
LLCC Board of Trustees Regular Meeting

August 25, 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, August 25, 2021
5:15 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the August 25, 2021 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of July 28, 2021
- B. Ratify Payments of Cash Disbursements for July and June and July Treasurer's Reports
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
 - 1. Ratification of Transfers to/from Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund
- E. Purchasing
 - 1. YBP Book Purchase for Library
 - 2. Athletic Fall Travel
 - 3. Toro Groundskeeper 7200
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Vended Meals for Child Development Center
 - 3. Syndaver Maintenance Contract
 - 4. Ferrilli Information Group, Salesforce Admissions Application Form
 - 5. Pantheon Web Hosting Agreement
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
- J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revisions to Board Policy 5.40 – Student Grievances & Appeals
- B. Academic Services Division Items
- C. Student Services Division Items

- D. Administrative Services Division Items
- 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. Center for Academic Success

VI. Executive Session

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

VII. Actions from Open/Executive Session

- A. Approval of Personnel 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 July and the June and July Treasurer's Report

DATE: August 25, 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 July, 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 months ending June 30, 2021 and July 31, 2021.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2021 and ratify the June 30, 2021 and July 31, 2021 Treasurer's Report.

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Out-of-State Travel
DATE: August 25, 2021

Name	Meeting	Location	Purpose	Amount
Taylor, Kirsten	SHRM Annual Conference	Las Vegas, NV	Professional Development	\$1,240
Elder, Kim	SHRM Annual Conference	Las Vegas, NV	Professional Development	\$1,240
Ralph, Nicole	SHRM Annual Conference	Las Vegas, NV	Professional Development	\$1,240
Rosenthal, Wayne	ACCT Leadership	San Diego, CA	Trustee Travel	\$3,039
Cox, Dave & Students	Belize Trip January, 2022	Belize	Class Trip	\$29,644*
Jones, Rashawn	NASPA IV - East Regional Conference	Minneapolis, MN	Professional Development	\$1,793
Byer, Shanda	AACRAO Strategic Enrollment Management Conference	Aventura, FL	Professional Development	\$3,701
Frederick, Lesley	AACRAO Strategic Enrollment Management Conference	Aventura, FL	Professional Development	\$3,701

*Student Fees

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary
and O & M Restricted Funds

DATE: August 25, 2021

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. In order to close out the books for auditing purposes the transfers have been completed and Board ratification is requested.

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a \$3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2021 in the amount of \$350,231.

Program support for Workforce Community Education and the Child Development Center was budgeted in the Education Fund in the FY 2021 Budget. A transfer of \$51,443. was made on June 30th from the Education Fund to the Auxiliary Fund to include \$51,443 for program support for Workforce and Community Education Programs only.

Transfers were made on June 30th from the Education Fund and Operations & Maintenance Fund to the Restricted Fund totaling \$7,034,434 and to the Operations & Maintenance Restricted Fund totaling \$3,950,000. The primary purposes of these transfers are to assist the College with the upcoming pension cost shift from SURS, to provide for replacement of institutional equipment and furnishings, and add to the Operating Sustainability, Space Configuration, Activity Fee, Institutional Construction, Facilities Master Planning Funds and to establish a reserve for the Employee Benefit Fund.

MOTION: Move for ratification of the resolution permanently transferring from the Education Fund \$3,450,000 to Operations and Maintenance Restricted Fund, \$51,443 to the Auxiliary Fund, \$6,534,434 to the Restricted Fund and from the Operations and Maintenance Fund \$850,231 to the Operations and Maintenance Restricted Fund and \$500,000 to the Restricted Fund.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: YBP Book Purchase for Library
DATE: August 25, 2021

YBP is the library's primary book vendor, and LLCC benefits from discounts negotiated by the University of Illinois Libraries. The 18% discount is based on volume ordered by the University of Illinois, and this discount is offered to all CARLI member libraries regardless of their purchase volume.

Budget Impact:

Total Funds Requested:	\$85,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students can access reputable and scholarly print books for research and information needs through the library. All information resources purchased by the library support LLCC's curriculum.

How will proposed agenda item be measured?

Review circulation data and compare list prices of books purchased with discounted prices.

MOTION: Move to approve the purchase order to YBP in the total amount of \$85,000 for buying print books throughout FY22.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Fall Travel

DATE: August 25, 2021

The College issued an invitation to bid for transportation services on behalf of Athletics. Pricing details are as follows:

Bidder	Price
Timi's Tours Moweaqua, IL	\$110,746

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, June 25, 2021, edition of the State Journal Register.

In addition to the bidder above, the solicitation was also sent to Bales Unlimited, Shumway; Doc & Norm Direct, Hamel; Live Harvest Ministries, Wilsonville; Peoria Charter Coach Company, Peoria; STM Ground, Inc., Waterloo, IA; Vandalia Bus Lines, Inc., Caseyville; Windstar Lines, Inc., Carroll, IA. Timi's Tours, Moweaqua, IL was the only bidder.

Budget Impact:

Total Funds Requested: \$110,746
 Source of Funds: Operating Funds
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Student athletes and coaches will receive safe and dependable transportation for their athletic events.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Timi's Tours to provide athletic fall travel at the total estimated cost of \$110,746 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-04.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Toro Groundskeeper
DATE: August 25, 2021

Facilities was approved to purchase a Toro Groundskeeper 7200 in the FY22 budget planning process. The Toro Groundskeeper will have a 72” side discharge deck capable of mowing 6.5 acres per hour. In the winter, the mower can be converted to have an enclosed cab and polar tracs for traction on ice and snow. The snow package will also include a 5’ snow blade.

The Groundskeeper 7200 will be provided by Toro and was sourced from the OMNIA consortium contract (#20170250).

Budget Impact:

Total Funds Requested: \$37,676.40
Source of Funds: FFE Projects (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 the purchase of a Groundskeeper 7200 and snow package from Toro with a total commitment of \$37,676.40.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 25, 2021

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

The Health Professions department seeks approval to enter into a clinical site agreement with Symbria Rehab, Inc. for students enrolled in the College's Occupational Therapy Assistant Program. Symbria Rehab, Inc. has facilities suitable for the educational needs of the students.

The Health Professions department seeks approval for the addition of a business association agreement with Heritage Operations Group. The agreement is an attachment to the clinical site agreement that was approved in July with Sunny Acres Therapy and Senior Services for the Certified Nursing Assistant program.

The Health Professions department seeks approval to enter into a clinical site agreement with Andrew McFarland Mental Health Center for students enrolled in the College's Associate Degree Nursing Program. Andrew McFarland Mental Health Center has facilities suitable for the educational needs of the students.

The Health Professions department seeks approval to enter into a clinical site agreement with Andrew McFarland Mental Health Center for students enrolled in the College's Occupational Therapy Assistant Program. Andrew McFarland Mental Health Center has facilities suitable for the educational needs of the students.

The Corporate Training/Government Training and Economic Development Department seeks approval to enter into an agreement with Cybint Solutions, Inc. to offer a Cyber Security Bootcamp Program. The program will be offered to students as an online hybrid program.

The Corporate Training/Government Training and Economic Development Department seeks approval to enter a memorandum of understanding with ProTrain. LLCC Medical District will partner with ProTrain to provide several online and instructor led courses.

MOTION: Move to approve the clinical site agreements with Symbria Rehab, Inc., and Andrew McFarland Mental Health Center; the business association agreement with Heritage Operations Group; the training agreement with Cybint Solutions, Inc., and the memorandum of understanding with ProTrain.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Symbria Rehab, Inc.	The Health Professions department seeks approval to enter into a clinical site agreement with Symbria Rehab, Inc. for students enrolled in the College's Occupational Therapy Assistant Program. Symbria Rehab, Inc. has facilities suitable for the educational needs of the students.	Symbria Rehab, Inc.	Health Professions/ Occupational Therapy Assistant	August 25, 2021 through Indefinite
Business Association Agreement with Heritage Operations Group	The Health Professions department seeks approval for the addition of a business association agreement with Heritage Operations Group. The agreement is an attachment to the Clinical Site Agreement that was approved in July with Sunny Acres Therapy and Senior Services for the Certified Nursing Assistant program.	Heritage Operations Group	Health Professions/ Certified Nursing Assistant	August 25, 2021 through Indefinite
Clinical Site Agreement with Andrew McFarland Mental Health Center	The Health Professions department seeks approval to enter into a clinical site agreement with Andrew McFarland Mental Health Center for students enrolled in the College's Associate Degree Nursing Program. Andrew McFarland Mental Health Center has facilities suitable for the educational needs of the students.	Andrew McFarland Mental Health Center	Health Professions/ Associate Degree Nursing	August 25, 2021 through June 30, 2024
Clinical Site Agreement with Andrew McFarland Mental Health Center	The Health Professions department seeks approval to enter into a clinical site agreement with Andrew McFarland Mental Health Center for students enrolled in the College's Occupational Therapy Assistant Program. Andrew McFarland Mental Health Center has facilities suitable for the educational needs of the students.	Andrew McFarland Mental Health Center	Health Professions/ Occupational Therapy Assistant	August 25, 2021 through June 30, 2024
Training Agreement with Cybint Solutions, Inc.	The Corporate Training/Government Training and Economic Development Department seeks approval to enter into an agreement with Cybint Solutions, Inc. to offer a Cyber Security Bootcamp Program. The program will be offered to students as an online hybrid program.	Cybint Solutions, Inc.	Academic Services/ Corporate/ Government Training and Economic Development	August 1, 2021 through July 31, 2022
Memorandum of Understanding with ProTrain	The Corporate Training/Government Training and Economic Development Department seeks approval to enter a memorandum of understanding with ProTrain. LLCC Medical District will partner with ProTrain to provide several online and instructor led courses.	ProTrain	Academic Services/ Corporate/ Government Training and Economic Development	August 25, 2021 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Vended Meals for Child Development Center

DATE: August 25, 2021

The College issued a request for proposals for vended meals on behalf of the Child Development Center. Pricing details are as follows:

Meal Counts	Arena Foods
<50	\$3.80
51-60	\$3.51
61-75	\$3.27
75+	\$3.05

All fees for delivery are included in the prices quoted above. Milk is not included in prices above. Arena Foods was the only bidder.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, June 18, 2021, edition of the State Journal Register.

In addition to the bidder above, the solicitation was also sent to 5Flavors, Springfield; Café Moxo, Springfield; Conn’s Hospitality Group, Springfield; Poe’s Catering, Springfield, however they chose not provide a proposal.

Budget Impact:

Total Funds Requested: \$67,000
 Source of Funds: Auxiliary Funds
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Children will be provided wholesome, nutritious foods during mealtimes.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Arena Foods to provide vended meals at the total estimated cost of \$67,000 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2022-03.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: SynDaver Maintenance Contract
DATE: August 25, 2021

Board approval is requested for a 5-year maintenance and service contract with SynDaver, the manufacturer of our synthetic cadaver used for anatomy and physiology labs. The synthetic cadaver requires annual maintenance and repair to ensure the lifetime of this teaching tool is extended as long as possible. Currently, a 1-year contract cost, which is what we are doing, is \$8,499 per year. By signing a 5-year service contract with SynDaver, we can reduce the cost to maintain the SynDaver to \$7,861.60/year. This would save us \$637.40/year and \$3,187 over 5 years.

Budget Impact:

Total Funds Requested:	\$39,308
FY 2022	\$7,861.60
FY 2023	\$7,861.60
FY 2024	\$7,861.60
FY 2025	\$7,861.60
FY 2026	\$7,861.60
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	\$3,187

Student Learning Impact:

How will proposed agenda item impact student learning?

By ensuring that we have a set aside time each year for the next 5 years to see to maintenance needs of the synthetic cadaver, we ensure that students have access to the highest quality learning tool each year. Additionally, funds saved by entering a 5-year service contract can be re-directed to positively impact student learning in other areas.

How will proposed agenda item be measured?

Successful use of the SynDaver, successful planned and completed annual maintenance of the SynDaver, documented repairs completed.

MOTION: Move to approve the SynDaver annual maintenance and service contract in the amount of \$39,308.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group, Salesforce Admissions Application Form Implementation

DATE: August 25, 2021

Board approval is requested to contract with Ferrilli Information Group to develop and implement an admission application form within the Salesforce ecosystem to replace the current stand-alone form. Salesforce will allow the passthrough of data to Colleague. The system will meet the following criteria:

- Be ADA Compliant
- Support the gathering and storage of ICCB required data, no less than what we currently collect with LLCC Online Application
- Be accessible for prospective students to apply
- Be mobile friendly for prospective student users
- Support multiple versions of our admission form
- Allow local customizations without vendor support
- Allow fields to be defined as required or optional
- Support conditional forms/value fields so that questions are presented based on previous answers given
- Vendor and/or Development must provide proof of data security
- Vendor and/or Development must have method(s) to prevent fraudulent/spam enrollments (Capcha or otherwise)
- Student demographics define Primary vs. Secondary/Other Ethnicity for reporting
- Student demographics collection includes option(s) for applicants who do not wish to define Primary or Secondary Ethnicity

Budget Impact:

Total Funds Requested:	\$32,000
Source of Funds:	Consulting Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Salesforce Admissions Application Form will allow the college to provide better enrollment services for prospective students applying to the college.

How will proposed agenda item be measured?

Student enrollment and student engagement.

MOTION: Move to ratify the contract with Ferrilli Information Group for consulting billed at \$200 per hour not to exceed \$32,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Pantheon Web Hosting Agreement
DATE: August 25, 2021

Board approval is requested for a three-year web hosting service agreement with Pantheon Systems, Inc. in the amount of \$53,420. The college's new website will be hosted on Pantheon's servers to provide reliability, security, and better performance.

Budget Impact:

Total Funds Requested:	\$53,420
FY2022	\$18,140
FY2023	\$17,640
FY2024	\$17,640
Source of Funds:	Operating Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

External web hosting will provide a more reliable website for students.

How will proposed agenda item be measured?

Information and web-based services reliability.

MOTION: Move to approve the three-year web hosting service agreement with Pantheon Systems, Inc. at a total cost of \$53,420.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 25, 2021

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

The Workforce Institute seeks ratification for the award of the Highway Construction Careers Training Program Grant for fiscal year 2022. The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.

The Academic Services Division seeks ratification for the award of the Illinois Network of Child Care Resource and Referral Agencies Grant. The funding will be utilized to compensate an LLCC faculty member collaborating to build a statewide Prior Learning Assessment system.

MOTION: Move to ratify the Highway Construction Careers Training Program Grant in the amount of \$520,376 and the Illinois Network of Child Care Resource and Referral Agencies Grant in the amount of \$4,000.

GRANT SUMMARY
August 2021

Grant Title	Brief Description	Grantor	LLCC Department/Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Highway Construction Careers Training Program Grant	The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.	Illinois Department of Transportation	Workforce Institute/Construction Trades	\$520,376	\$0	Yes	July 1, 2021 through June 30, 2022
Illinois Network of Child Care Resource and Referral Agencies Grant	The funding will be utilized to compensate an LLCC faculty member collaborating to build a statewide Prior Learning Assessment system.	Illinois Network of Child Care Resource and Referral Agencies	Academic Services/Early Childhood Education	\$4,000	\$0	Yes	July 14, 2021 through December 31, 2021
TOTAL				\$524,376			

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.40 – Student Grievances & Appeals

DATE: August 25, 2021

The following is a proposed change to Board Policy 5.40 – Student Grievances & Appeals. The proposed policy will go into effect immediately upon approval.

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled September 2021 meeting of the Board.

Policy Statement: The College shall ensure that students be served equitably and appropriately at all times.

~~Any student who feels unfairly or inappropriately treated is encouraged to pursue resolution through this policy. Every effort should be made to resolve the issues informally before pursuing formal petition and hearing mechanisms.~~

This policy should be used to resolve student complaints and grievances. Grievances are appropriately claimed with regard to, but are not limited to, allegations of the following nature:

- * A violation of policy and/or procedure of the College;
- * Arbitrary or capricious action by a college employee;
- * Improper removal from the College or a program of the College for academic reasons;
- * Improper denial of admission or re-admission to the College or a program of the College;
- * Inaccurate or inappropriate information contained in the student's record; and
- * Improper suspension from the College for disciplinary reasons.

In addition, this policy should be used by students appealing decisions made through the following LLCC Board Policies:

- Board Policy 5.36: Student Conduct
- Board Policy 5.37: Disciplinary Dismissal or Expulsion
- Board Policy 5.41: Suspension from class
- And any other LLCC Board Policy & Procedure referring resolutions to this policy.

Complaints regarding the assignment of course grades should be made in accordance with College Policy 4.14 and are not subject to this Student Grievances and Appeals Procedure.

Complaints of sexual harassment, other harassment or discrimination ~~towards students~~ on the basis of actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, handicap, physical or mental disability, creed, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, sexual orientation, national origin or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws ~~gender should be reported to the appropriate College officials in accordance with College Policy 1.6 and are not subject to this Student Grievances and Appeal Procedures. Complaints of sexual harassment toward students~~ should be reported to the appropriate College officials in accordance with College Policy 1.7 and are not subject to this Student Grievances and Appeal Procedures.

This policy is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: August 25, 2021

POSITION VACANCIES

Classified

Accounting Specialist (FT)
Human Resources Associate (FT)
Information Technology Specialist (FT)
Program Assistant, Child Development Assistant (FT)

Professional

Application Developer I (FT)
IT Security and Assurance Manager (FT)
Nursing Skills Lab Professional - 2 (FT)
Workforce Development & Healthcare Continuing Ed Coordinator (FT)
Workforce Recruitment and Placement Coordinator (FT)

Administrator

Director, Admissions & Registration (FT)
Director, IT Development (FT)
Program Director, Industrial Maintenance and Electrical (FT)

Faculty

Agriculture Instructor (FT)
Certified Nurse Assistant Instructor (FT)

TRANSFERS

Carter Dubois	Enrollment Services Representative (FT)	08/01/2021
Kelly Ellis	Enrollment Services Representative (FT)	08/01/2021
Jacob Gulso	Enrollment Services Representative (FT)	08/01/2021
Rashawn Jones	Enrollment Services Representative (FT)	08/01/2021

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 25, 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 – FY21

Cass Reheats & Actuators Replacement

This project is 60% complete.

Logan Hall Code and Flooring Upgrades

This project is 60% complete. The remainder of this project will be on hold until Winter Recess. Long lead times for material delivery did not allow adequate time to complete flooring replacement in classrooms on the east side of the building before the start of the Fall 21 Semester.

Main Campus Exterior Lighting Upgrades Phase 1

The project is under way, a preconstruction meeting is scheduled for September.

Montgomery Hall Reheat Replacement

This project is 95% complete.

Sangamon/Menard Drive and Drainage Repair

This project is 95% 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 10% complete.

PHS Projects – Excess Funds

Child Development Center Water Infiltration Repairs

This project is complete. We are awaiting closeout documents.

FY21 Small Projects

Litchfield Service Counter ADA Upgrade

This project is 95% complete.

Menard Hall 2nd Floor Hallway Flooring Replacement

This project is complete. We are awaiting closeout documents.

Menard Hall 2nd Floor Hallway Painting

This project is complete. We are awaiting closeout documents.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

The CDB has determined the project will be rebid. We are awaiting dates from CDB on when this will take place.

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. We will bring that recommendation before you after final CDB determination of the approved engineer.

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 and approved. We are awaiting a 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 95% complete.

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">AUGUST 2022</p> <ul style="list-style-type: none"> • Board Meeting 8/24/22

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Center for Academic Success

DATE: August 25, 2021

Ms. Julie Clevenger, Executive Director - Center for Academic Success, will provide an overview of the services and resources provided to students through the Center for Academic Success.