
LLCC
Board of Trustees
Regular Meeting
September 26, 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**

**PUBLIC HEARING ON FY 2019 COLLEGE BUDGET
WEDNESDAY, SEPTEMBER 26, 2018
5:30 P.M.
LINCOLN LAND COMMUNITY COLLEGE
800 South Spresser
Taylorville, IL 62568**

**AGENDA
REGULAR MEETING**

Wednesday, September 26, 2018
Immediately Following Public Hearing on the Budget

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the September 26, 2018 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

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- C. Student Services Division Items

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VI. Executive Session

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

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday August 22, 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, Mr. Rosenthal and Mr. Shackelford.

B. Pledge of Allegiance

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

C. Adoption of Agenda of the August 22, 2018 Meeting

MOTION NO 8-22-18-1:

Mr. Gates moved to adopt the agenda of August 22, 2018 meeting. Mr. Fulgenzi seconded.

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

D. Introductions and Recognitions

1. Introduction of New Faculty

Vice President Lindquist introduced new members of the Lincoln Land faculty and provided some background information on them. Those include: 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 and Laurenn York – English.

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 8-22-18-2:

Mr. Reichert moved to:

- approve the minutes of the regular meeting of July 25, 2018;
- 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;
- approve out-of-state travel for the attached list of employees;
- ratify the 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;
- approve a purchase order to Cenveo 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;
- approve the purchase of one 2018 Ford Police Interceptor Sedan from Morrow Brothers Ford at a total cost of \$30,135;
- 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;
- 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;
- 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;
- approve the Affiliation Agreement with Southern Illinois University School of Medicine;
- approve the annual CDW-G Microsoft Campus Software and Server Agreements at a total cost of \$104,799.83 and
- approve the contract with Ferrilli Information Group for consulting billed at \$170 per hour not to exceed \$36,000.

Mr. Findley seconded.

Upon roll call vote, those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal, and 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*– None
- E. *Information Technology 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 - None
- c. Monthly Financial Report
- d. Notification of April 2019 Board of Trustees Election

For the 2019 consolidated election, three LLCC Board of Trustees terms will expire: District 1, 2 and 4. A listing of dates, established by statute for the April 2, 2019 election, was included in the agenda. Dr. Warren noted that part of the filing period for nomination papers falls during a time that the main campus is closed and explained arrangements have been made to accept nomination petitions and objections at LLCC’s Capital City Training Center.

- 4. Information Technology Systems – None
- 5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

Dr. Warren noted the September Board meeting would be held in Taylorville with a reception prior to the meeting.

B. President's Report

We welcomed new students to a lunch, presentations and displays last Wednesday and Convocation for faculty and staff last Friday launched the new semester. Most classes started Monday with the last day to add classes this Friday.

On August 8, we expressed our appreciation to HSHS St. John's Hospital for the gift of a new digital detector imaging system for our Radiography lab. Stephen Sabo, System Director for Capital Equipment contracts at HSHS and a 1988 LLCC Radiography graduate joined us as we thanked HSHS for this generous donation. Our students can now practice on the same state of the art equipment they will find in their clinical experiences on the job.

Loggerpalooza was a fun event yesterday featuring a DJ, inflatables, vendor booths and free Quiznos sandwiches.

Quiznos officially opened as our new dining service provider on Monday. Regular semester hours are 7:30 a.m. to 6 p.m. Monday through Thursday and 7:30 a.m. to 3 p.m. Friday when school is in session.

The Academy of Lifelong Learning sponsored the bicentennial speaker series at the Illinois State Museum Sunday on the history of farming in the Great Corn Belt. The Academy held its summer kickoff event August 8 and currently has approximately 425 members.

The Boys and Girls Club of Central Illinois held its final Teen Career Launch session of the summer in late July on campus, learning about geology and careers from LLCC faculty and staff.

The James S. Murray Gallery currently features the ceramic exhibit "Decompose" by Greenville artist Kyle Anderson. An artist's reception will be held August 30 from 5:30-7:30 p.m.

LLCC is getting national attention currently featured as a "spotlight" on the American Association of Community Colleges homepage. The spotlight includes a photo of our board chair, quote from the president and interesting facts about the college. In addition, Community College Daily included a headline and link to our spotlight yesterday mentioning our Highway Construction Careers program.

The fire department was called last Friday to clean up a hazardous material spill. The spill occurred inside a truck that was delivering the material. It was handled according to protocol and cleaned up within a couple hours.

Dr. Warren then gave a brief presentation regarding Enrollment. The board discussed enrollment trends and different factors that affect enrollment numbers. Dr. Warren explained the many initiatives that are in place to attract and retain students.

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

Mr. Findley reported that he would attend the September ICCTA meeting in Peoria.

V. Strategic Discussion

Tammy Kuhn-Schnell, Dean of the Library, presented recent initiatives the Library has undertaken, resulting in innovations to its services. She introduced new practices including: student focus groups, resource review projects and a description of select electronic resources used to assist students, faculty and staff.

VI. Executive Session

MOTION NO. 8-22-18-3:

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

MOTION NO. 8-22-18-4:
Mr. Gates moved to return to open session at 6:52 p.m. Mr. Shackelford 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

VII. Actions from Executive Session

MOTION NO. 8-22-18-5:
Mr. Rosenthal moved to approve the attached personnel actions. Mr. Elmore 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

VIII. Adjournment

MOTION NO. 8-22-18-6:
Mr. Reichert moved to adjourn the meeting. Mr. Fulgenzi 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

The meeting adjourned at 6:53 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: 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: Personnel Matters

DATE: August 22, 2018

We recommend the following personnel actions:



FACULTY

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
John Mark Henry	Professor, Mathematics	Mathematics & Sciences	05/13/22
Taiebeh Hosseinali	Professor, Teacher Education	Social Sciences	05/13/22
Beth Hoffmann	Professor, Communication	Arts & Humanities	05/13/22
Jane Hartman	Professor, Music	Arts & Humanities	05/13/22
Paul Hudson	Professor, Business	Bus. & Technologies	05/13/22
Mary Russo	Professor, Practical Nursing	Health Professions	05/13/22
Claire Gordon	Professor, Communication	Arts & Humanities	05/13/22
Ellen Watkins	Professor, Sociology	Social Sciences	05/13/22
Kevin Kirsch	Professor, Auto CAD	Bus. & Technologies	05/13/22

AGENDA ITEM II.A

Colette D'Cruz
Endeley

Professor,
Economics

Social Sciences

05/13/22

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: September 26, 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 August, 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 August 31, 2018.

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

AGENDA ITEMS II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: September 26, 2018

Name	Meeting	Location	Date	Account	Amount
Allen, Carmen	Competency Based Education Exchange 2018	Orlando, FL	September 24 - 27, 2018	Professional Development	\$2,195
Bradley, Pam	2018 NCLEX Conference	Charlotte, NC	September 24 - 26, 2018	Faculty Development	\$1,163
Suchland, Colin	2018 Annual Assessment Conference	Philadelphia, PA	September 13 - 14, 2018	Faculty Development	\$1,275

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: September 26, 2018

Name	Meeting	Location	Account	Amount
Allen, Carmen	Advanced Technology Education Conference	Washington, DC	Professional Development*	\$1,746
Byer, Shanda	EMS Live 2018	Denver, CO	Professional Development	\$2,435
Byer, Shanda	Financial Student Aid	Atlanta, GA	Professional Development	\$1,870
Creasey, Jeris	EMS Live 2018	Denver, CO	Professional Development	\$2,735
Dockter, Jason	EMS Live 2018	Denver, CO	Professional Development	\$3,493
Frederick, Lesley	Education Advisory Board Executive Forum	Marina del Ray, CA	Professional Development	\$1,228
Kruse, Kyla	National Council for Marketing & Public Relations District 3 Conference	Toledo, OH	Professional Development	\$790
Lindquist, Vern	Education Advisory Board Executive Forum	Marina del Ray, CA	Professional Development	\$953
Lindquist, Vern	Higher Ed Research & Development Institute-South	New Orleans, LA	Professional Development	\$340
McCoy, Jamie	National College Learning Center Association	Niagara Falls, NY	Professional Development	\$1,509
Murphy, Janelle	Radiography Educators Midwest	Davenport, IA	Professional Development	\$64

AGENDA ITEM II.C.2

Shull, Al	Foundation in Art: Theory and Education Conference	Columbus, OH	Faculty Chair Allocation	\$1,507
Walbert, Greg	National Council for Marketing & Public Relations District 3 Conference	Toledo, OH	Professional Development	\$790
Warren, Charlotte	Education Advisory Board Executive Forum	Marina del Ray, CA	Professional Development	\$1,228

**National Science Foundation Grant*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Winter & Spring Athletic Travel

DATE: September 26, 2018

The college recently sought bids from vendors to provide transportation for its regular season Winter & Spring athletic travel. The Winter & Spring athletic teams consist of Men’s Basketball, Women’s Basketball, Men’s Baseball and Women’s Softball. The required mode of transportation is a motor coach to accommodate the team, coaches, passenger’s luggage and a driver. The following is a tabulation of that bid.

Trips	Bales Unlimited, Inc. Shumway, IL	Doc & Norm Direct, LLC Hamel, IL	Peoria Charter Coach Co. Peoria, IL	Windstar Lines, Inc. Carroll, IA
In State Travel (including Missouri, and Indiana)	\$49,650	\$47,215	\$55,431	\$45,700
Baseball Spring Trip	\$12,300	\$13,650	\$13,302	\$13,000
Softball Spring Trip	\$13,750	\$15,000	\$15,464	\$13,000
Total Cost to Provide All Transportation for All Trips <i>(In State & Out of State)</i>	\$75,700*	\$69,590 - \$75,865***	\$84,197**	\$71,700

**Does not meet expectations due to age of vehicles*

***ALL OR NONE bid*

****Range depends on rental of a 40-passenger or 55-passenger bus*

The following companies were mailed an Invitation to Bid, but chose not to respond: J.D. Transit, Cowden, IL; Sunshine Tours USA, Winter Springs, FL; The Cutting Edge Limousine, Springfield, IL and Vandalia Bus Lines, Caseyville, IL.

AGENDA ITEM II.E.1

Budget Impact:

Total Funds Requested: \$71,700
Source of Funds: Institutional Equipment Rental
Projected Revenue: n/a
Projected Savings: n/a

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 Windstar Lines, Inc. to provide transportation for in-state and out-of-state Winter and Spring athletic travel in accordance with the terms, conditions, and specifications of Invitation to Bid FY2019-7.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Cargo Van for Central Receiving

DATE: September 26, 2018

Our current lease with Union Leasing Inc. is due to expire soon on our cargo van. Based on the current mileage, wear and tear, and the warranty of the vehicle, it would be in the best interest of the college to return the current vehicle and purchase a new one. 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 2019 Ford T150 Transit Cargo Van from Landmark Ford in Springfield at a total delivered cost of \$31,348.36. The vehicle is available through Central Management Systems on state contract pricing.

Budget Impact:

Total Funds Requested: \$31,348.36
Source of Funds: FY19 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 the purchase of one 2019 Ford T150 Transit Cargo Van from Landmark Ford at a total cost of \$31,348.36.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: September 26, 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 four Microsoft classes in the month of September. Training will be held on-site at the Capital City Training Center.

The Health Professions Department seeks approval to enter into a clinical site agreement with Mason District Hospital to provide clinical site experience to students enrolled in the Occupational Therapy Assistant Program. Mason District Hospital has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Kindred Rehab Services, Inc. d/b/a RehabCare to provide clinical site experience to students enrolled in the Occupational Therapy Assistant Program. Kindred Rehab Services, Inc. d/b/a RehabCare has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Heritage Manor - Litchfield d/b/a Heritage Health to provide clinical site experience to students enrolled in the Certified Nursing Assistant Program. Heritage Manor - Litchfield d/b/a Heritage Health has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Sunny Acres to provide clinical site experience to students enrolled in the Certified Nursing Assistant Program. Sunny Acres has facilities suitable for the educational needs of the students.

AGENDA ITEM II.F.1

MOTION: Move to approve the clinical site agreement with Mason District Hospital; approve the clinical site agreement with Kindred Rehab Services, Inc. d/b/a RehabCare; approve the clinical site agreement with Heritage Manor – Litchfield d/b/a Heritage Health and approve the clinical site agreement with Sunny Acres.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
	<i>Items as Informational: Contracts under the DoIT Intergovernmental Agreement</i>				
September 2018 IDOT BOA	The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide four Microsoft classes in the month of September. Training will be held on-site at the Capital City Training Center.	Illinois Department of Transportation	Capital City Training Center	\$5,640	September 1, 2018 through September 30, 2018
			TOTALS	\$5,640	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Mason District Hospital	The Health Professions Department seeks approval to enter into a clinical site agreement with Mason District Hospital to provide clinical site experience to students enrolled in the Occupational Therapy Assistant Program. Mason District Hospital has facilities suitable for the educational needs of the students.	Mason District Hospital	Health Professions/ Occupational Therapy Assistant Program	September 26, 2018 through Indefinite
Clinical Site Agreement with Kindred Rehab Services, Inc. d/b/a RehabCare	The Health Professions Department seeks approval to enter into a clinical site agreement with Kindred Rehab Services, Inc. d/b/a RehabCare to provide clinical site experience to students enrolled in the Occupational Therapy Assistant Program. Kindred Rehab Services, Inc. d/b/a RehabCare has facilities suitable for the educational needs of the students.	Kindred Rehab Services, Inc. d/b/a RehabCare	Health Professions/ Occupational Therapy Assistant Program	September 26, 2018 through September 25, 2019
Clinical Site Agreement with Heritage Manor – Litchfield d/b/a Heritage Health	The Health Professions Department seeks approval to enter into a clinical site agreement with Heritage Manor - Litchfield d/b/a Heritage Health to provide clinical site experience to students enrolled in the Certified Nursing Assistant Program. Heritage Manor - Litchfield d/b/a Heritage Health has facilities suitable for the educational needs of the students.	Heritage Manor – Litchfield d/b/a Heritage Health	Health Professions/ Certified Nursing Assistant Program	July 1, 2018 through June 30, 2019
Clinical Site Agreement with Sunny Acres	The Health Professions Department seeks approval to enter into a clinical site agreement with Sunny Acres to provide clinical site experience to students enrolled in the Certified Nursing Assistant Program. Sunny Acres has facilities suitable for the educational needs of the students.	Sunny Acres	Health Professions/ Certified Nursing Assistant Program	July 1, 2018 through June 30, 2019

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Aviation Lighting Upgrade – Contractor Recommendation

DATE: September 26, 2018

Sealed proposals were received by the Construction Managers office on August 28 for the Aviation Lighting Upgrade project. The bid results below are within the established project budget.

Contractor	Base Bid
Anderson Electric, Inc. Springfield, IL	\$26,775.00
B&B Electric, Inc. Springfield, IL	\$33,080.00
Egizii Electric Inc. Springfield, IL	\$37,950.00
Lindsey Electric, Inc. Springfield, IL	\$33,578.50

The following companies were issued bid documents but chose not to submit a proposal: none

Budget Impact:

Total Funds Requested: \$29,475
(\$26,775 Bid Amount + \$2,700 Contingency)

Source of Funds: Insurance & FFE

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?

AGENDA ITEM II.I.1

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 Anderson Electric, Inc. in the amount of \$26,775 and to establish a project contingency in the amount of \$2,700 for an aggregate amount of \$29,475 to complete the Aviation Lighting Upgrade at the Levi, Ray and Shoup, Inc. Aviation Center at LLCC.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fiscal Year 2019 Budgets

DATE: September 26, 2018

Included under separate cover is the final draft of the Fiscal Year 2019 Operating Budget. There have been no changes to the Tentative Budget except for updating FY 2018 fund balances at year end. The FY 2019 Final Operating Budget in draft form, is balanced and provides for revenues of \$45,351,614 and expenditures of \$45,351,614.

The tax levy that will come before the Board in December of 2018 will provide for the extension of property tax in the calendar year 2018. In accordance with GASB 34, the FY 2019 budget reflects 50% of the revenue from the calendar year 2017 levy as well as 50% of the projected revenues from the calendar year 2018 levy.

Budgets are also included for the following funds, which are supported by the annual tax levy:

- Liability Protection & Settlement (Fund 12) is used to fund insurance, risk management, safety and security expenditures.
- Audit (Fund 11) provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety annual tax levy funds and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self-sufficient, such as the bookstore, food service, Capital City Center, Child Care Center and Community Programming.
- Employee Benefit (Fund 16) serves as the College's self-insurance fund.

AGENDA ITEM III.D.1

- Restricted Purpose Grants (Fund 06) includes monies restricted by state and federal grants.
- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the “internal bank” which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2019 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations & Maintenance Restricted Fund which has sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

MOTION: Move (1) to adopt the attached resolution approving the FY 2019 Operating Budget and (2) to approve the FY 2019 Capital Budget as presented.

FISCAL YEAR 2019 BUDGET RESOLUTION

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 and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2018 and ending June 30, 2019; and

WHEREAS, the Secretary of said Board of Trustees has made such budget in tentative form conveniently available to public inspections for at least 30 days prior to final action thereon; and

WHEREAS, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 26, 2018; and

WHEREAS, report availability for public inspection on such budget and of such public hearing was given by publication in (a) newspapers published in said district at least 30 days prior to the time of such hearing; and

WHEREAS, it appears that all legal requirements for the adoption of such budget have been done and performed;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the fiscal year for the district is declared as being July 1, 2018 and ending June 30, 2019.

Section 2. That the budget containing a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year is adopted as the budget for this district for the aforesaid fiscal year, a copy of said budget being attached hereto and by reference made a part hereof.

Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Facilities Master Planning Services

DATE: September 26, 2018

Several factors are converging which necessitate an update to the Facilities Master Plan. Those factors include the following:

- The ICCB requires updates to Facilities Master Plans on a five-year basis. Our last full Facilities Master Plan was completed in 2011 and a small update was made in 2014. An up-to-date master plan is required in order to submit capital projects to the state for potential funding.
- Four departments (Human Resources, Information Technology, Foundation, and Institutional Research and Effectiveness) that serve critical needs of the institution are co-located in an area that they have outgrown.
- SIU has vacated approximately one-half of the space they lease in Montgomery Hall and the bonds for construction of that building have been fully paid.

The college has asked Demonica Kemper Architects (DKA) to lead us through the Facilities Master Plan process. DKA provided excellent services to the college when leading the programming efforts during the design and construction of the Workforce Careers Center and when conducting the 2011 Facilities Master Plan and the 2014 update to the Facilities Master Plan. They are intimately familiar with our campus and with many of the stakeholders they would be working with on the project. Due to the college's previous working relationship with DKA, we may contract with them without engaging the quality selection process. The Facilities Master Plan project is expected to begin in October 2018 and continue for approximately 6 months. The project will include inventory and analysis of current space, focus group meetings involving all college locations, and recommended projects and phasing. DKA's proposed fee for the Facilities Master Plan services is a fixed fee of \$59,000 and estimated reimbursable expenses of \$5,000. We recommend acceptance of their proposal, which we feel, is reasonable for the services to be provided.

AGENDA ITEM III.D.2

Budget Impact:

Total Funds Requested: \$59,000 plus reimbursable expenses estimated at \$5,000
Source of Funds: Operating Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to accept the proposal from Demonica Kemper Architects in the amount of \$59,000 plus reimbursable expenses estimated at \$5,000 to provide Facilities Master Planning Services for the college.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: September 26, 2018

POSITION VACANCIES

Classified

Building Custodian (FT) – 3
Financial Aid Representative (FT)

Professional

Enrollment Coordinator (FT)
Police Officer (FT)
Research and Analytics Associate-Data Warehouse Analyst (FT)
Retention Specialist (FT)

Faculty

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

Resignations

Kevin Cline	Grounds Maintenance Worker (FT)	09/27/18
Jimmy Montgomery	Police Officer (FT)	09/07/18

HIRES

Cody Cox	Research & Analytics Assoc.- Statistician (FT)	01/02/19
Dave Sexton	Programmer Analyst I (FT)	09/19/18

Promotions

Chelsea Vance	Student Records Evaluator (FT)	09/26/18
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: September 26, 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 closeout 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 complete.

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 complete. The project closeout documents are being finalized.

Trutter RTU Replacement

The project is substantially complete. The project closeout 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 August 29, 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		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		16,131	2,014	11.10%
	70954	Capital City Training Center Roof Replacement	L	182,520	156,526		156,526		110,241	46,285	29.57%
	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	145,602	15,937		15,937		4,703	11,234	70.49%
	70956	Logan Hall RTU 1 & 2 Replacement	L	305,380	29,280		29,280		8,205	21,075	71.98%
	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		70,724	114,136	61.74%
	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		137,876	26,026	15.88%
FY2018 PHS Total				1,706,612	1,162,692		1,162,692		439,242	723,449	62.22%
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				13,925,702	1,710,365	149,095	1,859,459	-	1,067,072	792,387	42.61%

AGENDA MASTER CALENDAR

<p style="text-align: center;">OCTOBER 2018</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • <u>Board Meeting 10/17/18</u> 	<p style="text-align: center;">NOVEMBER 2018</p> <ul style="list-style-type: none"> • 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"> • Board of Trustees Election/Reorganization • Seating of 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 5/9/19 • 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 	<p style="text-align: center;">SEPTEMBER 2019</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Board Meeting 9/25/19

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC - Taylorville

DATE: September 26, 2018

Dee Krueger, Director, LLCC – Taylorville will welcome the Board and provide a brief overview of LLCC – Taylorville operations.