
LLCC
Board of Trustees
Regular Meeting
August 22, 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, August 22, 2018
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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- C. Adoption of Agenda of the August 22, 2018 Meeting
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- D. Administrative Services Division Items
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- F. Workforce Development and Community Education Items
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- I. Secretary’s Report
- J. Foundation Report
- K. Other Board Members’ Reports

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- A. Personnel Matters
- B. Student Matters
- C. Pending/Imminent Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Introduction of New Faculty Members

DATE: August 22, 2018

Dr. Vern Lindquist will introduce new members of the Lincoln Land faculty to you.
The new faculty members are:

- Laura Anderson – Art
- Gillian Bauer – English
- Brian Douglas – Nursing
- Andrew Harmon – Radiography
- Stacey Olson – Biology
- Amanda Peabody – Nursing
- Rihab Sawah – Physics
- Tom Sidener – Computer Networking
- Laurenn York – English

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 July 25, 2018 at 5:15 p.m. at the Capital City Training Center, 130 W Mason St., Springfield, IL with Chairman Shackelford presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji and Mr. Shackelford. Mr. Reichert was absent. Mr. Rosenthal joined the meeting in progress.

B. Pledge of Allegiance

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

C. Adoption of Agenda of the July 25, 2018 Meeting

MOTION NO 7-25-18-1:

Mr. Findley moved to adopt the agenda of July 25, 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), and Mr. Shackelford. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 7-25-18-2:

Mr. Gates moved to:

- approve the minutes of the regular meeting and FY 2019 budget workshop of June 27, 2018;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2018;
- approve out-of-state travel for the attached list of employees;
- 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;
- 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;
- 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;
- ratify the application for the ICCB Career and Technical Student Organization Grant in the amount of \$13,460;
- 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 and
- 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.

Mr. Findley seconded.

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

III. Action Agenda

AGENDA ITEM II.A

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

- 1. Tentative Fiscal year 2019 Budget

There have been no changes since the budget workshop. It is possible that additional adjustments will be necessary before the final FY19 budget is adopted in September.

Request is made to place the FY 2019 Tentative Budget on file for public review, for a minimum of 30 days, as required by State law.

It is anticipated a FY 2019 Final Budget will be presented to the Board of Trustees in September for approval.

MOTION NO. 07-25-18-3:

Mr. Shackelford moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2019 Operating Budget. Mr. Rosenthal seconded.

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

The October Board of Trustees meeting will be held on October 17, 2018 because of the ACCT meeting, which several board members will attend.

B. President's Report

The final week of summer College for Kids is wrapping up tomorrow. 470 students who have completed grades K-8 have been on campus taking courses such as Backyard Ballistics, Dragon Genetics, American Sign Language and Full STEAM Ahead. In addition, there were 190 students registered for Black Rocket Technology campus that began in June and finish next week. There were 54 additional participants in off-campus Scuba Diving and Equestrian Camps, and the summer STEM Camp classes offered on campus. Including ACT prep classes, 733 youth were served through College for Kids programming this summer. In addition, for the second year in a row, College for Kids instructors provided two weeks of STEM programming onsite at the Boys and Girls Club.

The Academy of Lifelong Learning sponsored another presentation in its Bicentennial Illinois series at the Illinois State Museum, this one entitled, "Building Illinois: Entrepreneurialism Flourishes, Workers Rise."

The James S. Murray Gallery is featuring the exhibit "In This Place" by local artist Will Redwood through tomorrow.

The 2018 recipients of the Dick Dhabalt Athlete of the Year Award are baseball's Dalton Fletcher of Athens and softball's Katie McLean of Springfield.

Adult Education scholarship winners this year are Chelsie Burdell of Hillsboro, Miranda Herzog of Springfield and Sydney Odle of Litchfield. The scholarship provides support for students who have earned their high school equivalency to continue their education at LLCC in the fall.

Lincoln Land Community College was the answer to a question on the July 3 episode of Jeopardy. In the category "State Capital Colleges and Universities," the \$400 answer was "Lincoln Land Community College" and the correct question was "What is

Springfield?” So far, the LLCC Facebook post about this has reached nearly 18,000 people with more than 1,200 reactions, comments and shares.

Dr. Warren advised the board that she recently attended the AACC President’s Academy. Three issues affecting community colleges were the topic of discussion. They include the Higher Ed Reauthorization Act, Perkins, and apprenticeships. The board discussed.

- 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 - None*

V. Strategic Discussion

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

VI. Executive Session

MOTION NO. 7-25-18-4:

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

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

MOTION NO. 7-25-18-5:

Mr. Findley moved to return to open session at 6:20 p.m. Mr. Rosenthal seconded.

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

VII. Actions from Executive Session

MOTION NO. 7-25-18-6:

Mr. Findley moved to approve the attached personnel actions. Mr. Gates seconded.

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

MOTION NO. 07-25-18-7:

Mr. Findley moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

- The regular Board meeting of January 24, 2018;
- The regular Board meeting of February 28, 2018;
- The regular Board meeting of March 28, 2018;
- The regular Board meeting of April 25, 2018;
- The regular Board meeting of May 23, 2018 and
- The regular Board meeting of June 27, 2018.

Mr. Elmore seconded.

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

MOTION NO. 07-25-18-8:

Mr. Shackelford moved to extend non-disclosure of the recordings of the closed session portions of the Board's regular meetings set forth below for the reason that the need to

AGENDA ITEM II.A

maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

- Regular Board meeting of January 24, 2018 authorized destruction date – July 25, 2019,
- Regular Board meeting of February 28, 2018 authorized destruction date – August 29, 2019,
- Regular Board meeting of March 28, 2018 authorized destruction date – September 29, 2019,
- Regular Board meeting of April 25, 2018 authorized destruction date – October 26, 2019,
- Regular Board meeting of May 23, 2018 authorized destruction date – November 24, 2019 and
- Regular Board meeting of June 27, 2018 authorized destruction date – December 28, 2019.

Mr. Fulgenzi seconded.

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

VIII. Adjournment

MOTION NO. 7-25-18-9:

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

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

The meeting adjourned at 6:25 p.m.

Chairman Shackelford

Secretary Elmore

AGENDA ITEM II.A

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: Personnel Matters
DATE: July 25, 2018

We recommend the following personnel actions:



FACULTY

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Judy Nichols	Professor, Psychology	Social Sciences	05/13/22
Gerry Dalano	Professor, Mathematics	Mathematics & Sciences	05/13/22

B. Approve the employment of Mr. Thomas Sidener as Computer Programming/Networking Instructor. Mr. Sidener has a Master of Science in Computer Science from the University of Illinois Springfield. His employment will be effective August 16, 2018, and placement will be on Column Masters, 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.*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 22, 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 July, 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 months ending June 30, 2018 and July 31, 2018.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2018 and ratify the June 30, 2018 and July 31, 2018 Treasurer's Report.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: August 22, 2018

Name	Meeting	Location	Account	Amount
Cox, Dave and BIO 209 (Approx. 13 Students)	Belize Trip – May 2019	Belize	Class Trip	\$23,075*
Dietz, Jim and Volleyball Team (Approx. 13 Students)	Trip to Kansas	Wichita, KS	Team Travel	\$1,625**
Dietz, Jim and Volleyball Team (Approx. 13 Students)	Trip to Iowa	Cedar Rapids, IA	Team Travel	\$1,660**
Marsaglia, John and Softball Team (Approx. 21 Students)	Trip to Florida	Lake Mary, FL	Team Travel	\$31,002***
Mason, Keri	National Alliance of Concurrent Enrollment Partnerships Conference	San Antonio, TX	Professional Development	\$1,657
McDonald, Lori	National Alliance of Concurrent Enrollment Partnerships Conference	San Antonio, TX	Professional Development	\$1,657
Riggle, Ron and Baseball Team (Approx. 32 Students)	Trip to Florida	Davenport, FL	Team Travel	\$37,964***
Sanders, Karen	Conference for Community College Advancement	Palm Springs, CA	Professional Development	\$2,683
Shanklin, Chuck and Basketball Team (Approx. 16 Students)	Trip to Indiana	Vincennes, IN	Team Travel	\$1,480**

*Student Fees

**Team Travel

***Fundraising Funds

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 22, 2018

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

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a \$3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made at June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the collected and unspent infrastructure fee revenues in FY 2018 in the amount of \$396,099.01.

Program support for Workforce Community Education Programs and the Child Development Center was budgeted in the Education Fund in the FY 2018 Budget. A transfer of \$211,626.99 was made at June 30th from the Education Fund to the Auxiliary Fund to include \$134,774.32 for program support for Workforce and Community Education Programs and \$76,852.67 to the Child Development Center. In addition, a transfer to the Auxiliary Fund from the Education Fund in the amount of \$1,825,436.41 was made. This is primarily for the purposes of paying off debt balances for the Capital City Training Center and Montgomery Hall and program support for prior operations. Additionally, a transfer of \$3,336.96 was made from the Restricted Fund to the Auxiliary Fund for the unspent ISBE contract revenue.

In FY 2018, expenditures exceeded revenues in the Employee Benefit Fund by \$417,589.91. As in past years, benefit funds were budgeted to provide sufficient revenues to allow departments to be charged an additional health insurance

AGENDA ITEM II.D.1

premium. As a result of additional premiums, the deficit has been eliminated. As of the end of FY 2018, the fund will carry forward a positive balance of \$1,855,086.

Transfers were made at June 30th from the Education Fund and Operations & Maintenance Fund to the Restricted Fund totaling \$6,583,128.97. The primary purposes of this transfer are to establish reserve funds to assist the College with the upcoming pension cost shift from SURS and an anticipated property tax freeze, to transfer unspent student activity fee revenue, to provide for replacement of institutional equipment and furnishings, add to the Operating Sustainability & Quality Improvement Funds, and establish the Organizational Structure/Service Model Enhancement Fund and Master Planning Fund.

MOTION: Move for ratification of the attached resolution permanently transferring \$396,099.01 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund, \$2,037,063.40 from the Education Fund to the Auxiliary Fund, \$3,336.96 from the Restricted Fund to the Auxiliary Fund, \$90,000 from the Operations & Maintenance Fund to the Restricted Fund, and \$6,493,128.97 from the Education Fund to the Restricted Fund.

**RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS**

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois budgeted for the transfer of funds; and

WHEREAS, the amount of FY 2018 budgeted education funds is \$8,530,192.37.

WHEREAS, the amount of FY 2018 budgeted operation and maintenance funds is \$486,099.01.

WHEREAS, the amount of FY 2018 budgeted restricted funds is \$3,336.96.

WHEREAS, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund, as well as from the Restricted Fund to the Auxiliary Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer \$396,099.01 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund, \$2,037,063.40 from the Education Fund to the Auxiliary Fund, \$3,336.96 from the Restricted Fund to the Auxiliary Fund, \$90,000 from the Operations & Maintenance Fund to the Restricted Fund, and \$6,493,128.97 from the Education Fund to the Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: 2018 Fall *Forward* Magazine

DATE: Aug 22, 2018

The College issued an invitation to bid for the printing, mailing and delivering of the 2018 Fall *Forward* Magazine. We plan to print 155,000 copies.

Recycled paper and environmentally friendly inks will be used in the printing of this publication. The following is a tabulation of the bid responses.

Bidder	Option #1 Total Delivered Cost for 155,000 Forward Magazines Finished Size – 8.375 x 10.875 (32 pages)	Option #2 Total Delivered Cost for 155,000 Forward Magazines Finished Size – 8.375 x 10.875 (36 pages)
BFM Group, Inc. Lake St. Louis, MO	\$39,943.45	\$45,617.82
Bloomington Offset Process, Inc. Bloomington, IL	\$47,840.00	\$54,250.00
Cenveo Eureka, MO	\$32,725.07	\$36,660.90
Curtis 1000 Bloomington, IL	\$50,275.00	\$55,565.00
Premier Print Group Champaign, IL	\$38,566.00	\$43,929.00
RR Donnelley Grand Island, NY	\$43,040.40	\$51,483.25

The following companies were mailed an Invitation to Bid, but chose not to respond: Allied Printing & Graphics, South Milwaukee, WI; Aloha Print Group, Chicago, IL; American Litho, Carol Stream, IL; Andrews Printing, Harvey, IL; Color World of Printing, Springfield, IL; Consolidated Printing Co., Chicago, IL; Cross Rhodes Print & Technologies, Lombard, IL; Dan’s Printing & Office Supplies, Oak Forest, IL; Dyna Graphics/Fast Impressions, Decatur, IL; Emerson Press, Divernon, IL; Fidelity Print Communications, Broadview, IL; Frye-Williamson Press, Springfield, IL; GH Printing Co., Downers Grove, IL; Global Datebooks, Southborough, MA; Grace Printing & Mailing, Chicago, IL; KK

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Stevens Publishing, Astoria, IL; M & G Graphics, Inc., Chicago, IL; Martin One Source, Peoria, IL; Media Monkey Marketing, L.L.C., Itasca, IL; Mennonite Press, Inc., Newton, KS; Migu Press, Inc., Warminster, PA; Original Smith Printing, Inc., Bloomington, IL; Press Journal Printing Co., Louisiana, MO; Production Press, Jacksonville, IL; Pro-Type Printing, Inc., Paxton, IL; Reindl Printing, Inc., Oconomowoc, WI; Richards Graphic Comm., Inc., Bellwood, IL; Ripon Printers, Ripon, WI; RPM Design + Production, Campton Hills, IL; School Datebooks, Lafayette, IN; United Graphics, Mattoon, IL; Universal Printing Co., St. Louis, MO; Valley Offset Printing, Valley Center, KS; Veterans Print Management, Woodridge, IL; Williams Street Press, Decatur, IL.

The following companies responded with “No Bid”: A & B Printing Service, Springfield, IL. A proposal was received from Kingery Printing Co., Verna, IL but was not opened as it was received after the submission deadline.

Budget Impact:

Total Funds Requested:	\$32,725.07
Source of Funds:	FY 2019 Budget
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

n/a

How will proposed agenda item be measured?

n/a

MOTION: Move to approve a purchase order to Cenvéo Inc. for the printing, mailing and delivering of the Fall 2018 issue of the *Forward Magazine* in accordance with the terms, conditions and specifications of Invitation to Bid #FY2019-5.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Squad Car for Police Department
DATE: August 22, 2018

The Police department has requested the replacement of a squad car. The new vehicle will enhance the efficiency of our patrols and increase the overall safety level of our officers and campus as a whole.

We would like to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality equipment at discounted prices that have already been successfully bid. Therefore, we are seeking board approval to purchase one 2018 Ford Police Interceptor Sedan from Morrow Brothers Ford in Greenfield at a total delivered cost of \$30,135. The vehicle is available through Central Management Systems on state contract pricing. There is a trade-in opportunity of the squad car being replaced which may result in possible savings. Funds are available within the Police Department budget.

Budget Impact:

Total Funds Requested: \$30,135
Source of Funds: FY 2019 Budget
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Provide police coverage for the entire campus

How will proposed agenda item be measured?

n/a

MOTION: Move to approve the purchase of one 2018 Ford Police Interceptor Sedan from Morrow Brothers Ford at a total cost of \$30,135.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 22, 2018

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's academic library consortium and acts as the library's broker for database, electronic journal and electronic book purchases. CARLI also provides the library's integrated library system (I-Share) and other resource services. This blanket purchase order represents the membership fee for the consortium, the I-Share assessment fee for the integrated library system, and 24 electronic resources and services.

Budget Impact:

Total Funds Requested: \$94,975
Source of Funds: Operational Funds-various fund names; Tech Fee Funds; Perkins Grant Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Students can access reputable sources and information for learning through electronic resources provided through the Library. Subscribing to online resources allows all students, including distance and online education students and those who do not have ready access to physical library resources, the same opportunity of accessing information for learning and enrichment.

How will proposed agenda item be measured?

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

AGENDA ITEM II.E.3

MOTION: Move to approve the purchase order in the amount of \$94,975 for payment of the CARLI membership fee, I-Share assessment fee and 24 electronic resources and services.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Storeroom Paper for FY 2019

DATE: August 22, 2018

Due to a discrepancy found in the storeroom paper portion of Invitation to Bid #FY2019-1, that was originally approved on July 25, 2018, we reissued a bid for storeroom paper. Vendors were able to bid up to two brands of paper that met the College’s specifications, if they so chose.

The following is a tabulation of that bid.

Vendor	Brand #1 – Unit Cost		
	Fixed Price	Variable Price Initial	Variable Price Max
Contract Paper Group Uniontown, OH	_____	\$28.95	\$36.00
Production Press, Inc. Jacksonville, IL	\$49.95	_____	
Veritiv Operating Co. Addison, IL	\$36.00	_____	

Vendor	Brand #2 – Unit Cost		
	Fixed Price	Variable Price Initial	Variable Price Max
Contract Paper Group Uniontown, OH	_____	_____	_____
Production Press, Inc. Jacksonville, IL	_____	_____	_____
Veritiv Operating Co. Addison, IL	\$30.50	_____	_____

AGENDA ITEM II.E.4

Budget Impact:

Total Funds Requested: \$36,600 (estimated with any additional purchases at the per case cost)
Source of Funds: FY 2019 Budget
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Provides basic paper and envelope needs for the entire campus.

How will proposed agenda item be measured?

n/a

MOTION: Rescind the award to Contract Paper Group that was approved on July 25, 2018 and move to approve a purchase order to Veritiv Operating Co. for the purchase of storeroom paper in accordance with the terms, conditions and specifications of Invitation to Bid #FY2019-1R.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall Athletic Travel Ratification

DATE: August 22, 2018

At the July board meeting, the board awarded Fall Athletic travel per terms of Bid FY2019-4 to Cavallo Bus Line. The college was informed on August 14th that Cavallo Bus Line is no longer in business and therefore cannot fulfill their contract. Travel for Fall Athletic teams was scheduled to start August 18, 2018. Cavallo was the only bidder responding to Bid FY2019-4 so there was no next low bidder to work with.

Therefore, formal quotes were solicited from four area vendors that the college has worked with in the past and a contract for Fall Athletic Team travel was awarded to Doc and Norm Direct of Hamel, IL as an emergency purchase and was approved by the Board Chair. Ratification of the emergency purchase is requested this evening. The tabulation the formal quotes is below.

Vendor	Quote
Doc and Norm Direct, Hamel, IL	\$31,162.50
The Cutting Edge Limousine, Springfield, IL	\$39,159.10
Peoria Charter Coach Company, Peoria, IL	\$38,225.00
Vandalia Bus Lines Inc., Caseyville, IL	\$34,970.00

Budget Impact:

Total Funds Requested: \$31,162.50
 Source of Funds: Operating Fund
 Projected Revenue: n/a
 Projected Savings: n/a

AGENDA ITEM II.E.5

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: Rescind the Fall Athletic Team Travel award for Bid FY2019-4 to Cavallo Bus Line approved on July 25, 2018 and ratify the emergency purchase order to Doc and Norm Direct in the amount of \$31,162.50 to provide transportation for Fall athletic travel.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 22, 2018

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

The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide six Microsoft classes in the month of July. Training will be held on-site at the Capital City Training Center.

The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide seven Microsoft classes in the month of August. Training will be held on-site at the Capital City Training Center.

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 thirty-six students to attend the Bootcamp in July.

The Culinary Institute entered into a contract with the Spence Farm Foundation to hold a Bread Camp Workshop for current industry professionals. The workshop was held at the Workforce Careers Center in July.

The Capital City Training Center seeks approval to enter into an Affiliation Agreement with Southern Illinois University School of Medicine to provide externship training to students enrolled in the Clinical Medical Assistant Program. Southern Illinois University has facilities suitable for the educational needs of the students.

MOTION: Move to approve the Affiliation Agreement with Southern Illinois University School of Medicine.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Items as Informational					
July 2018 IDOT BOA	The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide six Microsoft classes in the month of July. Training will be held on-site at the Capital City Training Center.	Illinois Department of Transportation	Capital City Training Center	\$8,400	July 2018
August 2018 IDOT BOA	The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide seven Microsoft classes in the month of August. Training will be held on-site at the Capital City Training Center.	Illinois Department of Transportation	Capital City Training Center	\$9,170	August 2018
Items as Informational: Contracts under \$10,000					
FACS Culinary Bootcamp	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 thirty-six students to attend the Bootcamp in July.	Illinois State University	Workforce Development/ Culinary Institute	\$300	July 20, 2018
Spence Farm Foundation Bread Camp	The Culinary Institute entered into a contract with the Spence Farm Foundation to hold a Bread Camp Workshop for current industry professionals. The workshop was held at the Workforce Careers Center in July.	Spence Farm Foundation	Workforce Development/ Culinary Institute	\$3,204	July 8-9, 2018
			TOTALS	\$21,074	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Affiliation Agreement with Southern Illinois University School of Medicine	The Capital City Training Center seeks approval to enter into an Affiliation Agreement with Southern Illinois University School of Medicine to provide externship training to students enrolled in the Clinical Medical Assistant Program. Southern Illinois University has facilities suitable for the educational needs of the students.	Southern Illinois University School of Medicine	Capital City Training Center/Clinical Medical Assistant Program	Date of Signing through three years

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Microsoft Server and Campus Agreement Renewal

DATE: August 22, 2018

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

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft's Windows desktop operating systems, Microsoft Office, SharePoint portal, email and Visual Studio development software for our faculty, staff, and students. This year Advanced Threat Protection (ATP) and Enterprise Mobility Suite (EMS) have been added to provide increased email security to students.

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

Budget Impact:

Total Funds Requested:	\$104,799.83
Source of Funds:	Operating Fund: \$86,866.97
	Tech Fee: \$17,932.86
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

AGENDA ITEM II.F2

MOTION: Move to approve the annual CDW-G Microsoft Campus Software and Server Agreements at a total cost of \$104,799.83.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group - Student Planning Implementation

DATE: August 22, 2018

Board approval is requested to contract with Ferrilli Information Group (FIG) to provide consulting services to implement Student Planning in Student Services. FIG will assist with the following work:

- Kick-off meeting with comprehensive LLCC team
- Create project plan and roll-out schedule with LLCC
- Provide LLCC with the data entry requirements documentation and make any necessary recommendations for the use of new or existing forms
- Provide system review of configuration of Student Planning set-up
- Review and update of Degree Audit syntax that is not in line with the Student Planning visualizations
- Internal testing with IT, advisors, and Records staff to determine any issues with the Student Planning setup (onsite or remote, depending on client preference)
- Make recommendations to remediate any system performance issues
- Assistance with Go Live tasks

Budget Impact:

Total Funds Requested:	\$36,000
Source of Funds:	Consulting Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be empowered to create short and long-term academic plans by having access to an easy and intuitive course scheduling solution. Student Planning will strengthen the advising relationship and will provide the support students need to stay engaged.

AGENDA ITEM II.F.3

How will proposed agenda item be measured?
Student engagement

MOTION: Move to approve the contract with Ferrilli Information Group for consulting billed at \$170 per hour not to exceed \$36,000.

III. Action Agenda

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: August 22, 2018

POSITION VACANCIES

Classified

Admissions & Registration Services Rep. (FT)
Building Custodian (FT) - 2

Professional

Programmer Analyst (FT)
Research and Analytics Associate-Data Warehouse Analyst (FT)
Research and Analytics Associate-Statistician (FT)
Retention Specialist (FT)
Student Records Evaluator (FT)

Faculty

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

Retirements

Joanie Rogers	Alumni Services/Foundation Coord. (FT)	10/31/18
Janet Semanik	Foundation Development Specialist (PT)	12/31/18
Laura Wethington	Financial Aid Advisor (FT)	09/30/18

Resignations

Maryjane Million	Enrollment Operations Coordinator (FT)	08/21/18
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: August 22, 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 – FY 17

Sangamon Hall North / Menard Hall – AHU Coils & Valves

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

PHS Projects – FY 18

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 is underway. Bids will be requested in October.

Logan Hall RTU 1 & 2 Replacement

Development of construction documents is underway. Bids will be requested in October.

Sangamon Hall Cooling Tower Stairs Installation

Work is scheduled to begin later this Fall.

Sangamon, Menard, Commons Building Pressurization Mitigation

The project is underway.

Sidewalk Lighting – North Side Main Campus Installation

Work is scheduled to begin later this Fall.

Taylorville Welding Lab Mechanical Upgrades

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

Trutter RTU Replacement

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

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 July 31, 2018

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLC		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	
				Budget Approved / Estimated	Contract Amount						Balance Remaining	Contract % Remaining
FY2017 PHS	70947	Menard Hall Coils & Valves	L	417,002	245,403	78,600	324,002	297,470	26,532	8.19%		
	70948	Sangamon Hall Coils & Valves	L	373,888	302,270	70,495	372,765	330,359	42,406	11.38%		
FY2017 PHS Total				790,890	547,673	149,095	696,767	627,829	68,938	9.89%		
FY2018 PHS	70952	Arc Flash Study - Main Campus	L	21,476	21,476		21,476	4,600	16,876	78.58%		
	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	28,718		28,718	26,648	2,070	7.21%		
	70958	Sangamon Hall Cooling Tower Stairs Installation	L	116,349	106,348		106,348	3,999	102,349	96.24%		
	70959	Sangamon, Menard, Commons Building Pressurization Mitigation	L	240,115	184,860		184,860	32,944	151,916	82.18%		
	70960	Sidewalk Lighting - North Side Main Campus Installation	L	339,960	339,914		339,914	28,989	310,925	91.47%		
	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	119,390	44,512	27.16%		
FY2018 PHS Total				1,740,029	1,191,410		1,191,410	300,556	890,854	74.77%		
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				13,959,119	1,739,083	149,095	1,888,177	928,385	959,792	50.83%		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Notification of April 2019 Board of Trustees Election

DATE: August 22, 2018

Under the legislative statute 110 ILCS 805/3-7 which first went into affect in the 2005 consolidated election, Board members were elected by trustee districts rather than at large. Lincoln Land Community College, District No. 526 is divided into 7 trustee districts. For the 2019 consolidated election, three LLCC Board of Trustees terms will expire.

District 1	6 years, 4 years	Stands for election in 2013, 2019 , 2023
District 2	6 years, 4 years	Stands for election in 2013, 2019 , 2023
District 3	4 years, 6 years	Stands for election in 2013, 2017, 2023
District 4	6 years, 4 years	Stands for election in 2013, 2019 , 2023
District 5	4 years, 6 years	Stands for election in 2013, 2017, 2023
District 6	4 years, 6 years	Stands for election in 2013, 2017, 2023
District 7	4 years, 6 years	Stands for election in 2013, 2017, 2023

Notification has been received that the 2019 election will be held on **April 2, 2019**.

The attached chart lists the dates that have been established by statute for the April 2, 2019 election, and are very important in the election process. The official first day to file nomination papers is December 10, 2018 and runs through December 17, 2018. Further timeline information is provided on the attached page.

AGENDA ITEM IV.A.3.d

Date	Description
Tuesday, September 18, 2018	First day to circulate nomination papers.
Monday, December 10, 2018	First day to file nomination papers.
Monday, December 17, 2018	Last day to file nomination papers.
Monday, December 24, 2018	Last day for filing objections to nomination papers.
Wednesday, December 26, 2018	Last day to conduct a lottery when 2 or more petitions are received simultaneously as of the opening hour of filing period.
Thursday, January 24, 2019	Last day for local election official to certify candidates to the election authority and to file withdrawal of nomination papers.
Thursday, January 31, 2019	Last day for a person to file a notarized declaration of intent to be a write-in candidate.
Tuesday, April 2, 2019	ELECTION DAY
Tuesday, April 23, 2019	Last day for canvassing election results and proclamation of winners. Canvassing will be conducted by the County Clerks.
On or before Tuesday, April 30, 2019	Persons elected on April 2, 2019 must be seated for the new Board's organizational meeting. The organizational meeting must occur after the canvass and within 28 days of the election.

AGENDA MASTER CALENDAR

<p style="text-align: center;">SEPTEMBER 2018</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Mid-Year Tenure Listing • <u>Board Meeting in Taylorville 9/26/18</u> 	<p style="text-align: center;">OCTOBER 2018</p> <ul style="list-style-type: none"> • Financial Audit Review • <u>Board Meeting 10/17/18</u> 	<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 5/4/19 • 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 	<p style="text-align: center;">AUGUST 2019</p> <ul style="list-style-type: none"> • Board Meeting 8/28/19

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Library Resources and Innovation Presentation

DATE: August 22, 2018

Tammy Kuhn-Schnell, Dean of the Library, will present recent initiatives the Library has undertaken, resulting in innovations to its services. The presentation will introduce practices such as student focus groups, resource review projects and a description of select electronic resources used to assist students, faculty and staff.