
LLCC Board of Trustees Regular Meeting

November 18, 2020

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Julian Marvel, Student Trustee

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, November 18, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/81403238994>

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the November 18, 2020 Meeting
- D. Introductions and Recognitions
- F. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of October 28, 2020 6
- B. Ratify Payments of Cash Disbursements for October and the
October Treasurer's Report 16
- 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. ConsuLab Equipment for the Automotive Department.....17
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report..... 19
- G. Monthly Grant Status Report 22
- H. Facility Leases
- I. Construction Items
 - 1. Approval of Grant Funded Project – Litchfield Interior Lighting
Upgrades 24
 - 2. Sangamon, Menard, Millennium and CCTC Stairway Rescue
Assistance System – Change Order 25
 - 3. ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville
Change Order..... 27
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY2020 External Audit 30
- 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 33
 - b. Construction Progress Update 34
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Executive Division
 - a. Review of Agenda Master Calendar..... 37
- 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

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

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, October 28, 2020 at 5:15 p.m. via Zoom.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Raymond and Mr. Rosenthal.

B. Pledge of Allegiance

Dr. Davis led the audience in the pledge of allegiance.

C. Adoption of Agenda of the October 28, 2020 Meeting

MOTION NO. 10-28-20-1:

Mr. Gates moved to adopt the agenda of the October 28, 2020 meeting. Ms. Raymond seconded.

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

D. Seating of the New Student Trustee and Oath of Office

Mr. Rosenthal administered the oath of office to new student trustee, Mr. Julian Marvel.

E. Introductions and Recognitions - None

F. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 10-28-20-2:

Mr. Findley moved to:

- approve the minutes of the regular meeting of September 23, 2020;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during September 2020 and ratify the September 30, 2020 Treasurer's Report;
- approve the annual support and maintenance of the CallTower Contact Center software in the amount of \$48,480;
- approve the purchase of the listed technology equipment for the Kreher Agriculture Center at an approximate cost of \$176,159;
- approve the amendment to the clinical site agreement with Memorial Health System to include the Diagnostic Radiography Program;
- approve the contract with Ferrilli Information Group for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services for one year in the amount of \$241,200;
- ratify the application for the Illinois Green Economy Network Energy Efficiency Project in the amount of \$201,000 and the application for the FY21 Nurse Educator Fellowship Grant;
- ratify the listed change orders in the amount of (\$151,842.70) for the Agriculture Classroom and Lab Building as presented;
- ratify the listed change orders in the amount of \$232,886.70 and increase contingency to \$419,259 for Phase 2 of the Agriculture Classroom and Lab Building Project as presented and
- approve the base bid from Carpet Weaver's Flooring & Furniture Gallery in the amount of \$54,718 and to establish a project contingency in the amount of \$5,471 for an aggregate amount of \$60,189 to complete the Sangamon Hall First Floor Hallway Flooring Replacement Project at LLCC's Main Campus.

Mr. Fulgenzi seconded.

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

III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items*

1. Naming of Faculty Emeritus – Based upon outstanding contributions from at least one of the following areas: teaching, participation and leadership in shared governance, service to the community and advisor roles, the Faculty Development and Recognition Committee of the Faculty Senate recommends the granting of emeritus status to the following retired full-time faculty member: John Roberts

MOTION NO. 10-28-20-3:

Mr. Rosenthal moved to approve the honorary title of “emeritus” to the following retired full time LLCC faculty member: John Roberts. Dr. Davis seconded.

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

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Approval of FY21 Protection, Health and Safety Projects

Board approval is needed for the following projects, once approval has been obtained from the LLCC Board the projects can be bid and the work commenced.

Cass Reheats & Actuators Replacement: Project will replace old pneumatic actuators with new controllers that communicate with our building automation system.	\$69,310
Logan Hall Code and Flooring Upgrades: Project will replace carpet in many rooms that has become a tripping/accessorily issue and add a door to Logan 1140.	\$186,047
Main Campus Exterior Lighting Upgrades Phase 1: Project will include replacement of parking lot light fixtures with new energy efficient LED fixtures.	\$330,809
Montgomery Hall Reheat Replacement: Project will include energy efficient reheats that will be changed from electric to water source to be fed from a new boiler installed as a part of the Nursing Renovation project.	\$225,420
Sangamon/Menard Drive and Drainage Repair: Project will consist of removal and replacement of concrete slabs and drainage structures at both Menard loading dock and Sangamon boiler room.	\$429,098
Security Camera Updates Phase 2: Project will complete the security camera installation.	\$219,645
Water Infiltration Remediation Main Campus Phase 2: Project will consist of repair of additional water infiltration remediation issues.	\$85,871
Wayfinding Phase 2: Project will consist of the next phase of the exterior signage and wayfinding project.	\$180,300

MOTION NO. 10-28-20-4:

Mr. Elmore moved to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health and Safety (PHS) projects for 2021. Ms. Raymond seconded.

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

2. FY 2022 Capital Budget Request

Each year colleges are permitted to submit requests for state funding for construction projects. If approved, state funding provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence, the projects are administered by the Capital Development Board on the college's behalf. This year, ICCB has updated their prioritization criteria and are replacing all the previous lists/priorities with new lists. The projects submitted as a part of this new process will be ranked against this new criterion and are due to ICCB by November 1, 2020. The projects listed below are those currently contained within the Facilities Master Plan presented to the Board of Trustees in April 2019.

The projects recommended for consideration by the Board to be submitted for state funding are as follows (in priority order):

1. **Menard Hall Renovations** will include renovation to 1st floor of Menard Hall elevator, Information Technology, Human Resources, and Foundation offices and the creation of additional student space. The renovation to the Lower Level Menard Hall will include Student Union, Bookstore and Student Life. Total cost of the project is estimated at \$12,020,310 of which \$9,015,232 would be state funds.
2. **Sangamon and Menard Renovations** will include renovation to 1st and 2nd floors of Sangamon South art classrooms and labs and Police and Facilities offices. The renovation to 2nd floor of Sangamon North will include offices, and the creation of conference and student space. The renovation to 2nd floor of Menard Hall will include classrooms, labs, lecture halls, offices, and the creation of conference and student space. Total cost of the project is estimated at \$8,732,826 of which \$6,549,619 would be state funds.
3. **Millennium Center Renovations** will include renovations to 1st and 2nd floor classrooms, offices, creation of conference and student space and the expansion of Adult Education and Community Education. Total cost of the project is estimated at \$3,555,130 of which \$2,666,347 would be state funds.

MOTION NO. 10-28-20-5:

Ms. Raymond moved to authorize the request for state funding for fiscal year 2022 of the projects defined herein. Mr. Gates seconded.

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

3. Realignment of LLCC Fees

In examining the fee structure for Lincoln Land Community College and analyzing how the revenues are allocated versus the expenditures they support, we are recommending a realignment in the per credit hour rate of the online course fee and the classroom support/technology fee beginning with the Spring 2021 term. As technology has become more and more prevalent in the delivery of all types of instruction, a modest increase of \$5.00 per credit hour in the classroom support/technology fee is being recommended to better offset the continuous rising cost of technology that is provided for the benefit of all students enrolled at LLCC. At the same time, as the delivery of online instruction has become much more prevalent, the ability to deliver this instruction more efficiently has been realized. Given this reality, we are recommending a significant reduction of \$19.75 per credit hour in the online course fee. The current environment that we are operating in has only exacerbated the unbalanced LLCC fee structure.

Last year, the statewide average for course fees across all community colleges in Illinois was \$17.15 per credit hour. With the \$5.00 per credit hour increase in the classroom support/technology fee, the course fees at LLCC will be \$16.00 per credit hour, still below the statewide average.

The significant reduction in the online course fee, from \$39.75 to \$20.00 per credit hour, is a great benefit for our students. Online courses have become more and more prevalent over the years and are especially popular, and necessary, in the current environment.

MOTION NO. 10-28-20-6:

Mr. Findley moved to approve adjusting the classroom support/technology fee to \$10.50 per credit hour and decreasing the online course fee to \$20 per credit hour beginning with the spring 2021 term. Dr. Davis seconded.

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

4. Approval of Protection, Health and Safety Project – Child Development Center Water Infiltration Repairs

Board approval is needed for the project listed below to approve as Protection, Health and Safety Project. Note that Public Act 099-0655 effective July 1, 2016 eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board, the projects can be bid and the work commenced.

This project will be funded by Fund Balances remaining in previous PHS projects, which have been completed. Therefore, no PHS tax will be levied for this project.

Child Development Center Water Infiltration Repairs: Repair and replacement of sump pump, drainage tile, and gutters to remediate water infiltration in the basement.	\$60,000
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MOTION NO. 10-28-20-7:

Mr. Elmore moved to approve the resolution authorizing the listed project to be undertaken as Protection, Health and Safety (PHS) project for Fiscal Year 2021. Ms. Raymond seconded.

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

E. Information Technology Items – None

F. Executive Division Items - None

IV. Information Items

A. Staff Reports

1. Academic Services - None
2. Student Services – None
3. Administrative Services
 - a. Position Vacancies and Hires

The item has been updated.

- b. Construction Progress Update
4. Information Technology – None
5. Executive Division
 - a. Review of Agenda Master Calendar

Dr. Warren advised board members that the financial audit review would be presented at the November meeting.

B. President's Report

Our second round of LateStart classes began last week, registration for spring classes is underway, and we are introducing new ways to promote the college to prospective students. Going on now until 6 p.m., the Campus Cruise allows prospective students and families to tour campus from their vehicles, accessing videos at various stops along the way. At one of the stops, participants receive a packet of information, college swag and

treats prepared by culinary students. This event is part of the October “Moving Forward to LLCC” schedule, which has also included virtual FAFSA and academic and career program information sessions. Student Success is also hosting virtual “Transfer Tuesdays” for students planning transfer after LLCC to a four-year college or university.

Our Ag program received widespread media attention when we invited them to view the field research going on in agricultural hemp. We are currently the only Illinois community college doing such research. The Ag program planted and is harvesting five different varieties of cannabiniol (CBD) hemp to learn more about cultivating the crop. The focus is on hemp grown for CBD used in such products as oils, lotions and tinctures.

Our annual Institutional Improvement Day was virtual this year. Through videos and virtual meetings, we discussed our dashboard key performance indicators and the Higher Learning Commission Open Pathways process; we heard reports from our five Quality Council Teams; and the teams and departments then met to identify possible projects that connect to the dashboard KPIs and HLC criteria. Also this month, all employees are taking cybersecurity training, and two employee wellness clinics were offered.

The college is currently conducting the annual United Way campaign, inviting employees to be everyday heroes and consider a gift to support multiple programs that address community needs.

In recognition of Domestic Violence Awareness Month, LLCC staff and faculty were encouraged to contribute to a virtual pledge wall. In addition, in place of our usual on-campus festival, we celebrated Multicultural Fest Week with a cultural story wall populated with student stories.

The Child Development Center was the recipient of a gift of PPE supplies from the Community Child Care Connection in recognition of the Center’s service to families during the pandemic. Supplies included disinfectant, bleach, gloves, hand sanitizer, adult and children’s masks and face shields, towels, tissue and laundry detergent, as well as children’s books and posters.

The Capital City Training Center was honored with an Excellence in Driver Safety Training Award from the National Safety Council for providing the Defensive Driving, Alive at 25 course.

LLCC’s chapter of Phi Theta Kappa Honor Society used funds that would have been spent on traveling to a conference to instead beautify campus. Working with the grounds crew, PTK members, under the direction of advisors Dr. Claire Gordon and Don Ecklund, planted daylilies in the beds surrounding the Helen S. Hamilton Student Learning Area.

C. Report from Faculty Senate – None

D. Report from Faculty Association

Mark Roehrs reported that the online learning classes are effecting both faculty and students.

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report

Mr. Rosenthal stated his appreciation to the faculty and staff for continuing to do a great job in the current environment.

I. Secretary's Report - None

J. Foundation Report - None

K. Other Board Members' Reports

V. Strategic Discussion

A. Adult Education and Literacy

Mr. Jamil Steele, Director of Adult Education and Literacy provided the board members an overview of the current state of LLCC's Adult Education program, including High School Equivalency, English as a Second Language, Bridge Programming, Family Literacy and others being offered on the main campus, as well as through the LLCC district.

VI. Executive Session

MOTION NO. 10-28-20-8:

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

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

Mr. Fulgenzi left the meeting.

MOTION NO. 10-28-20-9:

Dr. Davis moved to return to open session at 6:42 p.m. Mr. Fulgenzi seconded.

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

VII. Actions from Executive Session

MOTION NO. 10-28-20-10:

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

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

VIII. Adjournment

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

Chairman Rosenthal

Secretary Gates

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: October 28, 2020

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve a 20% interim increase to the base salary of Tom Grimes, IT Project Manager, who has assumed responsibilities for the position of Director, IT Development in the absence of Soodi Nassirpour. This interim assignment will be effective September 23, 2020 and continue until further notice.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: November 18, 2020

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

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during October, 2020 (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending October 31, 2020.

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

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: ConsuLab Equipment for the Automotive Department
DATE: November 18, 2020

The Automotive Department has requested the purchase of a training aid for use in their program and has been approved by Perkins funding. The automotive department has identified ConsuLab training aids that will offer the necessary equipment in expanding the curriculum. Furthermore, some of these trainers will be used in recruitment activities.

We have received the letter from ConsuLab Educatech, Inc. confirming that they are the sole source for these trainers, and they are not available through any third-party distributor or reseller in the state of Illinois. We are seeking Board approval to purchase one disc and drum ABS brake trainer; one system trainer with H-Block; one single-sided automotive lighting system trainer, and one Jetta or Golf 2.0L diesel engine trainer at a total cost of approximately \$59,999.00.

Budget Impact:

Total Funds Requested:	\$59,999.00
Source of Funds:	Perkins Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Technology in the field of automotive maintenance is constantly changing and in order to properly train individuals to be successful in the field, our program must keep up with these technological advances. Further, auto manufacturers have greatly expanded their diesel options for 2019, which means there will be more light duty diesel trucks and SUVs needing repair. LLCC currently has no ability to include diesel topics in its current auto tech courses. This purchase will allow the auto tech program to train students in these new technologies.

How will proposed agenda item be measured?

By enrollments and feedback from industry regarding graduates.

MOTION: Move to approve the purchase of one disc and drum ABS brake trainer; one system trainer with H-Block; one single-sided automotive lighting system trainer, and one Jetta or Golf 2.0L diesel engine trainer at a total cost of approximately \$59,999.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 18, 2020

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

The Culinary Institute has entered into a contract with Illinois State University Illinois Family and Consumer Science Teachers to present a Culinary Workshop. The Workshop will be held online via Zoom in November.

The Health Professions Department seeks approval to enter into an Articulation Agreement with Southern Illinois University Edwardsville. The Agreement will facilitate the completion of an RN to BSN Degree at Southern Illinois University Edwardsville.

The Health Professions Department seeks approval to enter into a clinical site agreement with Lincoln Prairie Behavioral Health Center for students enrolled in the College's Health Professions Programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a memorandum of understanding with the City of Springfield Fire Department. The memorandum outlines the process by which individuals who have completed the recruit class at the Springfield Fire Department may receive LLCC credit.

MOTION: Move to approve the Articulation Agreement with Southern Illinois University Edwardsville, the Clinical Site Agreement with Lincoln Prairie Behavioral Health Center and the Memorandum of Understanding with the City of Springfield Fire Department.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Items for Approval:					
FACS Online Culinary Training	The Culinary Institute has entered into a contract with Illinois State University Illinois Family and Consumer Science Teachers to present a Culinary Workshop. The Workshop will be held online via Zoom in November.	ISU Illinois Family and Consumer Science Teachers	Culinary Institute	\$475	November 18, 2020
			TOTALS	\$475	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Articulation Agreement with Southern Illinois University Edwardsville	The Health Professions Department seeks approval to enter into an Articulation Agreement with Southern Illinois University Edwardsville. The Agreement will facilitate the completion of an RN to BSN Degree at Southern Illinois University Edwardsville.	Southern Illinois University Edwardsville	Health Professions/ Associate Degree Nursing	August 1, 2020 through July 31, 2025
Clinical Site Agreement with Lincoln Prairie Behavioral Health Center	The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Lincoln Prairie Behavioral Health Center for students enrolled in the College's Health Professions Programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.	Lincoln Prairie Behavioral Health Center	Health Professions	November 18, 2020 through November 17, 2023
Memorandum of Understanding with City of Springfield Fire Department	The Health Professions Department seeks approval to enter into a Memorandum of Understanding with the City of Springfield Fire Department. The memorandum outlines the process by which individuals who have completed the Recruit Class at the Springfield Fire Department may receive LLCC credit	City of Springfield Fire Department	Health Professions	January 1, 2020 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: November 18, 2020

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

The Student Services Division seeks ratification for the application for the Centers for Excellence for Veteran Student Success Program Grant. If awarded, the funds will be used to establish a Veteran Student Success Center and develop a model program to provide wrap-around, intensive support for veteran students at LLCC.

MOTION: Move to ratify the application for the Centers for Excellence for Veteran Student Success Program Grant in the amount of \$450,000.

GRANT SUMMARY
November 2020

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants for ratification/approval:							
Centers of Excellence for Veteran Student Success Program Grant	The Student Services Division seeks ratification for the application for the Centers for Excellence for Veteran Student Success Program Grant. If awarded, the funds will be used to establish a Veteran Student Success Center and develop a model program to provide wrap-around, intensive support for veteran students at LLCC.	US Department of Education	Student Services/ Student Success	\$450,000	\$0	Yes	January 1, 2021 through December 31, 2023
TOTAL				\$450,000	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Litchfield Interior Lighting Upgrades

DATE: November 18, 2020

Tonight, we are asking you to approve an Illinois Green Economy Network (IGEN) project for upgrades to interior lighting at the Litchfield Campus. This project has been made possible by the award of an IGEN grant in the amount of \$109,275. This project will upgrade all interior lighting to energy efficient LED fixtures, incorporate daylight harvesting and occupancy sensors, and circuit level energy monitoring that will allow our Workforce program to incorporate energy savings evaluation and monitoring into the curriculum.

Project Title	Cost Estimate
Litchfield Interior Lighting Upgrades	\$109,275

Budget Impact:

Total Funds Requested: \$109,275
Source of Funds: Illinois Green Economy Network (IGEN)
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?

Each of these projects 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 Illinois Green Economy Network (IGEN) for Litchfield Interior Lighting Upgrades at the Litchfield campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon, Menard, Millennium, and CCTC Stairway Rescue Assistance System – Change Order

DATE: November 18, 2020

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

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

RFP/CO#	Description	Cost
E-001	Additional access to data cable in Cass Gym.	\$1,983.24
	Total:	\$1,983.24
Amount of project contingency:		\$10,400.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$1,983.24
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$8,416.76

Budget Impact:

Total Funds Requested: \$1,983.24
 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 listed change orders in the amount of \$1,983.24 for the Sangamon, Menard, Millennium, and CCTC Stairway Rescue Assistance System as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville –
Change Orders

DATE: November 18, 2020

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

During construction, it was determined areas of sidewalk required additional repair to address ADA requirements and safety hazards. At our request, Evans Construction Company 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.

RFP/CO#	Description	Cost
G-001	Additional work in front of Litchfield Administrative building.	\$2,305.00
G-002	Change the existing 6" drainpipe to a 4" pipe and connecting to the new trench drain.	\$1,100.00
G-003	Additional work at Mason Hall, curb on east boulevard, bus stop excavation and fill.	\$10,770.00
G-004	Additional work identified on Main Campus.	\$57,411.00
G-005	Install railing at Cass Gym and grading at Millennium.	\$14,773.00
	Total:	\$86,359.00
Amount of project contingency:		\$25,300.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$86,359.00
Less other consultant fees/permits to date:		
Amount of contingency remaining:		(\$61,059.00)
Amount of contingency remaining:		(\$61,059.00)
Plus amount of budget available:		\$84,967.62
Amount of budget remaining:		\$23,908.62

Budget Impact:

Total Funds Requested: \$86,359
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 listed change orders in the amount of \$86,359 for the ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville as presented.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2020 External Audit

DATE: November 18, 2020

The FY 2020 Comprehensive Annual Financial Report (CAFR), including advisory comments, is included as a separate attachment for your review. Crowe LLP performed the audit for the fifth and final year of the contract. A member of the auditing firm will be available for questions during the meeting.

Comprehensive Annual Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment verification. Finally, in accordance with the Single Audit Act, information is provided on federal awards.

This year’s audit resulted in no findings for the Comprehensive Audit Financial Report and the Single Audit report.

Once again this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2000.

Coop Work Study

The Illinois Board of Higher Education also requires a separate audit to be conducted of its Coop Work Study grant. This grant was audited and no findings were noted. A final copy of the audit has been distributed for your review.

Advisory Comments

A separate document labeled as “Advisory Comments” commonly referred to as the management letter is provided by Crowe LLP for the purpose “...to improve the internal control structure or result in other operating efficiencies.” In other words, they are providing suggestions that they feel might improve our management of fiscal operations and not identifying reportable conditions or material weaknesses.

I would like to mention that during the exit conference, personnel with Crowe LLP were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

MOTION: Move to approve the Fiscal Year 2020 and 2019 Comprehensive Annual Financial Report, Fiscal Year 2020 Single Audit Report, Coop Work Study Report, and SAS 114 Letter.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: November 18, 2020

POSITION VACANCIES

Classified

Professional
Student Success Coach I (FT)
Application Developer I (FT)

Administrator
Director, Student Success (FT)

Faculty
Certified Nursing Assistant Instructor (FT)
Practical Nursing Instructor (FT)

HIRES

Matthew Fricke	Police Officer (PT)	11/02/20
Cleo Moore	Police Officer (PT)	11/02/20
Justin Scott	Building Custodian (FT)	11/02/20
Daniel Szabados	Police Officer (PT)	11/23/20

RESIGNATION

Steven Besalke	Colleague System Administrator I (FT)	11/03/20
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INCREASE IN HOURS
Amber Babbs, Program Assistant in Health Professions, will go from 20 hours per week, non-benefited to 40 hours per week, benefit-eligible effective November 2, 2020.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 18, 2020

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

PHS Projects – FY20

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

The project is approximately 60% complete.

Logan Hall RTU 1 & 2 Replacement

The project is complete. We are awaiting closeout documents.

Main Campus Wayfinding

The project is complete. We are awaiting closeout documents.

Sidewalk Lighting – Entrance & Boulevards Main Campus

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 – Excess Funds

Bipolar Ionization Units

This project is underway. Unit installation is in progress.

FY20 Small Projects

Security Camera System Update

The project is complete. We are awaiting closeout documents.

FY21 Small Projects

Sangamon Floor 1st Floor Flooring Replacement

Work is scheduled to begin in December.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

Construction documents are currently being drawn. The current schedule has construction documents complete near the end of 2020 and construction to start in Spring 2021.

Exterior Door Security Upgrades

Awaiting funding release from the State of Illinois.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – Building: Work is approximately 85% complete.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

This project is underway. Interior demolition is complete and interior walls and systems are being laid out and installed.

Capital Renewal Project

Renovate and Expand Student Services

This project is managed by the Illinois Capital Development Board. Recommendation of the architect/engineer is scheduled for approval at the December Capital Development Board. We have a trust agreement in place for LLCC's portion of the money and are expecting interviews with potential architect/engineer teams in early December 2020.

All Capital Projects

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

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original Budget Approved / Estimated	Sum of Original Contract Amount	Sum of Change Orders	Sum of Adjusted Contract Amount	Sum of Retainage	Sum of Payments To Date	Sum of Contract Balance Remaining	Sum of Contract % Remaining
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	191,785		191,785		20,794	170,992	89.16%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	403,035		403,035		272,193	130,842	32.46%
	70973	Signage & Wayfinding Phase 1	L	425,393	310,458		310,458		202,116	108,342	34.90%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	398,052		398,052		275,988	122,064	30.67%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	213,051		213,051		22,938	190,113	89.23%
FY2020 PHS Total				1,856,565	1,516,382		1,516,382		794,029	722,353	47.64%
PHS Fund Balance	70968	SGMN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	107,427		107,427		99,510	7,917	7.37%
	70982	Parking Lot 16 Rehabilitation- Main Campus	L	150,000	136,478		136,478		116,299	20,179	14.79%
	70992	CDC Water Infiltration Repairs	L	60,000	-		-		-	-	0.00%
PHS Fund Balance Total				311,068	243,905		243,905		215,809	28,096	11.52%
Capital Development Board / PHS Fund Balance	70974	Generators- South Side Main Campus	S, L	800,000	86,425		86,425			86,425	100.00%
ICCB Capital Budget Request	NEW	Sangamon Hall Renovations	S,L	3,315,000	-		-			-	0.00%
	NEW	Deferred Maintenance	S,L	335,000	-		-			-	0.00%
	NEW	Menard Hall Renovations	S,L	12,020,310	-		-			-	0.00%
	NEW	Sangamon & Menard Renovations	S,L	8,732,826	-		-			-	0.00%
	NEW	Millennium Center Renovations	S,L	3,555,130	-		-			-	0.00%
ICCB Capital Budget Request Total				27,958,266	-		-		4,819	60,189	92.59%
Infrastructure Fee	73920	Sangamon 1st Floor Corridor Flooring	L	70,519	65,008		65,008		4,819	60,189	92.59%
Funding Bonds	77919	Agriculture Classroom & Lab Building	L	7,960,904	8,159,057	81,044	8,240,101		3,549,078	4,691,023	56.93%
Memorial Foundation	78986	Montgomery/Memorial Remodel	L	3,340,968	2,506,210	81,044	2,587,254		191,787	2,314,423	92.35%
LPS	12-80010	Security Cameras	L	250,000	250,534		250,534		212,003	38,531	15.38%
CARES Funds / GEERS Funds	70900	Bipolar Ionization Units	L, S	325,000	321,627		321,627		13,480	308,147	95.81%
Emergency Deferred Maintenance Capital Project	70983	Exterior Door Security Upgrades	L, S	500,000	-		-		-	-	0.00%
PHS Funds Balances / Emergency Deferred Maintenance Capital Project Total				500,000	-		-				0.00%
Capital Development Board / Restricted O&M Funds	78992	Renovate and Expand Student Services	S, L	5,400,000	-		-			-	0.00%
Capital Development Board / Restricted O&M Funds Total				5,400,000	-		-		4,981,005	8,249,187	62.35%
Grand Total				48,773,290	13,149,148	81,044	13,230,192		4,981,005	8,249,187	62.35%

AGENDA MASTER CALENDAR

<p style="text-align: center;">DECEMBER 2020</p> <ul style="list-style-type: none"> • Adopt CY20 Property Tax Levy • Board Meeting 12/14/20 	<p style="text-align: center;">JANUARY 2021</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/27/21 	<p style="text-align: center;">FEBRUARY 2021</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/24/21 	<p style="text-align: center;">MARCH 2021</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/24/21
<p style="text-align: center;">APRIL 2021</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/27/21 	<p style="text-align: center;">MAY 2021</p> <ul style="list-style-type: none"> • Foundation Gala • Student Recognition • Employee Recognition • Commencement • Board Meeting 5/26/2021 	<p style="text-align: center;">JUNE 2021</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/23/21 	<p style="text-align: center;">JULY 2021</p> <ul style="list-style-type: none"> • FY22 Tentative Budget • Board Meeting 7/28/21
<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 9/22/2021 	<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 11/11/21

V. Strategic Discussion