
LLCC
Board of Trustees
Regular Meeting
July 25, 2018

Dennis Shackelford, Chair
Wayne Rosenthal, Vice Chair
Ken Elmore, Secretary
Craig Findley
Jeff Fulgenzi
Gordon Gates
Justin Reichert
Marie Hountondji, Student Trustee
Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, July 25, 2018
5:15 P.M.
Lincoln Land Community College
Capital City Training Center

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the July 25, 2018 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting and Annual Budget Workshop Minutes of June 27, 2018 6
- B. Ratify Payments of Cash Disbursements for June and the June Treasurer's Report..... 25
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel..... 26
- D. Budget/Financial Items
- E. Purchasing
 - 1. Athletic Travel..... 27
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report..... 29
 - 2. Supervisory Training Program..... 33
- G. Monthly Grant Status Report 35
- H. Facility Leases
- I. Construction Items
 - 1. Sidewalk Lighting - North Side Main Campus Installation – Contractor Recommendation..... 37
 - 2. Sangamon Hall Cooling Tower Stairs Installation – Contractor Recommendation 39
- 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 2019 Budget 42
- E. Information Technology Systems Items
- F. Workforce Development and Community Education Items
- G. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires 44
 - b. Construction Progress Update 45
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Workforce Development and Community Education
 - 6. Executive Division
 - a. Review of Agenda Master Calendar..... 48
- 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. Capital City Training Center..... 50

VI. Executive Session

- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. Student Matters
- D. 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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
& FY 2019 BUDGET WORKSHOP
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday June 27, 2018 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Shackelford presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji, Mr. Reichert and Mr. Shackelford.

B. Pledge of Allegiance

Chairman Shackelford asked Mr. Findley to lead the audience in the pledge of allegiance.

Chairman Shackelford indicated that Mr. Rosenthal was unable to attend tonight's meeting due to business obligations and requested joining the meeting via phone.

MOTION NO. 06-27-18-1:

Mr. Shackelford moved allow Mr. Rosenthal to join the meeting via phone. Mr. Findley seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert and Mr. Shackelford. PASSED

Mr. Rosenthal joined the meeting in progress at 6:05 p.m. during Dr. Warren's report.

C. Adoption of Agenda of the June 27, 2018 Meeting

MOTION NO 6-27-18-2:

Mr. Findley moved to adopt the agenda of June 27, 2018 meeting. Mr. Gates seconded.

Upon roll call vote those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Shackelford. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 6-27-18-3:

Mr. Findley moved to:

- approve the minutes of the regular meeting of May 23, 2018;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during May 2018 and ratify the May 31, 2018 Treasurer's Report;
- approve ratification of out-of-state travel for the attached list of employees;
- approve out-of-state travel for the attached list of employees;
- approve the resolution establishing the prevailing rate of wages for construction work completed at Lincoln Land Community College;
- approve the establishment of blanket purchase orders for the purchase of textbooks, supplies and software from the previously listed vendors;
- approve the purchase of storeroom envelopes and paper from the lowest responsible bidders at the prices indicated as specified in Invitation to Bid #FY2019-1 at total estimated cost of \$32,899.33;
- approve Waste Management of IL to provide refuse hauling services to Lincoln Land Community College for the period beginning July 1, 2018 to June 30, 2021 with a total commitment of \$56,230.56 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2019-3;
- approve LaPort, Inc. to provide the various custodial paper products at the total estimated cost of \$21,208.25 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2019-2;

- approve the renewal of the contract for pest control services to Sentinel Insect Control in accordance with the terms, conditions and specifications of Invitation to Bid #FY2016-3 at an estimated cost of \$9,480;
- approve the Affiliation Agreement with Springfield Clinic, LLP and approve the Intergovernmental Agreement with the Illinois Department of Innovation & Technology;
- approve the Fiscal Year 2019 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000;
- ratify the application for the Commercial Motor Vehicle Operator Safety Training Grant in the amount of \$97,430; ratify the award of the Highway Construction Careers Training program Grant in the amount of \$487,000; and ratify the Carl D. Perkins Postsecondary Career and Technical Education Grant in the amount of \$288,368.

Mr. Reichert seconded.

Upon roll call vote those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Shackelford. PASSED

III. Action Agenda

- A. Policies - None*
- B. Academic Services Division Items - None*
- C. Student Services Division Items – None*
- D. Administrative Services Division Items*

1. FY 2020 Capital Budget Request

Dr. Warren explained the projects listed below are those currently contained within the Facilities Master Plan presented to the Board of Trustees in May 2014. The projects recommended for consideration by the Board to be submitted for state funding are as follows (in priority order):

1. Project Outreach: Regional Center Expansion – Phase Two involves phase two renovation of the original permanent building at LLCC – Taylorville (the former EREC) at an estimated cost of \$5,057,300 of which \$3,793,000 would be state funds.
2. Classrooms, Testing Center, and Student Services Renovations involves renovations of areas in Sangamon Hall, Logan Hall, Menard Hall and the

AGENDA ITEM II.A

Millennium Center at projected cost of \$4,576,200 of which \$3,432,100 would be state funds.

- 3. Renovation of Montgomery Hall for Adult and Community Education involves repurposing of the West side of Montgomery Hall (the former Workforce Development Resource Center) to serve as an office and classroom suite for the Adult Education and Community Education programs. Total cost of the project is estimated at \$1,794,700 of which \$1,346,000 would be state funds.

MOTION NO. 06-27-18-4:

Mr. Gates moved to authorize the request for state funding for fiscal year 2020 of the projects defined herein. Mr. Shackelford seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert and Mr. Shackelford. PASSED

- E. Information Technology Systems Items – None*
- F. Workforce Development and Community Education Items – None*
- G. 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

This item has been updated.

- b. Construction Progress Update
- 4. Information Technology Systems – None
- 5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

B. President's Report

Dr. Warren reported that the summer term began on June 4th and we hosted our summer Campus Visit Day on June 12th. The first week of College for Kids culinary classes began this week. The first session of the traditional summer College for Kids will begin July 9.

We are hosting a group of teens from the Boys and Girls Club on Monday afternoons this summer in the six-week Teen Career Launch program. The teens are learning about career fields through hands-on activities in criminal justice, agriculture, health professions, construction, renewable energy, truck driver training, culinary arts and geology. This week the teens learned about geographic information systems and screen printing.

We conducted a brief ceremony in recognition of Dr. John Roberts, Professor of History, who retired after 48 years at LLCC. Dr. Roberts was honored with a tree and a bench built by our highway construction trades students and installed outside A. Lincoln Commons. Special guest was Dr. Robert Poorman, LLCC's first president.

The agriculture program had its new combine simulator on display at the 90th annual Illinois FFA Convention. Attendees were invited to drive the simulator, which is the first of its kind at an Illinois college. Funds for the simulator were possible by the \$18 million Kreher Charitable Trust announced in March.

Dr. Karla Ivankovich, a 1993 graduate of LLCC, was honored by the Illinois Community College Trustees Association with the statewide Distinguished Alumni Award. Dr. Ivankovich is president and co-founder of OnePatient Global Health Initiative.

2018 graphic design graduate, Hayden Schumer submitted the winning design in the state's bicentennial coin competition. The design features Abraham Lincoln, and the outline of Illinois and multiple state milestones and landmarks.

Sonja Harvey, Associate Dean of Nursing, graduated from American Sentinel University with her doctorate in nursing practice degree in educational leadership.

Amanda Wiesenhofer, Electronic Resources and Library Systems Administrator was elected to the board of the Network of Illinois Learning Resources in Community Colleges.

Thom Whalen, Professor of Art recently had his piece "Top Banana" added to the Illinois State Museum Legacy Collection.

AGENDA ITEM II.A

Dr. Deanna Blackwell, Director, Trio Student Support Services is our latest graduate of Leadership Springfield sponsored by the Greater Springfield Chamber of Commerce.

Tony Rothering, Professor Biology reports that the spring season at the bird banding station saw a total of 1,687 birds of 87 species banded, a new season high.

The Workforce Careers Center was again the location for the Illinois State Fair Wine Competition, sponsored by the Illinois Grape Growers and Vintners Association and the Illinois Department of Agriculture.

The airport received money for some renovations which will include some work at the LLCC hanger. They have started repainting the hanger and are planning to repave the parking lot. They are also working on ventilation issues and some lighting.

Dr. Warren reported that the new MAP legislation could create an additional challenge for community colleges. We receive less than 25% of the funding but have more than half of the students. With the new legislation students will be guaranteed continuing funding which means the amount available for new awards will likely be even less and that could mean less community college students as they generally apply later.

Dr. Warren provided her thoughts on the future of the BSN legislation. She also provided information on the new 3% rule legislation and the impact it could have on the college.

ICCTA membership dues were discussed.

Dr. Warren shared information on the new Land of Lincoln Economic Development Corporation.

- C. Report from Faculty Association - None*
- D. Report from Classified Staff - None*
- E. Report from Professional Staff - None*
- F. Report from Facilities Services Council - None*
- G. Chairman's Report - None*
- H. Secretary's Report - None*
- I. Foundation Report - None*
- J. Other Board Members' Reports*

Miss Hountondji reported that she and the SGA President attended the ICCB SAC meeting recently where they met other SGA officers and student trustees.

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 6-27-18-5:

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

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal and Mr. Shackelford. PASSED

Mr. Fulgenzi left the meeting at 6:30 p.m.

MOTION NO. 6-27-18-6:

Mr. Reichert moved to return to open session at 6:42 p.m. Mr. Findley seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal and Mr. Shackelford. PASSED

VII. Actions from Executive Session

MOTION NO. 6-27-18-7:

Mr. Reichert moved to approve the attached personnel actions. Mr. Shackelford seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal and Mr. Shackelford. PASSED

VIII. FY 2019 Annual Budget Workshop

Mr. McDonald, Vice President of Administrative Services led the Board members and audience through a presentation on LLCC's fiscal year 2019 tentative budget, reviewing LLCC fund summaries, FY2019 projected expenditures and revenues, FY2019 operating budget projections, budget challenges, and capital projects.

Mr. McDonald reviewed the FY2018 Projected Expenditures which include:

- Salaries
- Employee Benefits
- Contractual Services
- Materials & Supplies
- Conference & Meeting
- Fixed Charges
- Utilities
- Capital Outlay
- Other Expenditures
- Transfers to Other Funds

The FY2018 Projected Revenues which include:

- Current Taxes
- ICCB Grants
- CTE Funding
- CPP Replacement Tax
- Federal Admin Fees
- Tuition & Fees
- Interest on Investments
- Miscellaneous & Indirect
- Transfer from Other Funds

The FY2018 Projected Operating Fund indicates Year End Total Projected Revenues of \$47,066,668 and Total Projected Expenditures of \$47,051,188.

Mr. McDonald then reviewed the following FY2019 Operating Projections which include the following FY2019 Expenditure Assumptions:

- Salary projection includes current recommended increases and adjustments to reflect past expenditures. Additional adjustments may be necessary pending completion of contract negotiations.
- Benefits are estimated at current approved rates for FY2019 and includes a 3.1% SURS employer contribution.
- Contractual services, materials and supplies, travel, fixed charges, capital outlay and other expenditures have been evaluated and adjusted to reflect past expenditures.
- Utilities remain level at the FY2018 budget amount.

AGENDA ITEM II.A

- Transfers to other funds have been adjusted to match revenue projections for infrastructure fee and student activity fee.
- FY2019 planning initiatives targeted for funding are included.

Mr. McDonald reviewed the FY2019 Projected Operating Expenditures listed below:

- Salaries
- Employee Benefits
- Contractual Services
- Materials & Supplies
- Conference & Meeting
- Fixed Charges
- Utilities
- Capital Outlay
- Other Expenditures
- Transfer to Other Funds

FY2019 Revenue Assumptions:

- District EAV estimated to remain flat from CY17 to CY18 in anticipation of potential property tax freeze.
- State funding is budgeted at the FY2019 ICCB district budget allocation with the inclusion of IVG appropriation of \$352,400.
- CPPRT is budgeted at FY2018 estimated receipts.
- Tuition is calculated per board policy and is at the rate of \$129.50.
- Fee rates have been held constant.
- FY2019 enrollment is projected at a 5% decrease from FY2018 credit hours.
- Interest revenue has been increased based on FY2018 estimated receipts.
- Miscellaneous revenues are based on FY2019 estimated receipts.

FY2019 Projected Revenues:

- Current Taxes
- CPP Replacement Tax
- Credit Hour Grants
- Equalization
- CTE Funding
- Federal Admin Fees
- Tuition and Fees
- Interest Revenue
- Miscellaneous and Indirect
- Transfer From Other Funds

The FY2019 Projected Operating Fund indicates Year End Total Projected Revenues of \$45,351,614 and Total Projected Expenditures of \$ 45,351,614 resulting in a balanced budget.

Mr. McDonald provided a brief review of the following FY2019 Planning Initiatives from all funding sources:

Goal 1 – Student Access & Success

- Expand Adult Ed bridge and pathway programs; emphasize transition to post-secondary education
- Expand peer tutoring program to small group format
- Continue to provide resources to ensure CTE programs are accessible
- Implement a non-emergency texting system to communicate with current and prospective students
- Colleague student-focused projects – Degree Audit Phase II implementation; Student Self-Service, including Student Planning; online applications for health professions programs; SmartCatalog software and integration
- Implement GradCast student survey software
- Implement HonorLock on-demand online test proctoring service

Goal 2 – Financial Strength

- CCTC and Community Ed will partner to produce a new class schedule mailer
- Install Papercut software in all computer labs to conserve printing costs

Goal 3 – Economic Responsiveness

- Adult Education Bridge Program development pathways and workforce preparation in Culinary Arts/Hospitality, Retail/Business and Information Technology

Goal 4 – Community Engagement

- Offer continuing education opportunities for culinary industry professionals

Goal 5 – Diversity and Cultural Competency

- Explore options to continue support of our Open-Door Mentorship Program for FY2020 and beyond

Goal 6 – Operational Strength

- Implement a new asset management system to improve efficiency of inventory collection and accuracy of property control function
- Colleague operational projects: implement HR self-service module; prepare for migration to SQL; review user access levels; upgrade server
- Migrate College's document repository into Etrieve
- Salesforce CRM for recruitment with bridge to Colleague
- Campus wayfinding project
- College-wide video surveillance assessment
- Develop sustainable supervisory support model
- Review and update the College's facility master plan

AGENDA ITEM II.A

Mr. McDonald discussed LLCC's financial future including the following budget challenges:

- Uncertainty of funding for veteran's grants - \$4 million waived since FY2013
- Management of SURS return to work rules and new 3% rule
- Uncertainty surrounding pension reform and employer cost shift
- Anticipated legislative freeze on property values of up to 4 years
- Maintaining enrollment and enhancing student success

Mr. McDonald concluded the presentation with a listing of budgeted initiatives, including the costs and fund sources. Total budgeted initiatives for FY2019 is \$1,371,054.

IX. Adjournment

MOTION NO. 6-27-18-8:

Mr. Shackelford moved to adjourn the meeting. Mr. Gates seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal and Mr. Shackelford. PASSED

The meeting adjourned at 7:15 p.m.

Chairman Shackelford

Secretary Elmore

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J.
Warren President
SUBJECT: Ratification of Out-of-State Travel
DATE: June 27, 2018

Name	Meeting	Location	Date	Account	Amount
Allen, Carmen	American Association of Community Colleges John Roueche Future Leaders	Washington, DC	June 23-27, 2018	Faculty Chair Allocation and Faculty Development	\$3,297
Liesen, Diane	Program Site Visit	Piscataway, NJ	June 20-23, 2018	Paid by Committee on Accreditation for Neurodiagnostic Technology Programs	\$0

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren President

SUBJECT: Approval of Out-of-State Travel

DATE: June 27, 2018

Name	Meeting	Location	Account	Amount
Clemons, Laurie	National Academic Advising Association Summer Institute	Albuquerque, NM	Professional Development	\$2,403
Cox, Dave and BIO 209 <i>(Approx. 15 Students)</i>	Belize Trip - January 2019	Belize	Class Trip	\$25,500*
Elmore, Ken	Association of Community College Trustees Leadership Congress	New York, NY	Board Travel	\$2,931
Ervin, Tim	Society for College and University Planning Conference	Nashville, TN	Professional Development	\$1,762
Findley, Craig	Association of Community College Trustees Leadership Congress	New York, NY	Board Travel	\$2,931
Frederick, Lesley	National Academic Advising Association Summer Institute	Albuquerque, NM	Professional Development	\$2,539
Fulgenzi, Jeff	Association of Community College Trustees Leadership Congress	New York, NY	Board Travel	\$2,931
Johnson, Leslie	National Academic Advising Association Summer Institute	Albuquerque, NM	Professional Development	\$2,471
Krueger, Dee	National Academic Advising Association Summer Institute	Albuquerque, NM	Professional Development	\$2,403

AGENDA ITEM II.A

Lindquist, Vern	Gates Foundation Association of Chief Academic Officers Meeting	Seattle, WA	Paid for by Gates Foundation Grant	\$0
Queener, Scott	National Academic Advising Association Summer Institute	Albuquerque, NM	Professional Development	\$2,415
Ramm, Jennifer	Tour of Nuclear Historic Sites	Albuquerque, NM & Los Alamos, NM	Faculty Allocation	\$700
Ramm, Jennifer	Biennial Conference on Chemical Education	South Bend, IN	Faculty Allocation	\$384
Ramm, Michael	Tour of Nuclear Historic Sites	Albuquerque, NM & Los Alamos, NM	Master Teacher Award	\$1,434
Ramm, Michael	Biennial Conference on Chemical Education	South Bend, IN	Faculty Allocation	\$1,220
Reichert, Justin	Association of Community College Trustees Leadership Congress	New York, NY	Board Travel	\$2,931
Warren, Charlotte	Association of Community College Trustees Leadership Congress	New York, NY	Board Travel	\$2,931
Warren, Charlotte	Reserve Forces Policy Board	Washington, D.C.	All expenses paid by U.S. Dept. of Defense	\$0

*Student Fees

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: June 27, 2018

We recommend the following personnel actions:



FACULTY

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Hugh McNiece	Professor, Mathematics	Math & Sciences	08/16/18

- B. Approve the employment of Mr. Andrew Harmon as Radiography Instructor. Mr. Harmon has a Bachelor of Science in Diagnostic Imaging from the University of Wisconsin-Milwaukee and earned his Associate Degree Radiography from Lincoln Land Community College. His employment will be effective August 16, 2018, and placement will be on Column Bachelors, Step 7 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*
- C. Approve the employment of Ms. Gillian Bauer as English Instructor. Ms. Bauer earned her Doctorate in English from Loyola University. Her employment will be effective August 16, 2018, and placement will be on Column Doctorate, Step 8 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*
- D. Approve the employment of Ms. Lauren York as English Instructor. Ms. York earned her Master of Arts in English, Rhetoric and Composition from Illinois State University. Her employment will be effective August 16, 2018, and placement will be on Column Masters, Step 4 of the 2017-18 faculty salary schedule. *Please note that placement*

AGENDA ITEM II.A

has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.

- E. Approve the employment of Mr. Brian Douglas as Nursing Instructor, pending the successful completion of a criminal background check and drug screen. Mr. Douglas earned a Master of Science in Nursing from Kaplan University and is presently pursuing his Doctorate in Nursing Practice. His employment will be effective August 16, 2018, and placement will be on Column Masters +45, Step 12 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*

- F. Approve the employment of Ms. Amanda Peabody as Nursing Instructor, pending the successful completion of a criminal background check and drug screen. Ms. Peabody earned a Master of Science in Nursing from Walden University. Her employment will be effective August 16, 2018, and placement will be on Column Masters, Step 5 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*

ADMINISTRATOR

- A. Approve the employment of Mr. Chris Tople as Program Director-Surgical Technology, pending the successful outcome of the criminal background check and drug screen. Mr. Tople has an Associates in Applied Science in Surgical Technology from Richland Community College and is presently the surgical technologist student coordinator at Memorial Medical Center. His employment will be effective July 2, 2018, and placement will be on Salary Grade K.

- B. Soodi Nassirpour, Director, Administrative Computing, has assumed additional responsibilities due to the intermittent vacancy of one of the programmer analyst positions. Ms. Nassirpour has been performing vital Colleague administration functions in order to keep the LLCC ERP system operational. A 10% salary increase is being recommended that will be retroactive to January 1, 2018 and will continue until the programmer analyst vacancy is filled.

ANNUAL SALARY INCREASE

Approve a 2% salary increase for all non-union staff hired prior to January 1, 2018. All staff hired on or after January 1, 2018, will be eligible for a 1% increase. For individuals in grant-funded positions, the salary increase will be dependent upon availability of funds. Increases will be effective July 1, 2018. Further adjustments may occur when the FY19 budget is finalized and collective bargaining concludes.

**PART-TIME STAFFING
On & Off Campus
2018 Summer Semester**

<u>Adjunct Name</u>	<u>Class Section</u>	<u>Class Section Title</u>
Allen, Jason	BIO-101-08	General Biology
Armour, Gary	BIO-220-01	Microbiology
Avendano, Lisa	EGL-099-03	Basic Writing Skills
Badgley, Lori	RCP-231-01	Adv RC Practices & Proc II
Badgley, Lori	RCP-239-01	Clinical Practice III
Barnett, Leevia	HIS-112-03	United States Hist Since 1877
Broderick, Victor	PSY-101-03	Introduction to Psychology
Capps, Nicole	CHE-100-04	Contemporary Chemistry
Carter, Kenneth	CMN-101-04	Public Speaking Fundamentals
Carter, Kenneth	CMN-101-14	Public Speaking Fundamentals
Cecil, Joyce	NAS-101-02	Basic Nurse Assistant
Cecil, Joyce	NAS-101-03	Basic Nurse Assistant
Cecil, Joyce	NAS-101-07	Basic Nurse Assistant
Chernowsky, Amy	CSS-100-03	College Success Skills
Ciaccio, Joseph	ART-103-01	Drawing I
Clancy, John	HIS-101-03	History of Western Civilization I
Coderko, Maria	MAT-141-04	Introductory Statistics
Collins, Todd	MAT-141-02	Introductory Statistics
Cooke-Graham, Alana	PSY-101-07	Introduction to Psychology
Cox, Benjamin	EGL-102-03	Composition II
Cragoe, William	MAT-141-05	Introductory Statistics
Cunningham, Melissa	ART-101-03	Art Appreciation
Daniel, Pamela	CMN-101-11	Public Speaking Fundamentals
Daniel, Pamela	CMN-101-13	Public Speaking Fundamentals
Davis, Lisa	EGL-102-02	Composition II
Davis, Monique	CMN-101-08	Public Speaking Fundamentals
Deaver, Meghan	NAS-101-04	Basic Nurse Assistant
Dickey, Ashley	ART-101-02	Art Appreciation
Doran, Rose	PSY-220-03	Human Development
Durairaj, Srinivasan	BIO-220-03	Microbiology
Ebbing, Scott	MAT-088-02	Developmental Beg Algebra I
Ebbing, Scott	MAT-092-02	Developmental Beg Algebra II
Elliott, Tiffany-Anne	EGL-101-02	Composition I
Fargo Ware, Charlyn	HSP-107-01	Food Service Sanitation
Ferreira, Nick	EMS-203-01	Paramedic - Specialized Care
Ferreira, Nick	MCS-251-01	Certificate Internship
Fines, Elizabeth	CMN-101-15	Public Speaking Fundamentals

AGENDA ITEM II.A

Fletcher, Robert	HUM-101-04	Introduction to Humanities
Fletcher, Samantha	BIO-101-10	General Biology
Flynn, Susan	SOC-101-07	Introduction to Sociology
Ford, Cody	WEL-104-01	MIG Welding
Freml, John	HUM-102-01	Intro to Women's Studies
Friend, Duane	GEG-103-02	Physical Geography
Garman, Rose	PSY-101-06	Introduction to Psychology
Graff, Andrea	POS-101-08	Introduction to American Politics
Henrikson, Amy	HIS-111-01	United States History to 1877
Henrikson, Amy	HIS-111-02	United States History to 1877
Henrikson, Amy	HIS-112-04	United States Hist Since 1877
Judd, Brent	EGL-101-01	Composition I
Kaye, Melinda	MUS-100-01	Fundamentals of Music
Kean, Charles	EMS-111-01	Advanced EMT - Special Populations
Koch, Gary	FLM-101-01	Introduction to Film Art
Lamb, Molly	HLT-201-01	Health in Today's Society
Lascelles, Lori	NAS-101-03	Basic Nurse Assistant
Laub, Jill	CAS-121-01	Computer Applications and Concepts
Lazenby, Debra	NAS-101-06	Basic Nurse Assistant
Lesko, Daniel	EGL-111-02	Intro to Literature - Novel
Liberati, Teresa	BIO-176-01	Human Anatomy & Physiology II
Lipcamon, John	BIO-220-02	Microbiology
Lynn, Amanda	MAT-104-02	General Education Mathematics
Marsaglia, Alex	CNC-115-01	Cisco Academy I
Mhaskar, Yashanad	CHE-101-02	General Chemistry I
Moore, Sierra	ART-101-01	Art Appreciation
Myers, Edward	HUM-101-03	Introduction to Humanities
Myers, Edward	EGL-102-04	Composition II
Paca, Stephen	MAT-081-01	Developmental Arithmetic I
Paca, Stephen	MAT-082-01	Develop Arithmetic II & Prealgebra
Pfaffe, Jeffrey	CHE-100-03	Contemporary Chemistry
Ploessl, Bridget	CMN-101-05	Public Speaking Fundamentals
Ploessl, Bridget	CMN-101-12	Public Speaking Fundamentals
Reents, Judy	NAS-101-01	Basic Nurse Assistant
Rees, Jonathan	EGL-101-06	Composition I
Running, William	CHE-101-01	General Chemistry I
Salm, Coravonne	EGL-101-05	Composition I
Sanders, Cody	BIO-176-02	Human Anatomy & Physiology II
Sanders, Cody	BIO-175-02	Human Anatomy & Physiology I
Schenk, Deana	EGL-102-08	Composition II
Schenk, Deana	EGL-101-03	Composition I
Scobbie, Dennis	BIO-101-07	General Biology

AGENDA ITEM II.A

Shankland, Christopher	BIO-175-01	Human Anatomy & Physiology I
Shepard, Kent	MAT-094-04	Developmental Int Algebra I
Shepard, Kent	MAT-096-04	Developmental Int Algebra II
Skinner, Nicholas	SOC-201-01	Sociology of the Family
Stinson, Patricia	NAS-101-03	Basic Nurse Assistant
Troyer, Ginger	SPA-101-01	Elementary Spanish I
Tuxhorn, Rebecca	SOC-101-02	Introduction to Sociology
Tuxhorn, Rebecca	SOC-101-08	Introduction to Sociology
Van Uytven, Jodi	CHE-100-02	Contemporary Chemistry
Wiediger, Matthew	PSY-101-01	Introduction to Psychology
Wiediger, Matthew	PSY-101-02	Introduction to Psychology
Williams, Patricia	MAT-094-01	Developmental Int Algebra I
Williams, Patricia	MAT-096-01	Developmental Int Algebra II
Wintermeyer-Hobbs, Shannan	NAS-101-03	Basic Nurse Assistant
Wintermeyer-Hobbs, Shannan	NAS-101-07	Basic Nurse Assistant
Wohlers, Donald	CHE-100-01	Contemporary Chemistry
Worrell, Leslie	BIO-107-01	Human Biology
Young, Raymon	EGL-102-01	Composition II

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 25, 2018

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, 2018 (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, 2018 will be delayed until August due to closing of the FY18 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June, 2018.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J.
Warren President

SUBJECT: Approval of Out-of-State Travel

DATE: July 25, 2018

Name	Meeting	Location	Account	Amount
Beckmier, Craig and Animal Evaluation Club (Approx. 7 Students)	Heimer Invitational	Hannibal, MO	Club Trip	\$1,191*
Beckmier, Craig and Animal Evaluation Club (Approx. 7 Students)	National Barrow Show	Austin, TX	Club Trip	\$2,211*
Blackwell, Deanna	Council for Opportunity in Education Annual Conference	New York, NY	Professional Development	\$1,783
Dalano, Gerry	American Mathematical Association of Two- Year Colleges	Orlando, FL	Faculty Allocation	\$1,661
McClintock, Susan	American Mathematical Association of Two- Year Colleges	Orlando, FL	Faculty Allocation	\$1,661

*Club Expense

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Athletic Travel
DATE: July 25, 2018

The college recently sought bids to select vendors to provide transportation for its athletic teams for Fall, Winter and Spring athletic travel. In the best economic interest of the college and in order to promote competitive pricing, it is recommended that only the Fall travel portion of the bid be approved at this time to facilitate the upcoming team travel, and the Winter and Spring travel portions be rejected. Bids for the Winter and Spring team travel will be sought in the near future. Fall athletic teams consist of Men's Soccer, Women's Volleyball, Men's Baseball, and Women's Softball. The required mode of transportation is a motor coach to accommodate 47 passengers and a driver. The following is a tabulation of the Fall athletic travel portion of that bid.

Vendor	Total Cost to Provide Transportation for Fall Athletic Travel
Cavallo Bus Lines, Inc. Gillespie, IL	\$36,707

The following companies were mailed an invitation to Bid, but either chose not to respond or their proposal was received after the deadline and not opened or considered: Doc & Norm Direct, Hamel, IL; J.D. Transit, Cowden, IL; Peoria Charter Coach Company, Peoria, IL; Sunshine Tours USA, Winter Springs, FL; The Cutting Edge Limousine, Springfield, IL; and Vandalia Bus Lines Inc., Caseyville, IL.

Budget Impact:

Total Funds Requested: \$36,707
Source of Funds: Institutional Equipment Rental
Projected Revenue: n/a
Projected Savings: n/a

AGENDA ITEM II.E.1

Student Learning Impact:

How will proposed agenda item impact student learning?

By providing appropriate means of transport to off-campus athletic competitions for students participating on these athletic teams

How will proposed agenda item be measured?

Transportation will be provided.

MOTION: Move to approve a purchase order to Cavallo Bus Lines in the amount of \$36,707 to provide transportation for Fall athletic travel in accordance with the terms, conditions, and specifications of Invitation to Bid FY2019-4 and reject all bids related to Winter and Spring athletic travel received as part of Invitation to Bid FY2019-4.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 25, 2018

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's IL CTE Innovative Curriculum Resources Project to provide a FACS Culinary Boot Camp. Through the program, Illinois State University will provide funding for eighteen students to attend the boot camp in July.

Lincoln Land Community College seeks approval to enter into a contract with Levi, Ray and Shoup, Inc. in which students enrolled in approved courses offered by LRS will receive college credit. LRS will provide classroom and laboratory instruction and learning experiences necessary for the students to meet LLCC's curriculum requirements for the approved courses.

The Health Professions Department seeks approval to enter into an affiliation agreement with Andrew McFarland Mental Health Center to provide clinical site experience to students enrolled in the college's 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 an affiliation agreement with Andrew McFarland Mental Health Center to provide clinical site experience to 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.

AGENDA ITEM II.F.1

The Health Professions Department seeks approval to enter into an affiliation agreement with Great Lakes Home Health Services, Inc. to provide clinical site experience to students enrolled in the college's Occupational Therapy Assistant Program. Great Lakes Home Health Services, Inc. has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into an affiliation agreement with HealthPRO Heritage, LLC to provide clinical site experience to students enrolled in the college's Occupational Therapy Assistant Program. HealthPRO Heritage, LLC has facilities suitable for the educational needs of the students.

MOTION: Move to approve the credit hour agreement with Levi, Ray and Shoup, Inc. in the amount of \$3,000; approve the affiliation agreement with Andrew McFarland Mental Health Center for the Nursing Program; approve the affiliation agreements with Andrew McFarland Mental Health Center, Great Lakes Home Health Service, Inc. and HealthPRO Heritage, LLC for the Occupational Therapy Assistant Program.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Items as Informational: Contracts less than \$10,000					
FACS Culinary Bootcamp Contract	The Culinary Institute has entered into a contract with Illinois State University's IL CTE Innovative Curriculum Resources Project to provide a FACS Culinary Bootcamp. Through the program, Illinois State University will provide funding for eighteen students to attend the Bootcamp in July.	Illinois State University	Workforce Development/ Culinary Institute	\$1,602	July 13, 2018
Items for Approval					
Credit Hour Agreement with Levi, Ray and Shoup, Inc.	Lincoln Land Community College seeks approval to enter into a contract with Levi, Ray and Shoup, Inc. in which students enrolled in approved courses offered by LRS will receive college credit. Levi, Ray and Shoup, Inc. will provide classroom and laboratory instruction and learning experiences necessary for the students to meet LLCC's curriculum requirements for the approved courses.	Levi, Ray and Shoup, Inc.	Capital City Training Center	\$3,000	July 1, 2018 through June 30, 2019
			TOTALS	\$4,602	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Affiliation Agreement with Andrew McFarland Mental Health Center	The Health Professions Department seeks approval to enter into an affiliation agreement with Andrew McFarland Mental Health Center to provide clinical site experience to students enrolled in the college's Nursing Program. Andrew McFarland Mental Health Center has facilities suitable for the educational needs of the students.	Andrew McFarland Mental Health Center	Health Professions/ Nursing Program	July 25, 2018 through January 1, 2020
Affiliation Agreement with Andrew McFarland Mental Health Center	The Health Professions Department seeks approval to enter into an affiliation agreement with Andrew McFarland Mental Health Center to provide clinical site experience to 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 Program	July 25, 2018 through December 31, 2021
Affiliation Agreement with Great Lakes Home Health Services, Inc.	The Health Professions Department seeks approval to enter into an affiliation agreement with Great Lakes Home Health Services, Inc. to provide clinical site experience to students enrolled in the college's Occupational Therapy Assistant Program. Great Lakes Home Health Services, Inc. has facilities suitable for the educational needs of the students.	Great Lakes Home Health Services, Inc.	Health Professions/ Occupational Therapy Assistant Program	August 1, 2018 through Indefinite
Affiliation Agreement with HealthPRO Heritage, LLC	The Health Professions Department seeks approval to enter into an affiliation agreement with HealthPRO Heritage, LLC to provide clinical site experience to students enrolled in the college's Occupational Therapy Assistant Program. HealthPRO Heritage, LLC has facilities suitable for the educational needs of the students.	HealthPRO Heritage, LLC	Health Professions/ Occupational Therapy Assistant Program	August 1, 2018 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Supervisory Training Program

DATE: July 25, 2018

Board approval is requested to implement a sustainable supervisory training program to provide the College's supervisory staff with the appropriate development and skill-building necessary to effectively lead their departments and staff. A thorough review process was undertaken to gather input on training needs, identify key components of an effective and engaging training model, and develop appropriate training modules. A proposal was sought from Shirley Stelbrink of the Learning Alliances Company for this program. The proposal is for a two-year program with a maximum of ten modules. Module topics include, but are not limited to:

- Navigating from Peer to Supervisor
- DiSC® in the Workplace
- Giving and Receiving Effective Feedback
- Performance Management
- Emotional Intelligence
- Change Management

The proposal includes customized workshops for Lincoln Land Community College, train-the-trainer materials (includes presentations, facilitator guides, etc.) owned by LLCC for use after the initial two-year program, and online assessments processing and interpretation. The goal of the proposed program is for all participants to learn best practices, tools and tips for leadership development.

It is my recommendation that we support and develop the College's supervisory staff and engage the Learning Alliances Company to implement this program and provide the training.

AGENDA ITEM II.F.2

Budget Impact:

Total Funds Requested: \$41,965 for FY 2019 and \$41,965 for FY 2020
Sources of Funds: FY 2019 and FY2020 Budgets
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Leadership development will be provided that will impact the working and learning environment for all faculty and staff.

How will proposed agenda item be measured?

PACE survey results; training evaluation feedback; performance evaluations.

MOTION: Move to approve entering into a contract with the Learning Alliances Company to provide curriculum and training for a supervisory training program at a cost of \$41,965 for FY2019 and \$41,965 for FY2020.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: July 25, 2018

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 Agriculture Program seeks ratification for the application for the ICCB Career and Technical Student Organization Grant. If awarded, the funds would be used to send twenty students and one advisor to the National Professional Agriculture Student Organization Conference in Loveland, Colorado from March 12 through March 15, 2019.

MOTION: Move to ratify the application for the ICCB Career and Technical Student Organization Grant in the amount of \$13,640.

GRANT SUMMARY
July 2018

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of \$10,000							
ICCB Career & Technical Student Organization Grant	The Agriculture Program seeks ratification for the application for the ICCB Career and Technical Student Organization Grant. If awarded, the funds would be used to send twenty students and one advisor to the National Professional Agriculture Student Organization Conference in Loveland, Colorado from March 12 through March 15, 2019.	Illinois Community College Board	Academic Services / Agriculture	\$13,640	\$0	Yes	July 1, 2018 through June 30, 2019
TOTAL				\$13,640			

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sidewalk Lighting – North Side Main Campus Installation –
Contractor Recommendation

DATE: July 25, 2018

Sealed proposals were received by the Construction Managers Office on June 26th for the Sidewalk Lighting – North Side Main Campus Installation Project.

A tabulation of those proposals is as follows:

Contractor	Base Bid	Alternate Bid #E-1 (Code Blue - Cass)	Alternate Bid #E-2 (Code Blue - Sangamon)	Alternate Bid #E-3 (Code Blue - Workforce)
Anderson Electric Mattoon, IL	\$348,000	\$11,790	\$12,670	\$12,930
B&B Electric, Inc. Springfield, IL	\$299,000	\$10,810	\$9,450	\$16,800

The lowest/recommended bid is within the project budget established during the PHS approval process. The following companies were issued bid documents but chose not to submit a proposal: Bodine Electric, Decatur, IL.

Budget Impact:

Total Funds Requested: \$306,200
(\$299,000 Total Bid Amount + \$7,200 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 from B&B Electric, Inc. in the amount of \$299,000 and to establish a project contingency in the amount of \$7,200 for an aggregate amount of \$306,200 to complete the Sidewalk Lighting – North Side Main Campus Installation Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon Hall Cooling Tower Stairs Installation – Contractor Recommendation

DATE: July 25, 2018

Sealed proposals were received by the Construction Managers Office on June 26th for the Sangamon Hall Cooling Tower Stairs Installation Project.

A tabulation of those proposals is as follows:

Contractor	Base Bid	Alternate Bid #S-1 (Visual Screens)	Alternate Bid #S-2 (Galvanized Steel)
Halverson Construction Co., Inc. Springfield, IL	\$89,340	\$86,130	\$12,034

The following companies were issued bid documents but chose not to submit a proposal: Harold O’Shea Builders, Springfield, IL.

This project’s budget was originally approved on November 15, 2017 at \$97,820. The bid received came in slightly higher than originally anticipated and Alternate Bid #S-2 is a necessary addition to the project to reduce ongoing maintenance cost and time for the catwalk after installation. This caused the entire project budget to be exceeded by \$18,529.00 or 16%. This exceeds 5% of the original project budget. The total revised budget necessary to complete the project, is as follows:

Project Engineering Fee	\$3,800.00
Estimating/Advertising	\$1,175.00
Base Bid (listed above)	\$89,340.00
Alternative Bid #S-2 (listed above)	\$12,034.00
Project Contingency	\$10,000.00
Revised Budget Total	\$116,349.00

The \$18,529 increase in the project budget will be funded by fund balances remaining in previous PHS projects which have been completed.

Budget Impact:

Total Funds Requested:	\$111,374 (\$101,374 Total Bid Amount + \$10,000 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 transfer \$18,529 from the fund balances remaining in previously completed PHS projects to the Sangamon Hall Cooling Tower Stairs Installation Project, to approve the base bid and alternate bid #S-2 from Halverson Construction Co., Inc. in the amount of \$101,374 and to establish a project contingency in the amount of \$10,000 for an aggregate amount of \$111,374 to complete the Sangamon Hall Cooling Tower Stairs Installation Project.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2019 Budget

DATE: July 25, 2018

We are in the process of preparing budget documents following our June 27 budget workshop. Copies of the tentative budgets for fiscal year 2019 are enclosed with your mailing.

There have been no changes since the budget workshop. It is possible that additional adjustments may be necessary before the final FY19 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 2019 Operating Budget.**

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: July 25, 2018

POSITION VACANCIES

Classified
Admissions & Registration Services Rep. (FT)

Professional
Programmer Analyst (FT)
Student Records Evaluator (FT)

Faculty
Computer Programming & Networking Instructor (FT)
Economics Instructor (FT)
English Instructor (FT)
History Instructor (FT)

		<u>Effective</u>
		<u>Date</u>
<u>Retirements</u>		
Tammy Chrisler	Data Centralization Specialist (FT)	04/14/19

<u>HIRES</u>		
Jessica King	Child Development Assistant (FT)	07/01/18
Taylor Littig	Academic Advisor (FT)	07/09/18

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: July 25, 2018

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 – FY17

Sangamon Hall North / Menard Hall – AHU Coils & Valves

The project is complete. The project close-out documents are being finalized.

Montgomery Hall AHU Replacement

The project is complete.

PHS Projects – FY18

Arc Flash Study – Main Campus

The project is underway.

Arc Flash Study – Resource Centers

The project is underway.

Capital City Training Center Roof Replacement

The project is underway.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

Development of construction documents will begin later this year.

Logan Hall RTU 1 & 2 Replacement

Development of construction documents will begin later this year.

Sangamon Hall Cooling Tower Stairs Installation

Our recommendation is before you this evening.

Sangamon, Menard, Commons Building Pressurization Mitigation

The project is underway.

Sidewalk Lighting – North Side Main Campus Installation

Our recommendation is before you this evening.

Taylorville Welding Lab Mechanical Upgrades

The project is underway.

Trutter RTU Replacement

The project is underway.

Budget Impact:

Total Funds Requested:	n/a
Source of Funds:	n/a
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 instructional, 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.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of June 30, 2018

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
FY2017 PHS	70947	Menard Hall Coils & Valves	L	417,002	245,403	78,600	324,002		272,134	51,868	16.01%
	70948	Sangamon Hall Coils & Valves	L	373,888	302,270	70,495	372,765		316,717	56,048	15.04%
	70949	Montgomery Hall AHU Replacement	L	388,810	347,644	4,056	351,700		326,933	24,767	7.04%
	70950	Upgrade Switchgear at Sangamon Hall	L	97,617	99,681	(971)	98,710		84,474	14,237	14.42%
FY2017 PHS Total			1,277,317	994,998	152,179	1,147,178		1,000,258	146,920	12.81%	
FY2018 PHS	70952	Arc Flash Study - Main Campus	L	21,476	21,476		21,476		2,700	18,776	87.43%
	70953	Arc Flash Study - Resource Centers	L	18,145	18,145		18,145		7,067	11,078	61.05%
	70954	Capital City Training Center Roof Replacement	L	182,520	156,526		156,526		15,086	141,440	90.36%
	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	145,602	15,937		15,937		3,018	12,919	81.06%
	70956	Logan Hall RTU 1 & 2 Replacement	L	305,380	29,280		29,280		5,040	24,240	82.79%
	70957	Sangamon Hall Flooring Abatement & Replacement	L	33,417	27,891		27,891		26,648	1,243	4.46%
	70958	Sangamon Hall Cooling Tower Stairs Installation	L	97,820	4,974		4,974		3,674	1,300	26.13%
	70959	Sangamon, Menard, Commons Building Pressurization Mitigation	L	240,115	184,860		184,860		32,363	152,497	82.49%
	70960	Sidewalk Lighting - North Side Main Campus Installation	L	339,960	33,714		33,714		27,754	5,960	17.68%
	70961	Taylorville Welding Lab Mechanical Upgrades	L	153,805	126,302		126,302		53,774	72,528	57.42%
70962	Trutter RTU Replacement	L	183,260	163,902		163,902		27,317	136,585	83.33%	
FY2018 PHS Total			1,721,500	783,009		783,009		204,442	578,567	73.89%	
ICCB Capital Budget Request	NEW	Classrooms, Testing Center and Student Services Renovations	S,L	4,576,200	-	-	-	-	-	-	0.00%
	NEW	Renovation of Montgomery Hall for Adult and Community Education	S,L	1,794,700	-	-	-	-	-	-	0.00%
	NEW	Project Outreach: Regional Center Expansion- Phase Two EREC	S,L	5,057,300	-	-	-	-	-	-	0.00%
ICCB Capital Budget Request Total			11,428,200	-	-	-	-	-	-	0.00%	
Grand Total			14,427,017	1,778,007	152,179	1,930,186	-	1,204,700	725,487	37.59%	

AGENDA MASTER CALENDAR

<p style="text-align: center;">AUGUST 2018</p> <ul style="list-style-type: none"> • Board Meeting 8/22/18 	<p style="text-align: center;">SEPTEMBER 2018</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Board Meeting 9/26/18 	<p style="text-align: center;">OCTOBER 2018</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 10/24/18 	<p style="text-align: center;">NOVEMBER 2018</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 11/28/18
<p style="text-align: center;">DECEMBER 2018</p> <ul style="list-style-type: none"> • Adopt CY18 Property Tax Levy • Board Meeting 12/10/18 	<p style="text-align: center;">JANUARY 2019</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • Board Meeting 1/23/19 	<p style="text-align: center;">FEBRUARY 2019</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Faculty Positions • Tenure Listing • Board Meeting 2/27/19 	<p style="text-align: center;">MARCH 2019</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/27/19
<p style="text-align: center;">APRIL 2019</p> <ul style="list-style-type: none"> • Seating of New Student Trustee • Board Meeting 4/24/19 	<p style="text-align: center;">MAY 2019</p> <ul style="list-style-type: none"> • LLCC Foundation Gala • Student Recognition Ceremony • Employee Recognition Ceremony • Commencement 5/17/19 • Board Meeting 5/22/19 	<p style="text-align: center;">JUNE 2019</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/19 	<p style="text-align: center;">JULY 2019</p> <ul style="list-style-type: none"> • FY20 Tentative Budget • Board Meeting 7/24/19

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Capital City Training Center

DATE: July 25, 2018

Paula Luebbert, Assistant Vice President, Corporate/Government Training will provide the board members an overview of the programs offered through the Capital City Training Center. She will discuss the impact of recent years' challenges, successes and plans for the upcoming year.