessment fee and 30 electronic resources and services.

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 28, 2021

The Health Professions Department seeks approval to enter into a clinical site agreement with Quincy Medical Group for students enrolled in the College's Occupational Therapy Assistant program. Quincy Medical Group has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Sangamon Area Special Education District for students enrolled in the College's Occupational Therapy Assistant program. Sangamon Area Special Education District has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Special Education Association of Adams County for students enrolled in the College's Certified Nursing Assistant program. Special Education Association of Adams County has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreements with Quincy Medical Group, Sangamon Area Special Education District and Special Education Association of Adams County.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Quincy Medical Group	The Health Professions Department seeks approval to enter into a clinical site agreement with Quincy Medical Group for students enrolled in the College's Occupational Therapy Assistant program.	Quincy Medical Group	Health Professions/ Occupational Therapy Assistant	July 28, 2021 through Indefinite
Clinical Site Agreement with Sangamon Area Special Education District	The Health Professions Department seeks approval to enter into a clinical site agreement with Sangamon Area Special Education District for students enrolled in the College's Occupational Therapy Assistant program.	Sangamon Area Special Education District	Health Professions/ Occupational Therapy Assistant	July 28, 2021 through Indefinite
Clinical Site Agreement with Special Education Association of Adams County	The Health Professions Department seeks approval to enter into a clinical site agreement with Special Education Association of Adams County for students enrolled in the College's Certified Nursing Assistant program.	Special Education Association of Adams County	Health Professions/ Occupational Therapy Assistant	July 28, 2021 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Turnitin Similarity Enterprise
DATE: July 28, 2021

Board approval is requested for a three-year contract for Turnitin Similarity Enterprise, a plagiarism prevention system that integrates with Canvas learning management system to protect against copy/paste plagiarism, student collusion, and research misconduct. The integration of a plagiarism prevention system with Canvas was included in the faculty evaluation and recommendation of Canvas. A three-year contract with Turnitin was approved through the FY22 budget and planning process.

Budget Impact:

Total Funds Requested:	\$30,459
FY2022	\$ 9,978 (\$8,778 Turnitin + \$1,200 start up support)
FY2023	\$ 9,728
FY2024	\$10,753
Source of Funds:	Higher Education Emergency Relief Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Turnitin supports the instruction of two of LLCC’s General Education Outcomes, Written Communication, and Information Literacy, promoting the development of original written text and the ethical use of research.

How will proposed agenda item be measured?

Monitoring system data and reviewing originality report data.

MOTION: Move to approve the three-year license with Turnitin for the use of Turnitin Similarity Enterprise with the college’s Canvas environment at the total cost of \$30,459.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Adobe Creative Cloud Enterprise License Agreement
DATE: July 28, 2021

Board approval is requested for the renewal of the Adobe Creative Cloud Enterprise agreement for one year through Adobe Systems. The agreement covers 19 name licenses, 53 shared device licenses, 63 single app licenses, and 120 student licenses for Adobe Acrobat Pro DC.

Budget Impact:

Total Funds Requested:	\$51,040
Source of Funds:	Tech Fee: \$34,000
Source of Funds:	HEERF: \$17,040
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Adobe software products are critical to the college's Arts and Communication disciplines. They are used in the graphic design and multimedia operation of the college.

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 one-year Adobe Creative Cloud Enterprise Term License agreement at a total cost of \$51,040.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Microsoft Server and Campus Agreement Renewal

DATE: July 28, 2021

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:	\$125,315.41
Source of Funds:	Operating Fund: \$102,149.41
	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 renewal of the annual Microsoft Campus Software and Server Agreements from CDW-G at a total cost of \$125,315.41.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: EAB Global, Inc. Services

DATE: July 28, 2021

Board approval is requested for the annual subscription to EAB Global, Inc. Services. EAB provides research-based, data-driven resources, solutions, and services to educational institutions. Continued partnership with EAB will help the college to meet the operational challenges it will face and to establish solutions to those challenges based on research conducted and curated by EAB.

Budget Impact:

Total Funds Requested:	\$126,850
FY 2022	\$25,370
FY 2023	\$25,370
FY 2024	\$25,370
FY 2025	\$25,370
FY 2026	\$25,370
Source of Funds:	Operating
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

EAB provides research on high-impact practices to promote student success, retention, and completion.

How will proposed agenda item be measured?

Successful use of EAB will be measured by services used, engagement with, and resources attained.

MOTION: Move to approve the 5-year subscription to EAB Global, Inc. Services in the amount of \$126,850.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: July 28, 2021

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

The Administrative Services Division seeks ratification for the application for the Illinois Green Economy Network Grant. If awarded, funds would be utilized to recoup the costs of replacing the RTU equipment in Logan Hall.

The Administrative Services Division seeks ratification for the application for the Illinois Green Economy Network Grant. If awarded, funds would be utilized to recoup the costs of updating the sidewalk lighting and boulevard entrance lighting on Main Campus.

MOTION: Move to ratify the application for the Illinois Green Economy Network Grant for Logan Hall in the amount of \$231,750 and the application for the Illinois Green Economy Network Grant for Main Campus lighting in the amount of \$112,600.

GRANT SUMMARY
July 2021

Grant Title	Brief Description	Grantor	LLCC Department/Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Illinois Green Economy Network Logan Hall RTU Replacement	If awarded the funds would be utilized to recoup the costs of replacing the RTU equipment in Logan Hall	Illinois Green Economy Network	Administrative Services	\$231,750	\$0	Yes	March 25, 2020 through March 24, 2021
Illinois Green Economy Network Main Campus Lighting	If awarded the funds would be utilized to recoup the costs of updating the sidewalk lighting and boulevard entrance lighting on Main Campus.	Illinois Green Economy Network	Administrative Services	\$112,600	\$0	Yes	July 22, 2020 through January 25, 2021
Total				\$344,350	\$0		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Exterior Lighting Upgrades Phase 1 Project –
Contractor Recommendation

DATE: July 28, 2021

Sealed proposals were requested for the Main Campus Exterior Lighting Upgrades Phase 1 Project. Sealed proposals were received by the Construction Manager’s Office on June 29th. The scope of the project includes the first phase to upgrade lighting in parking lots 1-8 on the west side of campus, lots 9-16 on the east side of campus and the Truck Driver Training lot to LED lighting and installation of a new lighting control system.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate E-1: (Relocate lights south of Sangamon Hall.)	Alternate E-2: (Relocate existing site lighting east of Menard.)
Anderson Electric Springfield, IL	NO BID	NO BID	NO BID
B&B Electric, Inc. Springfield, IL	\$164,140	\$13,120	\$29,950
Bodine Electric of Decatur Decatur, IL	\$209,800	\$12,600	\$27,900
Porter Electric Pekin, IL	\$201,943	\$16,998	\$26,299
Senergy Electric, Inc. Williamsville, IL	\$177,096	\$14,183	\$22,482

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, June 13, 2021, edition of the Springfield State Journal Register.

The above proposals are within the project budget established during the project development process.

Budget Impact:

Total Funds Requested:	\$227,930 (\$207,210 Bid Amount + \$20,720 Contingency)
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$164,140, alternate bid #E-1 in the amount of \$13,120, alternate bid #E-2 in the amount of \$29,950 from B&B Electric, Inc. and to establish a project contingency in the amount of \$20,720, for an aggregate amount of \$227,930 to complete the Main Campus Exterior Lighting Upgrades Phase 1 Project at the Main Campus.

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Water Infiltration Remediation Main Campus – Change Orders

DATE: July 28, 2021

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

During construction, it was determined additional work was required to remediate water infiltration in multiple areas. At our request, R.L. Vollintine Construction, Inc. provided labor, equipment, and supervision to complete the additional repairs.

Although, the change orders for this project exceed the available contingency, there is adequate budget available to pay for all the change orders as listed.

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

Change Order #	Description	Cost
G-001	Cass - Replace failed insulated glass units	\$706.16
G-002	Cass - Size change for 4 hollow metal frames and 8 hollow metal doors	\$4,295.20
G-003	Cass - Remove up to five courses of brick on four exterior double doors. Remove and reset the lintel with new and replace brick. Replace four wall pack lights	\$12,060.64
G-004	Cass - Additional framing and sheathing work at Cass Gym	\$2,377.58
G-005	Sangamon - Remove brick, install new stainless-steel flashing, and reinstall brick	\$9,700.15
G-006	Medical District - Remove and replace seals of 2 windows	\$4,269.72
G-007	Cass - Replace auto opener	\$1,638.00
G-008	Cass - Interior floor skim and reinstall the carpet	\$4,799.34
G-009	Cass - Grading and mulch on south side of Cass	\$8,661.74
G-010	Menard - Replace brick around window jams and flashing	\$2,686.32

Change Order #	Description	Cost
G-011	Cass - Paint entry base on the interior side of the new concrete between the doors Menard - Enclosure, flooring, subfloor, interior window work	\$20,580.11
G-012	Cass - Replace exit lights	\$1,198.62
	Total:	\$72,973.58
Amount of project contingency:		\$31,000.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$72,973.58
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		(\$41,973.58)
Amount of contingency remaining:		(\$41,973.58)
Plus amount of budget available:		\$175,754.89
Amount of budget remaining:		\$133,781.31

Budget Impact:

Total Funds Requested: \$72,973.58
Source of Funds: Protection, Health, and Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change orders in the amount of \$72,973.58 for the Water Infiltration Remediation Main Campus as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Agriculture Classroom and Lab Building (Phase 2) – Change Orders

DATE: July 28, 2021

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

The December 16, 2019, memo established a contingency of \$302,500. Phase 1 was completed under budget and the Foundation agreed to fund all Furniture, Fixtures, and Equipment (FFE) purchases; therefore, we request permission to increase the contingency for Phase 2 to \$419,259. The below calculations include the revised contingency for Phase 2. The total project construction budget, not including FFE, remains \$7,460,904.

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

Change Order #	Description	Cost
G-023	Insulation at roof edge.	\$7,700.00
G-024	Move CW 13 south to provide bearing for the steel lintel.	\$4,500.00
G-025	Extend foundation northeast corner of mechanical room.	\$1,000.00
G-026	Cut an expansion joint into the brick wall.	\$1,880.00
G-027	In rooms K-1122 and K-1123, on the north wall of both rooms relocate power, data, fire alarm, other items to install as shown for wall mounted short throw projector.	\$4,000.00
G-028	Barnwood siding for interior.	\$4,560.00
G-029	CREDIT: Eliminate components included in the Structured Cabling System and associated labor.	(\$2,510.00)
G-030	Add segment of cable tray highlighted, change the gyp board ceiling in the corridor between the mechanical room and IT room to SAT, extend the south end to align	\$3,240.00

Change Order #	Description	Cost
	so that the cable tray can be routed above the SAT tiles.	
G-031	Power for Kwik Wall.	\$1,680.00
G-032	Provide a NEMA 5-20R Duplex receptacle for Electric Water Cooler located outside IT Room K-1120.	\$365.00
G-033	Garage door height change to 13' from 12'.	\$934.00
G-034	Surface mount trash cans and baby changing stations.	\$730.00
G-035	Install 5 concrete piers adjacent to creek to stabilize road/parking.	\$1,050.00
G-036	Replace existing sidewalk to meet the south side of the new plaza.	\$2,310.00
G-037	Add cleanout to sewer from Logan.	\$6,654.00
G-038	Cut a 36" x 48" opening in the vestibule metal deck to accommodate FCU 01.	\$3,710.00
G-039	COVID-19 disinfectant fogging inside ag building on 11/5/20.	\$2,000.00
G-040	Create bulkhead above folding partition to accommodate Kwik-Wall motor.	\$13,025.00
G-041	Walk off carpet in three door locations: student lounge, main hallway east exit, lab hallway west door.	\$1,411.00
G-042	Barnwood siding for interior - cost increase to change order G-028.	\$1,250.00
G-043	Relocation of fire alarm strobe from west side to south side.	\$3,600.00
G-044	Front door pulls.	\$1,240.00
G-045	Sprinkler covers to match trim.	\$1,308.00
G-046	Paint duct in classrooms grey.	\$1,905.00
G-047	CREDIT: Exterior signage change to non-illuminated.	(\$7,392.00)
G-048	Light fixture placement in north hallway.	\$830.00
G-049	Wall graphics in Student Lounge, Mechanical Room wall, and Animal Science Lab.	\$910.00
G-050	Light fixture & sprinkler placement in classrooms.	\$540.00
G-051	At the south end of corridor K-1129 gypsum board to hide.	\$2,485.00
G-052	At the north wall of the corridor, relocate the conduit and junction boxes that serve the L1 and L2 fixtures, so they are recessed within the wall.	\$12,145.00
G-053	CREDIT: Substitute plants specified for plants that are available.	(\$567.00)
G-054	CREDIT: Unused signage allowance.	(\$1,600.00)
G-055	IT grommets - 27 added grommets into the (4) IT cabinets shown below.	\$360.00
G-056	Cover visible vapor barrier with sealant	\$2,482.00
G-057	Provide metal trim on the north and east sides of the vestibule ceiling deck in order to visually hide the condensate lines and pipe penetration.	\$2,035.00
G-058	Provide sweep on door to IT room.	\$185.00
G-059	Provide door stops for classrooms.	\$200.00
G-060	Install call button for gender neutral toilet room.	\$3,055.00
	Total:	\$83,210.00

Change Order #	Description	Cost
	Amount of project contingency:	\$419,259.00
	Less previously approved change orders:	\$232,886.70
	Change order(s) presented for ratification:	\$83,210.00
	Less other consultant fees/permits to date:	\$0.00
	Amount of contingency remaining:	\$103,162.30

Budget Impact:

Total Funds Requested: \$83,210
Source of Funds: Debt Certificate/Funding Bond
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 \$83,210 for the Phase 2 of the Agriculture Classroom and Lab Building Project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Nursing Renovation at Montgomery Hall – Change Orders

DATE: July 28, 2021

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

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

Change Order #	Description	RFP Amount	Cost
G-001	Includes following scope:		\$40,845.90
	Remove support steel for folding partition panel system.	\$631.96	
	Relocate electrical distribution panels in Storage Rm 160.	\$0.00	
	Revise elevation of main corridor ceiling elements	\$0.00	
	Reuse existing column footing	\$0.00	
	Removal and disposal of partitions.	\$3,249.72	
	Revisions to steel tube framing	\$2,721.86	
	Window water infiltration work in workroom 159.	\$3,626.96	
	Repair wiring for outside lights.	\$5,716.17	
	Revisions to electrical and data infrastructure at Sim Labs 144, 147, 150, and 156.	\$17,454.13	
	Provide central Unistrut spine in main corridor, to support branch struts at each suspended ceiling element.	\$7,445.10	
G-002	Includes following scope:		\$161,632.87
	General trades scope for upgrading finishes in the corridor of the east wing. In Surge Tech classroom, extend wall and provide double-acting ABS material swing door.	\$128,608.03	

Change Order #	Description	RFP Amount	Cost
	Revisions to infrastructure Sim Labs, Workroom 159, Storage 179, Great Hall, and Vending room.	\$14,027.67	
	Add the building onto the campus network system.	\$18,997.17	
	Total:		\$202,478.77
	Amount of project contingency:		\$202,860.00
	Less previously approved change orders:		\$0.00
	Change order(s) presented for ratification:		\$202,478.77
	Less other consultant fees/permits to date:		\$0.00
	Amount of contingency remaining:		\$381.23

Budget Impact:

Total Funds Requested: \$202,478.77
Source of Funds: Foundation
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 \$202,478.77 for the Nursing Renovation at Montgomery Hall as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sidewalk Lighting – Entrance & Boulevards Main Campus –
Change Orders

DATE: July 28, 2021

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

During construction, it was determined the electrical system voltage and connections needed to be upgraded. At our request, Bodine Electric of Decatur provided labor, equipment, and supervision to complete the additional repairs.

Although the change orders for this project exceed the available contingency, there is adequate budget available to pay for all the change orders as listed.

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

Change Order #	Description	Cost
E-001	Credit to delete alternate bid #1, light bases at Cass, quazite box and wiring repairs at Cass.	(\$1,130.00)
E-002	Photocell to control new lights.	\$5,450.00
E-003	Coordinate new L2 fixtures with existing electrical systems voltage, clean up, and upgrade connections at existing poles.	\$25,700.00
E-004	Troubleshoot existing conditions.	\$6,500.00
E-005	Install pole caps on light poles.	\$3,000.00
	Total:	\$39,520.00
	Amount of project contingency:	\$17,200.00
	Less previously approved change orders:	\$0.00
	Change order(s) presented for ratification:	\$39,520.00
	Less other consultant fees/permits to date:	
	Amount of contingency remaining:	(\$22,320.00)
	Amount of contingency remaining:	(\$22,320.00)
	Plus amount of budget available:	\$23,736.56
	Amount of budget remaining:	\$1,416.56

Budget Impact:

Total Funds Requested: \$39,520
Source of Funds: Protection, Health, and Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change orders in the amount of \$39,520 for the Sidewalk Lighting – Entrance & Boulevards Main Campus as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Budget Increase for Capital Renewal Project for Renovate and Expand Student Services

DATE: July 28, 2021

The Board approved the Capital Renewal Project for renovating and expanding the student services area on the first floor of Menard Hall at the September 2020 meeting. This project was originally approved with \$3,793,000 of Capital Renewal funding that was supplemented with Restricted funds of \$1,607,000 to achieve a total project budget of \$5,400,000.

During programming, the space needs of Student Services were identified, and asbestos testing was conducted. It was determined that the budget for the project would need to be increased by \$925,000 to allow the project to move forward. This increase brings the total project budget to \$6,325,000 and the College's contribution to \$2,532,000.

Several factors lead to this increase:

- The project budget was established years ago (pre-pandemic), and material costs and labor have increased since then.
- As Student Service models have evolved the needs have changed which led to an increase in required square footage.
- We received asbestos test reports that identified substantially more abatement is required than originally included.

To offset this additional \$925,000, we identified two areas in the project that qualify for PHS funding: Asbestos Abatement and LED Lighting.

The \$925,000 budget increase will be funded with Fiscal Year 22 Protection, Health, and Safety (PHS) funds. The CDB has agreed to this increase in the project budget and to allow the project to continue.

MOTION: Move to approve the budget increase in the amount of \$925,000 for the Capital Renewal Project for Renovate and Expand Student Services at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Budget Increase for Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades

DATE: July 28, 2021

Emergency Deferred Maintenance Capital Project to install electromagnetic lock upgrades and software solution that will lock down building doors in the event of an emergency. This project was originally approved with \$375,000 from the State of Illinois 2020 Statewide Emergency Deferred Maintenance Capital funding and supplemented with \$125,000 of Fund Balances remaining in previous PHS projects that have been completed to achieve a total project budget of \$500,000. Due to the presence of state funding, this project must be bid, administered, and subject to the oversight of the Illinois Capital Development Board.

The CDB has requested LLCC to increase the project budget due to COVID related inflation by 15%. The budget increase will include Deferred Capital State Funds \$431,250 (CDB's share), LPS Funds \$143,750 (LLCC's share) for a total revised project budget of \$575,000. The 15% overall increase is a net increase of \$18,750 to LLCC's share.

While reviewing the scope of the project, it was determined that Life, Protection, Safety (LPS) funds should be used instead of Protection, Health, and Safety (PHS) funds for the LLCC share.

MOTION: Move to approve the budget increase in the amount of \$18,750, and change funding source to Life, Protection, Safety for the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Wayfinding – Change Orders

DATE: July 28, 2021

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

Bids came in lower than expected and we were able to include additional wayfinding signage in this project. We included replacement of the parking lot banners on the main campus to improve visibility and wayfinding. At our request, Ace Sign Co. provided labor, equipment, and supervision to complete the additional repairs. We also asked Demonica Kemper Architects (DKA) to provide design services for wayfinding signage at Litchfield and Taylorville. We were not able to include the Litchfield and Taylorville signage in this project due to budget constraints. The Litchfield and Taylorville signage were included in the Wayfinding Phase 2 project at a reduced fee as some of the design work had already been completed in this phase.

Although, the change orders for this project exceed the available contingency, there is adequate budget available to pay for all the change orders as listed.

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

Change Order #	Description	Cost
S-001	Parking lot signage to be installed on existing light poles	\$32,983.96
S-002	Athletic Field signage	\$7,452.69
S-003	Landscaping around signs	\$6,180.20
S-004	CCTC building sign and door lettering	\$4,208.63
	Total	\$50,825.48
Amount of project contingency:		\$21,000.00
Less previously approved change orders:		\$0.00

Change order(s) presented for ratification:	\$50,825.48
Less other consultant fees/permits to date: DKA Modification to design signage for Litchfield and Taylorville	\$3,300.00
Amount of contingency remaining:	(\$33,125.48)
Amount of contingency remaining:	(\$33,125.48)
Plus amount of budget available:	\$107,526.23
Amount of budget remaining:	\$74,400.75

Budget Impact:

Total Funds Requested: 54,125.48
(\$50,825.48 Ace, \$3,300 DKA)
Source of Funds: Protection, Health, and Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change orders in the amount of \$50,825.48 and the above listed modification in the amount of \$3,300 for the Main Campus Wayfinding as presented.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2022 Budgets

DATE: July 28, 2021

We are in the process of preparing budget documents following our June 23 Budget Workshop. Copies of the tentative budgets for fiscal year 2022 are enclosed with your mailing. The following changes have been made since the Board Budget Workshop:

- Tuition revenue is projected at a 12% decrease from FY21 credit hours (Board Budget Workshop was a 7% decrease).
- State base operating grant is funded at the 100% of the FY22 allocation.
- Corporate Personal Property Replacement tax have been increased to reflect FY21 actual receipts.

It is possible that additional adjustments may be necessary before the Final FY22 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 2022 Operating Budget.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: July 28, 2021

POSITION VACANCIES

Classified

Academic Innovation & eLearning Assistant (FT)
Accounting Specialist (FT)
Human Resources Associate (FT)
Information Technology Specialist (FT)

Professional

Application Developer I (FT)
IT Security and Assurance Manager (FT)
Nursing Skills Lab Professional (FT)
Police Officer (FT)

Administrator

Director, Admissions & Registration (FT)
Director, IT Development (FT)
Director, IT Support (FT)

Faculty

Agriculture Instructor (FT)
Air Conditioning, Refrigeration and Heating Instructor (FT)
Anatomy & Physiology Instructor (FT)
Certified Nurse Assistant Instructor (FT)
Computer Science Instructor (FT)
Microbiology Instructor (FT)

RESIGNATIONS

Jeris Creasey	IT Trainer/Technical Writer (FT)	07/15/2021
Katie LeGrant	Course Materials Purchasing Coordinator (FT)	07/15/2021

HIRES

David Doub	Chemical Hygiene Officer/Lab Supervisor (FT)	07/01/2021
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 28, 2021

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 – FY20

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

This project is complete. We are awaiting closeout documents.

Main Campus Wayfinding

The project is complete. We are awaiting closeout documents.

Water Infiltration Remediation Main Campus

The project is complete. We are awaiting closeout documents.

PHS Projects – FY21

Cass Reheats & Actuators Replacement

This project is 50% complete.

Logan Hall Code and Flooring Upgrades

This project is 60% complete.

Main Campus Exterior Lighting Upgrades Phase 1

Our recommendation is before you tonight.

Montgomery Hall Reheat Replacement

This project is 75% complete.

Sangamon/Menard Drive and Drainage Repair

This project is 60% complete.

Security Camera Updates Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Spring 2022.

Water Infiltration Remediation Main Campus Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Spring 2022.

Wayfinding Phase 2

This project is 5% complete.

PHS Projects – Excess Funds

Child Development Center Water Infiltration Repairs

This project is substantially complete. We are awaiting closeout documents.

FY21 Small Projects

Litchfield Service Counter ADA Upgrade

This project is 40% complete.

Menard Hall 2nd Floor Hallway Flooring Replacement

Flooring removal and replacement started the first week of July. We anticipate the work to be complete by August 1st.

Menard Hall 2nd Floor Hallway Painting

Painting is being done in conjunction with flooring replacement work. We anticipate the work to be complete by August 1st.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

The CDB to received bids on February 5th. We will bring that recommendation before you after final CDB determination of the winning bid. We are currently waiting on CDB Contracts to decide on next steps for awarding a contract. Construction to follow immediately.

Exterior Door Security Upgrades

The CDB has recently closed A/E submittal applications and will be reviewing in conjunction with LLCC shortly. The CDB has planned approval of an engineer in August 2021.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – The project remains approximately 99% complete. We are awaiting closeout documents.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

This project is substantially complete. We are awaiting closeout documents.

Capital Renewal Project

Renovate and Expand Student Services (CDB Managed)

Schematic Design submittal has been submitted to CDB for review. We are awaiting this review and contract extension with Demonica Kemper Architects to begin the next phase of design.

Illinois Green Economy Network (IGEN) Project

Litchfield Interior Lighting Upgrades

This project is substantially complete. We are awaiting closeout documents.

Higher Education Emergency Relief Funds (HEERF)

Classroom Renovations in Menard, Millennium, and Logan Hall

This project is 50% complete.

AGENDA MASTER CALENDAR

<p style="text-align: center;">AUGUST 2021</p> <ul style="list-style-type: none"> • Board Meeting 8/25/21 	<p style="text-align: center;">SEPTEMBER 2021</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/22/21 	<p style="text-align: center;">OCTOBER 2021</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/27/21 	<p style="text-align: center;">NOVEMBER 2021</p> <ul style="list-style-type: none"> • Board Meeting 11/17/21
<p style="text-align: center;">DECEMBER 2021</p> <ul style="list-style-type: none"> • Adopt CY21 Property Tax Levy • Board Meeting 12/13/21 	<p style="text-align: center;">JANUARY 2022</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/26/22 	<p style="text-align: center;">FEBRUARY 2022</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/23/22 	<p style="text-align: center;">MARCH 2022</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/23/22
<p style="text-align: center;">APRIL 2022</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/27/22 	<p style="text-align: center;">MAY 2022</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/13/22 • Board Meeting 5/25/22 	<p style="text-align: center;">JUNE 2022</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/22/22 	<p style="text-align: center;">JULY 2022</p> <ul style="list-style-type: none"> • FY23 Tentative Budget • Board Meeting 7/27/22

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Jacksonville

DATE: July 28, 2021

Keri Mason, Director – LLCC Jacksonville/Beardstown will welcome the Board and provide a brief overview of LLCC Jacksonville operations.