
LLCC
Board of Trustees
Regular Meeting
October 17, 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, October 17, 2018
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the October 17, 2018 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of September 26, 2018.... 6
- B. Ratify Payment of All Cash Disbursements for September and the
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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**

A Public Hearing on the Lincoln Land Community College FY 2019 Operating Budget was held on Wednesday, September 26, 2018 at 5:30 p.m. LLCC – Taylorville, 800 S. Spesser, with Chairman Shackelford presiding.

Chairman Shackelford convened the Public Hearing, opening the floor for public comment. With there being no remarks, the Public Hearing was declared closed.

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 commenced at 5:35 pm.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Chairman Shackelford led the audience in the pledge of allegiance.

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

MOTION NO. 09-26-18-1:

Mr. Elmore moved allow Mr. Fulgenzi to join the meeting via phone. Mr. Gates seconded.

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

Mr. Fulgenzi joined the meeting in progress.

C. Adoption of Agenda of the September 26, 2018 Meeting

MOTION NO 9-26-18-2:

Mr. Reichert moved to adopt the agenda of September 26, 2018 meeting. Mr. Gates seconded.

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

D. Introductions and Recognitions – None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 9-26-18-3:

Mr. Gates moved to:

- approve the minutes of the regular meeting of August 22, 2018;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during August 2018 and ratify the August Treasurer's Report;
- ratify out-of-state travel for the attached list of employees;
- approve out-of-state travel for the attached list of employees;
- 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;
- approve the purchase of one 2019 Ford T150 Transit Cargo Van from Landmark Ford at a total cost of \$31,348.36;
- approve the clinical site agreement with Mason District Hospital; approve the clinical site agreement with Kindred Rehab Services, Inc. d/b/a Rehab Care; approve the clinical site agreement with Heritage Manor – Litchfield d/b/a Heritage Health and approve the clinical site agreement with Sunny Acres and
- 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.

Mr. Rosenthal seconded.

Upon roll call vote, those members voting aye were Mr. Elmore, 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 Items

1. Fiscal Year 2019 Budgets

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.
- 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 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.

MOTION NO. 9-26-18-4:

Mr. Shackelford moved to (1) adopt the resolution approving the FY 2019 Operating Budget and (2) to approve the FY 2019 Capital Budget as presented. Mr. Rosenthal seconded.

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

2. Updated Facilities Master Plan

Several factors make it necessary to update 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 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 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.

Due to the college's previous working relationship with Demonica Kemper Architects (DKA), we may contract with them without engaging the quality selection process. The project is expected to begin in October 2018 and continue for 6 months. The project will include inventory and analysis of current space, focus group meetings involving all college locations, 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. Dr. Warren distributed a copy of the focus group questionnaire and invited the boards input as well.

MOTION NO. 9-26-18-5:

Mr. Gates moved 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. Mr. Reichert seconded.

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

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 - None
4. Information Technology – None
5. Workforce Development and Community Education - None
6. Executive Division
 - a. Review of Agenda Master Calendar

Dr. Warren reminded board members that the October meeting date was changed to October 17, 2018.

B. President's Report

Our Agriculture Department was named in the list of the top 20 two-year colleges for precision agriculture and related fields by PrecisionAg.com. Results were based on a survey that factored in the best reputation in education, hands-on training and graduate job placement for precision agriculture. PrecisionAg is an independent global media enterprise providing precision agriculture information and analysis.

We hosted 24 area restaurant employers Monday at an apprenticeship meeting led by the National Restaurant Association Educational Foundation. They have developed a national hospitality apprenticeship program through a grant from the U.S. Department of Labor. The program places individuals in paid apprenticeships focused on management-level positions in the hospitality and food service industries.

Many prospective students were on campus this month. The fourth annual Agriculture Career Expo on September 7 showcased the LLCC Ag Program and the many job opportunities available in agriculture, with more than 30 students from 31 high schools in attendance.

All New Berlin 7th and 8th grade students, their teachers and aides visited campus on September 11 for tours and presentations.

LLCC Social Sciences hosted a Constitution Day presentation entitled "The Constitution and Democracy: A Discussion, while Student Life sponsored a constitution trivia contest and voter registration drive.

The "All Lit Up" Arts and Humanities Festival is being held this week with a storytelling workshop, film showing and discussion, the annual banned books reading, "A Day at LLCC" social media page and open mic reading.

The Academy of Lifelong Learning sponsored a talk on "Illinois in Art and Literature" at the Illinois State Museum as part of the state's bicentennial observance.

Quiznos is hosting its grand opening all this week with specials and giveaways. Meanwhile, Bistro Verde is now open Tuesdays and Thursdays through November 16 with student-made, to-go items.

Dr. Warren advised the board that she, along with Trustee Findley, attended the ICCTA meetings in Peoria. She distributed a copy of the survey that ICCTA has put together to help guide the future of the association. She indicated that the surveys could be filled out and returned to her or they can be submitted online.

Dr. Warren explained to the board that LLCC is currently exploring cost saving alternative energy projects at the Jacksonville and Litchfield locations. Michelle Knox from WindSolarUSA was present to answer questions. WindSolarUSA would be the consultants providing the support, designing and developing the project. Mr. McDonald

AGENDA ITEM II.A

explained the scope, timeline and approximate costs of the project. After board discussion, all agreed to have Mr. McDonald proceed with the application process.

- 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*

V. Strategic Discussion

Dee Krueger, Director, LLCC – Taylorville welcomed the Board and provided a brief overview of LLCC – Taylorville operations.

VI. Executive Session

MOTION NO. 9-26-18-6:

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

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

MOTION NO. 9-26-18-7:

Mr. Gates moved to return to open session at 8:12 p.m. Mr. Elmore seconded.

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

VII. Actions from Executive Session

MOTION NO. 9-26-18-8:

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

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

VIII. Adjournment

MOTION NO. 9-26-18-9:

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

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

The meeting adjourned at 8:13 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: 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

AGENDA ITEM II.A

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.A

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: Personnel Matters

DATE: September 26, 2018

We recommend the following personnel actions:



FACULTY

- A. Approve the change in retirement date for Frank Marsaglia, Professor-Computer Networking, from July 31, 2022 to December 14, 2018. The Board of Trustees had approved Mr. Marsaglia's original retirement date at their regular monthly meeting on May 23, 2018.

ADMINISTRATOR

- A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Lisa Collier	Associate VP, Enrollment Services	Enrollment Services	12/31/18

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

<u>Adjunct Name</u>	<u>Class Section</u>	<u>Class Section Title</u>
Adams, Melissa	ADN-232-01	Adult Health Nursing
Ahmad, Munib	MAT-081-10	Developmental Arithmetic I
Ahmad, Munib	MAT-082-10	Develop Arithmetic II & Prealg
Al-Basha, Sam	MAT-087-04	Prep Math for Gen Ed Math I
Al-Basha, Sam	MAT-097-04	Prep Math for Gen Ed Math II
Al-Basha, Sam	MAT-094-06	Developmental Int Algebra I
Al-Basha, Sam	MAT-096-06	Developmental Int Algebra II
Alexander, Kimberly	CSS-100-01	College Success Skills
Allen, Cole	AUT-109-03	Auto Business Management
Allen, Cole	AUT-107-03	Steering and Alignment

AGENDA ITEM II.A

Allen, Jason	BIO-101-01	General Biology
Allen, Jason	BIO-101-03	General Biology
Armbruster, Anne	CSS-100-04	College Success Skills
Armour, Gary	BIO-220-05	Microbiology
Armour, Gary	BIO-220-04	Microbiology
Armour, Gary	BIO-111-09	Principles of Biology I
Avendano, Lisa	EGL-098-04	Basic English
Avendano, Lisa	WRI-001-01	Writing Center
Avendano, Lisa	WRI-001-01	Writing Center
Bach, Gary	DGM-100-02	Introduction to Digital Media
Badgley, Lori	RCP-111-01	Basic Therapeutic Practices
Badgley, Lori	RCP-119-01	Clinical Practice I
Badgley, Lori	RCP-241-01	Adv Cardiopulmonary Diagnostic
Badgley, Lori	RCP-242-01	Neonatal/Ped Adv Life Sup & R
Badgley, Lori	RCP-249-01	Clinical Practice IV
Bantner-Dunn, Paula	EMS-101-01	Emergency Medical Technician
Bernahl, Joni	CTC-123-01	Microsoft Windows Operating Sy
Blackburn, Jessie	CSS-100-06	College Success Skills
Bommarito, Debra	RDG-099-05	Reading/Study Techniques
Bommarito, Debra	RDG-098-04	Basic Reading Skills
Branham, Terri	CLA-141-01	Introduction to Bakeshop
Branham, Terri	CLA-142-01	Pastry Arts
Broderick, Victor	PSY-210-01	Educational Psychology
Brown, Linda	CAS-121-02	Computer Applications and Conc
Brown, Linda	CAS-121-05	Computer Applications and Conc
Brown, Peggy	RDG-098-09	Basic Reading Skills
Burklow, Nancy	ACC-103-05	Financial Accounting
Campbell, Laura	ANT-101-01	Introduction to Anthropology
Campbell, Laura	ANT-101-02	Introduction to Anthropology
Carey, Matthew	PHI-204-02	Introduction to Philosophy
Carey, Matthew	HUM-101-05	Introduction to Humanities
Carey, Matthew	PHI-205-04	Ethics: Morality & Contemporary Values
Carey, Matthew	PHI-204-03	Introduction to Philosophy
Caughey, Lucinda	CNC-142-01	Intro to Ethics, Security & NE
Cecil, Joyce	NAS-101-06	Basic Nurse Assistant
Chan, SeeTsai	MUS-110-01	College Choir
Chernowsky, Amy	FYE-101-01	First-Year Experience
Ciaccio, Joseph	ART-101-05	Art Appreciation
Clancy, John	HIS-101-11	Hist of Western Civilization I
Clancy, John	HIS-102-03	Hist of Western Civilization II
Coderko, Maria	MAT-141-04	Introductory Statistics
Coderko, Maria	MTC-001-01	Math Center
Coet-Hanna, Debra	RDG-098-01	Basic Reading Skills
Coet-Hanna, Debra	RDG-098-02	Basic Reading Skills
Coet-Hanna, Debra	RDG-098-03	Basic Reading Skills
Collins, Steven	TEM-103-02	Vocational-Technical Math
Collins, Steven	MAT-087-06	Prep Math for Gen Ed Math I

AGENDA ITEM II.A

Collins, Steven	MAT-097-06	Prep Math for Gen Ed Math II
Collins, Steven	MAT-096-17	Developmental Int Algebra II
Collins, Steven	MAT-094-17	Developmental Int Algebra I
Collins, Todd	MAT-141-07	Introductory Statistics
Collins, Todd	MAT-141-11	Introductory Statistics
Cooke-Graham, Alana	PSY-220-06	Human Development
Coplea, Wynne	CMN-101-42	Public Speaking Fundamentals
Cox, Benjamin	EGL-101-24	Composition I
Cox, Benjamin	EGL-099-19	Basic Writing Skills
Cox, Benjamin	EGL-101-23	Composition I
Cox, Cody	MAT-087-07	Prep Math for Gen Ed Math I
Cox, Cody	MAT-097-07	Prep Math for Gen Ed Math II
Cox, Cody	MAT-141-12	Introductory Statistics
Cox, Cody	MTC-001-01	Math Center
Cox, William	CTC-125-01	Cisco IT Essentials I
Cunningham, Melissa	ART-101-07	Art Appreciation
Daniel, Pamela	CMN-101-21	Public Speaking Fundamentals
Daniel, Pamela	CMN-101-22	Public Speaking Fundamentals
Daniel, Pamela	CMN-101-23	Public Speaking Fundamentals
Davin, Kirsten	BIO-175-09	Human Anatomy & Physiology I
Davin, Kirsten	HLT-109-04	Medical Terminology
Davis, Lisa	EGL-102-11	Composition II
Davis, Monique	CMN-101-17	Public Speaking Fundamentals
De Castro, Reynald	GEO-101-03	Physical Geology
Deaver, Meghan	NAS-101-12	Basic Nurse Assistant
Dickey, Ashley	ART-101-01	Art Appreciation
Dickey, Ashley	ART-101-03	Art Appreciation
Dickey, Ashley	ART-101-08	Art Appreciation
Doran, Rose	PSY-101-21	Introduction to Psychology
Doran, Rose	PSY-101-30	Introduction to Psychology
Doran, Rose	PSY-220-04	Human Development
Doran, Rose	PSY-250-03	Abnormal Psychology
Durairaj, Srinivasan	BIO-220-02	Microbiology
Durham, Deborah	BIO-170-02	Human Nutrition
Durham, Deborah	BIO-170-03	Human Nutrition
Eaton, Amanda	SOC-101-20	Introduction to Sociology
Eaton, Amanda	SOC-110-03	Social Problems
Eaton, Eric	BIO-101-08	General Biology
Edwards, Kristi	BIO-175-10	Human Anatomy & Physiology I
Elliott, Tiffany-Anne	EGL-114-02	Intro to the Film as Literature
Elliott, Tiffany-Anne	EGL-102-13	Composition II
Elliott, Tiffany-Anne	WRI-001-01	Writing Center
Ervin, Jessica	CAS-102-03	Microsoft Windows
Fargo Ware, Charlyn	HSP-107-02	Food Service Sanitation
Fargo Ware, Charlyn	CLA-141-02	Introduction to Bakeshop
Fenton, Tami	MAT-081-16	Developmental Arithmetic I
Fenton, Tami	MAT-082-16	Develop Arithmetic II & Prealg

AGENDA ITEM II.A

Ferreira, Nick	EMS-201-01	Paramedic - Pathophysiology
Ferreira, Nick	MCS-251-01	Certificate Internship
Fines, Elizabeth	CMN-101-26	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-27	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-10	Public Speaking Fundamentals
Fines, Elizabeth	CMN-101-28	Public Speaking Fundamentals
Fletcher, Robert	FLM-101-03	Introduction to Film Art
Fletcher, Robert	FLM-101-02	Introduction to Film Art
Fletcher, Samantha	BIO-101-09	General Biology
Flynn, Susan	SOC-101-16	Introduction to Sociology
Flynn, Susan	SOC-101-22	Introduction to Sociology
Ford, Christopher	AUT-103-03	Basic Engine Performance
Ford, Christopher	AUT-203-02	Power Trains & Man Transmission
Ford, Cody	WEL-101-02	Shielded Metal Arc Welding I
Ford, Cody	WEL-104-02	MIG Welding
Freml, John	HUM-102-01	Intro to Women's Studies
Fricke, Dana	PSY-101-23	Introduction to Psychology
Friend, Duane	GEG-201-02	Intro to Weather and Climate
Friend, Duane	GEG-201-03	Intro to Weather and Climate
Friend, Duane	GEG-103-04	Physical Geography
Garcia, William	AUT-101-03	Fund Automotive Technologies
Garvin, Cheryl	ACC-100-02	Introduction to Accounting
Goleash, Joseph	BUS-101-05	Business Law I
Goleash, Joseph	BUS-101-01	Business Law I
Graff, Andrea	POS-101-19	Intro to American Politics
Graham, Valerie	NDT-112-01	EEG Skills Lab
Graham, Valerie	NDT-244-01	Neurodiagnostic Procedures
Guerrero, Andrea	EGL-098-08	Basic English
Happe-Shelton, Dorothy	BIO-101-14	General Biology
Happe-Shelton, Dorothy	BIO-101-15	General Biology
Harkins, Clinton	CRJ-101-02	Criminology
Harvey, Sonja	ADN-121-01	Nursing Leadership
Harvey, Sonja	ADN-243-02	Healthcare Populations
Harvey, Sonja	ADN-243-02	Healthcare Populations
Hayes, Richard	PSY-101-25	Introduction to Psychology
Hayes, Richard	PSY-101-16	Introduction to Psychology
Hazdra, Michael	WEL-101-04	Shielded Metal Arc Welding I
Hazdra, Michael	WEL-103-06	Shielded Metal Arc Welding II
Henrikson, Amy	HIS-111-06	United States History to 1877
Henrikson, Amy	HIS-112-01	United States Hist Since 1877
Henrikson, Amy	HIS-112-05	United States Hist Since 1877
Hinman, Carl	FST-111-01	Basic Ops Fire Fighter I
Howland, Ryan	CRJ-114-03	Introduction to Human Services
Huddleston, Keith	PSY-101-20	Introduction to Psychology
Huddleston, Keith	PSY-101-26	Introduction to Psychology
Huddleston, Keith	PSY-101-29	Introduction to Psychology
Humphrey, Tim	HUM-112-01	Leadership Development

AGENDA ITEM II.A

Jamison, John	CAS-109-01	Introduction to Technology
Jamison, John	ESI-101-09	Employability Skills
Joiner, Vicki	EGL-099-23	Basic Writing Skills
Joiner, Vicki	EGL-099-24	Basic Writing Skills
Joiner, Vicki	EGL-099-26	Basic Writing Skills
Jones, Amanda	NAS-101-03	Basic Nurse Assistant
Jungjohann, Valerie	FRE-101-01	Elementary French I
Katz, Barnaby	HUM-101-06	Introduction to Humanities
Kaye, Melinda	MUS-108-01	Music in America
Kaye, Melinda	MUS-108-02	Music in America
Kaye, Melinda	MUS-108-03	Music in America
Kean, Charles	EMS-101-02	Emergency Medical Technician
Keeley, Sean	CLA-131-03	Food Production I
Kelly, Sean	HSP-201-01	Beverage Management
Kennedy, Daphne	BUS-121-08	Introduction to Business
Kennedy, Daphne	BUS-125-02	Entrepreneurship
Kohaus, Robert	HSP-201-01	Beverage Management
Kuzmina-Kok, Elena	CHE-100-05	Contemporary Chemistry
Lamb, Molly	HLT-201-01	Health in Today's Society
Lane, Sheridan	HSP-200-01	Café Sales and Management
Lane, Sheridan	HSP-115-02	Restaurant Management
Lascelles, Lori	NAS-101-01	Basic Nurse Assistant
Laub, Jill	CAS-121-04	Computer Applications and Conc
Leach, Tanechaka	HSP-201-01	Beverage Management
Leopold, Susan	RDG-099-10	Reading/Study Techniques
Lesko, Daniel	EGL-114-05	Intro to the Film as Literature
Lewis-Fritz, Laurie	MUS-104-01	Music Appreciation
Lewis-Fritz, Laurie	MUS-104-02	Music Appreciation
Liberati, Teresa	BIO-220-06	Microbiology
Liberati, Teresa	BIO-176-03	Human Anatomy & Physiology II
Linscott, Steven	PSY-101-02	Introduction to Psychology
Lister, Abby	ACC-103-07	Financial Accounting
Ludwinski, Michael	HIS-101-03	History of Western Civilization I
Ludwinski, Michael	HIS-102-01	History of Western Civilization II
Lynn, Amanda	MAT-141-10	Introductory Statistics
Madson, Cheri	RDG-099-07	Reading/Study Techniques
Madson, Cheri	RDG-098-07	Basic Reading Skills
Madson, Cheri	RDG-099-08	Reading/Study Techniques
Maeda, Toshihiro	JPN-101-01	Elementary Japanese I
Maeda, Toshihiro	JPN-201-01	Intermediate Japanese I
Marsaglia, Alex	CNC-125-01	Cisco Academy II
Martin, Charles	BUS-121-09	Introduction to Business
Mason, Brent	BUS-126-01	Fundamentals of E-Business
Mason, Brent	BUS-204-01	Management
McCoy, Jamie	ADN-111-01	Introduction to Pharmacology
McCoy, Linda	CAS-121-08	Computer Applications and Conc
McFadden, Michael	CRJ-100-04	Intro to Criminal Justice System

AGENDA ITEM II.A

McFadden, Michael	CRJ-264-02	Courts and Victim Services
Mellor, Jessica	CHE-100-09	Contemporary Chemistry
Metcalf, Lewis	ECO-131-04	Principles of Economics I
Meyer, Art	ECO-132-01	Principles of Economics II
Mhaskar, Yashanad	MTC-001-01	Math Center
Moore, Patrick	SOC-101-12	Introduction to Sociology
Moore, Patrick	SOC-201-02	Sociology of the Family
Moore, Sierra	ART-101-04	Art Appreciation
Moran-Cortes, Elena	EGL-099-22	Basic Writing Skills
Morrow, Wanda	CSS-100-05	College Success Skills
Mose, Bryan	COS-100-01	Introduction to Keyboarding
Myers, Edward	EGL-101-33	Composition I
Myers, Edward	EGL-114-04	Intro to the Film as Literature
Myers, Edward	WRI-001-01	Writing Center
Myers, Laurie	EGL-101-17	Composition I
Myers, Laurie	EGL-102-10	Composition II
Myers, Laurie	WRI-001-01	Writing Center
Neuman, Stephanie	ECE-121-01	Introduction to Early Childhood
Neuman, Stephanie	ECE-121-01	Introduction to Early Childhood
O'Hare, Theresa	MUS-104-04	Music Appreciation
Olmsted, Tim	POS-101-17	Introduction to American Politics
Paca, Stephen	MAT-094-04	Developmental Int Algebra I
Paca, Stephen	MAT-096-04	Developmental Int Algebra II
Paca, Stephen	AT-087-03	Prep Math for Gen Ed Math I
Paca, Stephen	MAT-097-03	Prep Math for Gen Ed Math II
Paca, Stephen	MAT-088-10	Developmental Beg Algebra I
Park, Sean	ECO-131-10	Principles of Economics I
Pentzien, Christy	EGL-102-20	Composition II
Pfaffe, Jeffrey	CHE-100-08	Contemporary Chemistry
Pfaffe, Jeffrey	CHE-100-06	Contemporary Chemistry
Power, Stacie	RJ-114-04	Introduction to Human Services
Ray, Mary Beth Ray	PSY-101-31	Introduction to Psychology
Reents, Judy	NAS-101-01	Basic Nurse Assistant
Rees, Jonathan	EGL-101-18	Composition I
Reichert, Randal	EGL-114-03	Intro to the Film as Literature
Reynolds, Susan	BIO-101-06	General Biology
Reynolds, Susan	BIO-101-02	General Biology
Rhoades, Brooke	EGL-099-25	Basic Writing Skills
Rhoades, Brooke	EGL-102-23	Composition II
Rhoades, Brooke	GL-101-32	Composition I
Rhoades, Brooke	WRI-001-01	Writing Center
Rhodes, Laura	ECE-219-01	Infant and Toddler Care and Ed
Rickel, Coral	OTA-103-01	Psychosocial Interventions
Rickel, Coral	OTA-104-01	Introduction to Field Work
Rickel, Coral	OTA-206-01	Developmental Interventions
Roberts, Dwight	ACC-110-01	Federal Income Tax
Roberts, Tracey	MAT-088-07	Developmental Beg Algebra I

AGENDA ITEM II.A

Roberts, Tracey	MAT-092-07	Developmental Beg Algebra II
Rogers, Dick	AUB-110-01	Basic Auto Body Repair
Rogers, Dick	AUB-140-02	Mig and Spot Resistant Welding
Rogers, Elmer	ELM-103-01	Principles of Electricity and
Rogers, Elmer	ELM-105-02	Principles of Transformers & AC Circ
Running, William	CHE-101-05	General Chemistry I
Running, William	CHE-101-06	General Chemistry I
Ryals, Renee	ACC-103-09	Financial Accounting
Salm, Coravonne	EGL-099-20	Basic Writing Skills
Salm, Coravonne	EGL-099-21	Basic Writing Skills
Salm, Coravonne	EGL-098-06	Basic English
Sanders, Cody	BIO-176-05	Human Anatomy & Physiology II
Sanders, Cody	BIO-175-12	Human Anatomy & Physiology I
Savage, Stacey	RDG-098-10	Basic Reading Skills
Schafer, Erin	EGL-102-15	Composition II
Schafer, Erin	EGL-101-25	Composition I
Schafer, Erin	EGL-102-07	Composition II
Schafer, Erin	EGL-102-22	Composition II
Schenk, Deana	HUM-101-04	Introduction to Humanities
Schenk, Deana	HUM-101-03	Introduction to Humanities
Schenk, Deana	EGL-101-20	Composition I
Schoemaker, Shannan	HIS-111-07	United States History to 1877
Schrage, Toni	RDG-098-05	Basic Reading Skills
Scobbie, Dennis	BIO-107-06	Human Biology
Scobbie, Dennis	BIO-175-14	Human Anatomy & Physiology I
Seidel, Howard	HSP-138-01	Cul Purch & Food Cost Control
Sellars, Jennifer	CAS-121-07	Computer Applications and Conc
Shankland, Christopher	BIO-175-11	Human Anatomy & Physiology I
Sim, Darlene	BUS-125-03	Entrepreneurship
Sipes, Larry	MAT-081-13	Developmental Arithmetic I
Sipes, Larry	MAT-082-13	Develop Arithmetic II & Prealg
Skinner, Nicholas	SOC-110-02	Social Problems
Squibb, John	HIS-111-03	United States History to 1877
Squibb, John	POS-101-08	Intro to American Politics
Stout, Tracy	CLA-131-01	Food Production I
Stout, Tracy	CLA-131-03	Food Production I
Surratt, Stevi	RCP-111-01	Basic Therapeutic Practices
Surratt, Stevi	RCP-119-01	Clinical Practice I
Surratt, Stevi	RCP-249-01	Clinical Practice IV
Swan, Martin	BDM-106-04	Basic Carpentry I
Swan, Martin	TEM-103-03	Vocational-Technical Math
Sweet, Nancy	CLA-100-01	Culinary Essentials
Sweet, Nancy	CLA-200-01	Cafe Production and Management
Sweet, Nancy	HSP-120-01	Hospitality Internship I
Thomas, Elaine	EGL-101-26	Composition I
Thomas, Elaine	EGL-101-19	Composition I
Thomas, Terri	SGT-100-01	Central Sterile Service Tech

AGENDA ITEM II.A

Thompson, Emily	ART-124-01	Digital Photography I
Tietjen St Magnus, CC	POS-101-12	Introduction to American Politics
Tietjen St Magnus, CC	CSS-100-02	College Success Skills
Tomasko, Jim	ELM-103-02	Principles of Electricity and
Tomasko, Jim	ELM-105-01	Principles of Transformers & AC Circ
Tomko, Deborah	NAS-101-02	Basic Nurse Assistant
Trace, Rebecca	HRT-215-01	Landscape Design I
Van Uytven, Jodi	CHE-100-07	Contemporary Chemistry
VanDeventer, D Lyle	HLT-109-02	Medical Terminology
VanDeventer, D Lyle	HLT-109-01	Medical Terminology
Weisheit, Carol	ECE-121-02	Introduction to Early Childhood
Weisheit, Carol	ECE-121-02	Introduction to Early Childhood
Weitekamp, Sue	HRT-102-01	Plant Science
Weitekamp, Sue	HRT-100-01	Careers in the Horticulture
Wheeler, Mary	WRI-001-01	Writing Center
Wiediger, Matthew	PSY-101-17	Introduction to Psychology
Williams, Patricia	MAT-088-02	Developmental Beg Algebra I
Williams, Patricia	MAT-092-02	Developmental Beg Algebra II
Williams, Patricia	MAT-094-02	Developmental Int Algebra I
Williams, Patricia	MAT-096-02	Developmental Int Algebra II
Williams, Patricia	MAT-081-03	Developmental Arithmetic I
Williams, Patricia	MAT-082-03	Develop Arithmetic II & Prealg
Wilson, Tye	ME-130-01	Film Production I
Wintermeyer-Ho, Shannan	NAS-101-07	Basic Nurse Assistant
Wohlers, Donald	MAT-081-02	Developmental Arithmetic I
Wohlers, Donald	MAT-081-04	Developmental Arithmetic I
Wohlers, Donald	MAT-082-04	Develop Arithmetic II & Prealg
Wohlers, Donald	MAT-081-05	Developmental Arithmetic I
Wohlers, Donald	MAT-082-05	Develop Arithmetic II & Prealg
Wohlers, Donald	MAT-082-02	Develop Arithmetic II & Prealg
Worrell, Leslie	BIO-107-04	Human Biology
Worrell, Leslie	BIO-107-05	Human Biology
Wylie, David	MAT-081-15	Developmental Arithmetic I
Wylie, David	MAT-082-15	Develop Arithmetic II & Prealg
Wylie, David	MAT-094-14	Developmental Int Algebra I
Wylie, David	MAT-096-14	Developmental Int Algebra II
Wylie, David	MTC-001-01	Math Center
Young, Raymon	EGL-101-29	Composition I
Young, Raymon	EGL-102-18	Composition II
Young, Raymon	EGL-101-28	Composition I
Zarrillo, Robert	HIS-101-02	Hist of Western Civilization I
Zarrillo, Robert	HIS-101-04	Hist of Western Civilization I
Zarrillo, Robert	HIS-101-07	Hist of Western Civilization I
Zorn, George	EGL-099-18	Basic Writing Skills

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: October 17, 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 September, 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 September 30, 2018.

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: October 17, 2018

Name	Meeting	Location	Account	Amount
Anderson, Laura	Assessment Institute 2018	Indianapolis, IN	Professional Development	\$767
Bade, Bill	League of Innovation Conference	New York, NY	Professional Development	\$2,611
Bretz, Laurel and CEW (Approx. 30 Participants)	Civil War	Overland Park, KS	Community Education Trip	\$17,480*
Frederick, Lesley	Executive Leadership Institute	Phoenix, AZ	Professional Development	\$4,573
Tople, Christopher	Association of Surgical Technologists Educators Conference	Tempe, AZ	Professional Development	\$1,511
Warren, Charlotte	American Association of Community Colleges Fall Meeting	Arlington, VA	Professional Development	\$1,400

**Participant fees to cover all expenses*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Lodging & Meals for Elderhostel

DATE: October 17, 2018

The College recently sought proposals to select a hotel to accommodate the Elderhostel/Road Scholar program events for the 2020 calendar year. As the Board is aware, the College has been an Elderhostel program sponsor for several years. The number of Lincoln sites and the presence locally of well-known Lincoln scholars has made “The Life and Legacy of Abraham Lincoln,” a very popular and successful program.

Criteria for selection of a hotel included availability of rooms for the program dates, meeting room space to accommodate 50 individuals, close proximity to Downtown Springfield and historical sites, as well as the cost and quality of meals.

The following is a tabulation of that proposal:

	Crowne Plaza Springfield	La Quinta Inns & Suites Springfield	President Abraham Lincoln Springfield	Wyndham Springfield City Centre
Conference Dates Available	Yes	Yes	No (alternate dates available)	Yes
Meeting Room Space for at least 50	Complimentary	\$100	Complimentary	Complimentary
Est. Cost of Evening Meals	\$24 per person plus gratuity	No meal Plan	\$24 per person plus gratuity	\$24 per person plus gratuity
Room Rate	\$95 plus tax	\$89 plus tax*	\$103 plus tax	\$109 plus tax
Proximity to historical sites	Transportation to that area would be required (additional cost)	Transportation to that area would be required (additional cost)	Located within walking distance. No other transportation required	Located within walking distance. No other transportation required

**Prices are not guaranteed to remain firm.*

AGENDA ITEM II.E.1

After review and discussion with Director Laurel Bretz, it has been determined that it is in the best interests of the College to award the RFP to the President Abraham Lincoln Springfield as the vendor that can best meet the requirements of the Elderhostel program. We have worked with them in the past and we are pleased with their services.

The following company was mailed a request for proposal, but declined to submit a proposal: Residence Inn by Marriott, Springfield, IL.

The following companies in Springfield, IL were mailed a request for proposal, but chose not to respond: Baymont Inn, Best Western, Candlewood Suites, Carpenter Street Hotel, Comfort Inn & Suites, Comfort Suites, Country Inn & Suites, Courtyard by Marriott, Days Inn, Drury Inn & Suites, Fairfield Inn, Hampton Inn & Suites, Hilton Garden Inn of Springfield, Holiday Inn Express, Homestyle Inn & Suites, Howard Johnson Hotel, Mansion View Inn & Suites, Microtel Inn, Northfield Inn & Suites, Quality Inn & Suites, Ramada Limited, Route 66 Hotel, Signature Inn, Sleep Inn, Staybridge Suites, The State House Inn, and Wingate by Wyndham.

Budget Impact:

Total Funds Requested: \$159,813
Source of Funds: Reimbursed from Elderhostel Inc.

Student Learning Impact:

How will proposed agenda item impact student learning?

This type of program offered for Elderhostel students adds a continued learning opportunity to the District's population and a positive economic impact to our community.

How will proposed agenda item be measured?

The number of participants and the net promoter score derived from participant evaluations.

MOTION: Move to approve entering into an agreement with the President Abraham Lincoln Springfield for lodging and meal accommodations for the Elderhostel 2020 Program Year, renewable in one-year terms through the 2021 & 2022 Program Years as per the terms, conditions, and specifications of Request for Proposal #FY2019-8.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sound System for Trutter Center and Student Union

DATE: October 17, 2018

Board approval is requested to purchase a new sound system for Trutter Center and the Student Union in Menard Hall from IAS Technology in the amount of \$65,850.

The college recently sought bids from vendors to install a new sound system for Trutter Center and the Student Union. The current sound system in those locations is old, inadequate and unreliable. The new sound system will provide a high-quality sound for live events and presentations. It will also be pre-programmed to meet most event needs and setups. The following is a tabulation of that bid.

Beatty Televisual, Inc. (Springfield, IL)	Thompson Electronics Company (Peoria, IL)	IAS Technology (Peoria, IL)	Sundown One (Springfield, IL)
\$83,581	\$66,250	\$65,850	\$80,400

Budget Impact:

Total Funds Requested: \$65,850
 Source of Funds: Operating Fund
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

By providing adequate and clear sound during events and presentations, students will be able to receive information more effectively.

AGENDA ITEM II.E.2

How will proposed agenda item be measured?

Quality of sound and ease of event sound system setup.

MOTION: Move to approve the purchase of a sound system for Trutter Center and the Student Union from IAS Technology at a total cost of \$65,850.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: AudioCodes Hardware Purchase and E911 Implementation

DATE: October 17, 2018

Board approval is requested for the purchase of the AudioCodes Base Mediant 800B ESBC hardware to enable Enhanced 911 (E911) to comply with state legislation in the amount of \$62,000. In addition, the implementation of the AudioCodes equipment will allow the college to upgrade its IP voice service (IP Flex/MPLS) to SIP trunk, saving the college in telecommunication costs.

Description	Cost
AudioCodes Base Mediant 800B ESBC Hardware	\$22,000
E911 Implementation and 1year Service	\$14,000
SIP Trunk Conversion and E911 Configuration	\$26,000
Total	\$62,000

Budget Impact:

Total Funds Requested: \$62,000
 Source of Funds: Tech Fee
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

The E911 service will provide accurate location information to first responders in case of an emergency anywhere on campus.

How will proposed agenda item be measured?

The reliability of college operations to support student learning.

MOTION: Move to approve the purchase of AudioCodes Base Mediant 800B ESBC hardware and E911 implementation from ConvergeOne in the amount of \$62,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-Year AT&T Dedicated Internet with SIP Contract

DATE: October 17, 2018

Board approval is requested for a three-year AT&T Dedicated Internet with SIP contract in the amount of \$63,508.60. The AT&T Dedicated Internet with SIP service will replace the current IP Flex (Voice/Internet) and MPLS (Internet) services.

The monthly cost of the current service is \$5,332.85. The new monthly cost is \$1,736.35. The new Voice and Internet service will yield savings of \$129,474 over the life of the contract.

Fiscal Year	Current Monthly Cost	New Monthly Cost	Current Annual Cost	New Annual Cost	Savings
Year 1	\$5,332.85	\$1,736.35	\$ 63,994.20	\$20,836.20	\$ 43,158
Year 2	\$5,332.85	\$1,736.35	\$ 63,994.20	\$20,836.20	\$ 43,158
Year 3	\$5,332.85	\$1,736.35	\$ 63,994.20	\$20,836.20	\$ 43,158
Total	N/A	N/A	\$191,982.60	\$62,508.60	\$129,474

The college's current phone system (Microsoft Skype for Business) will use the new AT&T Dedicated Internet with SIP service to connect LLCC phone calls. A portion of internet connectivity will also use this new service.

Budget Impact:

Total Funds Requested: \$62,508.60
 Source of Funds: Operating Fund
 Projected Revenue: n/a
 Projected Savings: \$129,474

Student Learning Impact:

How will proposed agenda item impact student learning?

Voice and Internet connectivity are critical communication services to the college operation. These services allow LLCC to provide quality education to students.

AGENDA ITEM II.F.1

How will proposed agenda item be measured?

The college will continue to provide reliable communication services for the smooth operation of the institution and to improve learning for less cost.

MOTION: Move to approve the three-year AT&T Dedicated Internet with SIP contract at a total cost of \$62,508.60.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: October 17, 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 October. Training will be held on-site at the Capital City Training Center.

The Capital City Training Center seeks approval to amend the Affiliation Agreement with Memorial Health Systems to provide externship training to students enrolled in the Clinical Medical Assistant Program. Memorial Health Systems has facilities suitable for the educational needs of the students.

The Library Services Department seeks approval to enter into an Affiliation Agreement with the Consortium of Academic and Research Libraries in Illinois (CARLI). Under the agreement, digital media images owned by LLCC can be shared on the CARLI database, while LLCC still maintains ownership of all images.

The Health Professions Department seeks approval to amend the Clinical Site Agreement with Gillespie Benld Area Ambulance to include a new location in Carlinville. Gillespie Benld Area Ambulance now has two sites suitable for the educational needs of the students.

MOTION: Move to approve the Amendment to the Affiliation Agreement with Memorial Health Systems; approve the Affiliation Agreement with CARLI; approve the amendment to the Clinical Site Agreement with Gillespie Benld Area Ambulance.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items as Informational: Contracts under the DoIT Intergovernmental Agreement</i>					
October 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 October. Training will be held on-site at the Capital City Training Center.	Illinois Department of Transportation	Capital City Training Center	\$7,940	October 1 through October 31 2018
			TOTALS	\$7,940	

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Amendment to the Affiliation Agreement with Memorial Health System	The Capital City Training Center seeks approval to amend the Affiliation Agreement with Memorial Health Systems to provide externship training to students enrolled in the Clinical Medical Assistant Program. Memorial Health Systems has facilities suitable for the educational needs of the students.	Memorial Health System	Capital City Training Center/Clinical Medical Assistant	October 17, 2018 through November 27, 2022
Affiliation Agreement with the Consortium of Academic and Research Libraries in Illinois	The Library Services Department seeks approval to enter into an Affiliation Agreement with the Consortium of Academic and Research Libraries in Illinois (CARLI). Under the agreement, digital media images owned by LLCC can be shared on the CARLI database, while LLCC still maintains ownership of all images.	Consortium of Academic and Research Libraries in Illinois	Academic Services/Library Services	October 17, 2018 through Indefinite
Amendment to the Clinical Site Agreement with Gillespie Bend Area Ambulance	The Health Professions Department seeks approval to amend the Clinical Site Agreement with Gillespie Bend Area Ambulance to include a new location in Carlinville. Gillespie Bend Area Ambulance now has two sites suitable for the educational needs of the students.	Gillespie Bend Area Ambulance	Health Professions/ Emergency Medical Services	October 17, 2018 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Trutter RTU Replacement – Change Order #M-002, M-003, and M-004

DATE: October 17, 2018

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

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

RFP/CO#	Description	Cost
M-002	Relocate gas line to outside of building and paint piping	\$1,708.53
M-003	Provide new condensate piping, cleanout, roof supports, and connections for condensate piping toward west roof scuppers	\$4,003.29
M-004	Furnish and install all components, programming, and testing to integrate trouble and alarm signals from RTU smoke detectors to Andover BAS	\$5,214.63
	Total:	\$10,926.45
Amount of project contingency:		\$13,800.00
Less previously approved change orders:		\$2,303.29
Change order(s) presented for ratification:		\$10,926.45
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$570.26

Budget Impact:

Total Funds Requested: \$10,926.45
 Source of Funds: Protection, Health, and Safety
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: **Move to ratify the above listed change orders in the amount of \$10,926.45 for the Trutter RTU Replacement project as presented.**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Taylorville Welding Lab Mechanical Upgrades – Change Order #M-001

DATE: October 17, 2018

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

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

RFP/C O#	Description	Cost
M-001	Remove and replace light fixture over MDP closet in wood shop area	\$361.20
	Total:	\$361.20
Amount of project contingency:		\$10,200.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$361.20
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$9,838.80

Budget Impact:

Total Funds Requested: \$361.20
 Source of Funds: Protection, Health and Safety
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

AGENDA ITEM II.I.2

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change order in the amount of \$361.20 for the Taylorville Welding Lab Mechanical Upgrades project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Capital City Training Center Roof Replacement – Change Order #R-001

DATE: October 17, 2018

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

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

RFP/C O#	Description	Cost
R-001	Provide and install sheet of metal decking along east wall of building	\$1,285.24
	Total:	\$1,285.24
Amount of project contingency:		\$12,700.00
Less previously approved change orders:		\$0.00
Change order(s) presented for ratification:		\$1,285.24
Less other consultant fees/permits to date:		\$0.00
Amount of contingency remaining:		\$11,414.76

Budget Impact:

Total Funds Requested: \$1,285.24
 Source of Funds: Protection, Health and Safety
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

AGENDA ITEM II.I.3

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change order in the amount of \$1,285.24 for the Capital City Training Center Roof Replacement project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Menard Kitchen and A. Lincoln Commons Flooring Replacement
– Contractor Recommendation

DATE: October 17, 2018

Sealed proposals were received by the Construction Manager’s office on September 25th for the Menard Kitchen and A. Lincoln Commons Flooring Replacement Project.

The Base Bids and the Alternate Bid were:

- Base Bid A: Menard Hall Lower Level: Plumbing and general contractor work in kitchen and cafeteria (Quizno’s), flooring replacement in kitchen, cafeteria (Quizno’s) and two single use toilet rooms
- Alt. Bid A-1: Menard Hall Lower Level: Flooring replacement in large toilet rooms to the south of Quizno’s
- Base Bid B: A. Lincoln Commons: Cork flooring replacement
- Base Bid A&B: Scope of work described in Base Bid A & B above as one combined project

Alternate Bid A-1 was requested in the event that the two base bids came in lower than anticipated. The combined base bid is slightly over the anticipated cost of the project; however, sufficient funds exist within the budget to complete the project. The alternate bid will not be included at this time.

Contractor	Base Bid A	Alt. Bid A-1	Base Bid B	Base Bid A&B
Evans Construction Co. Springfield, IL	\$136,000	\$18,300	\$70,700	\$193,700
R.D. Lawrence Construction Co., Ltd. Springfield, IL	\$82,000	\$12,350	\$57,620	\$138,000
R.L. Vollintine Construction Co., Inc. Springfield, IL	\$104,000	\$14,000	\$61,000	\$165,000

AGENDA ITEM II.I.4

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

Budget Impact:

Total Funds Requested: \$151,800
(\$138,000 Bid Amount + \$13,800 Contingency)
Source of Funds: Auxiliary and Operations & Maintenance
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 A & B from R.D. Lawrence Construction Co., Ltd. in the amount of \$138,000 and to establish a project contingency in the amount of \$13,800 for an aggregate amount of \$151,800 to complete the Menard Kitchen and A. Lincoln Commons Flooring Replacement project at LLCC’s Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Engineering Firm for Litchfield and Jacksonville Solar Panel Installation

DATE: October 17, 2018

There was consensus at the September 2018 Board Meeting to solicit a fee proposal from WindSolarUSA for the above referenced project. This memo is in response to that discussion and allows us to proceed with design and bidding of systems for both facilities with approval of the construction projects and related budgets in early 2019.

The college has worked with WindSolarUSA on previous construction projects, including the installation of a solar system at Maldaner’s restaurant as part of a grant project and as part of the continuing education program offerings. We have been very satisfied with their work. WindSolarUSA, Springfield, IL assisted the college in researching the applicability of the Future Energy Jobs Act solar energy opportunities and developing an understanding of the renewable energy credit application process. The college has selected WindSolarUSA to assist in the development of these two potential solar energy projects. WindSolarUSA will provide structural analysis of existing roofs, electrical design, permitting services, completion of the Renewable Energy Credit application process, bid package development and project management for these projects in the amount of \$61,500. This is within our project budget.

Budget Impact:

Total Funds Requested:	\$61,500
Source of Funds:	Infrastructure
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.

AGENDA ITEM II.I.5

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 WindSolarUSA in the amount of \$61,500 to provide design and project management services for the Litchfield and Jacksonville Solar Panel Installation Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Deferred Maintenance Capital Project for Main Campus and Taylorville Parking Lot Repairs

DATE: October 17, 2018

Tonight, we are asking you to approve a Deferred Maintenance Capital Project for parking lot repairs at the Main Campus and Taylorville Outreach Center. This project has been made possible by the release of \$232,685 from the State of Illinois 2019 Statewide Emergency/Deferred Maintenance Capital funding in September. We will supplement the project with \$567,315 of local Infrastructure Funds to achieve a total project budget of \$800,000. Once approval has been obtained from the ICCB, the project will be bid and the work commenced. Due to the presence of state funding, this project must be bid, administered and subject to the oversight of the Illinois Capital Development Board.

Project Title	LLCC Local Funds
Main Campus & Taylorville Parking Lot Repairs	\$567,315
Total	\$567,315

Budget Impact:

Total Funds Requested: \$567,315
(Deferred Capital State Funds \$232,685 + Infrastructure \$567,315 = \$800,000 Total Project)

Source of Funds: Emergency/Deferred Maintenance Capital Funding and Infrastructure Fees

Projected Revenue: n/a

Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

AGENDA ITEM II.I.6

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the Deferred Maintenance Capital Project for Main Campus & Taylorville Parking Lot Repairs and allocate \$567,315 of local funds to the same.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2018 External Audit

DATE: October 17, 2018

The FY 2018 Comprehensive Annual Audit, including advisory comments, is included as a separate attachment for your review. Crowe LLP performed the audit for the third year of the contract. A member of the auditing firm will be available for questions during the meeting.

Comprehensive Annual Audit and Single Audit Report

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

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2018 and 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

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

It’s with great pleasure to say this year’s audit resulted in no findings.

Once again this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence

in Financial Reporting. A Certificate of Excellence Award has been awarded to the college for the past seventeen consecutive years.

Coop Work Study

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

Advisory Comments/Management Letter

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

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

MOTION: Move to approve the Fiscal Year 2018 Comprehensive Annual Audit, Fiscal Year 2018 Single Audit Report, Coop Work Study Report, Management Letter and SAS 114 Letter.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of CY19 Protection, Health and Safety Projects

DATE: October 17, 2018

In your agenda, you will find a resolution for each of the projects listed below to approve them as Protection, Health and Safety Projects. Note that Public Act 099-0655 effective July 1, 2016 eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced.

Project Title	Cost Estimate
Student Union & Cass Abatement, Flooring Replacement & Stair Rescue Assistance System	\$452,404
CCTC RTU Replacement 1, 2, 3, 4, 8	\$406,458
Jacksonville Roof Replacement	\$252,936
Litchfield Arts & Technology AHU Replacement	\$425,920
Litchfield & Taylorville Exterior Lighting Upgrades	\$188,782
Total PHS Projects	\$1,726,500

Budget Impact:

Total Funds Requested: \$1,726,500
 Source of Funds: Protection, Health and Safety 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.

AGENDA ITEM III.D.2

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health and Safety (PHS) projects for Calendar Year 2019.

**Resolution to Approve Protection, Health, and Safety Project for
Student Union & Cass Abatement, Flooring Replacement,
& Stair Rescue Assistance**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Student Union & Cass Abatement, Flooring Replacement, & Stair Rescue Assistance System, in the amount of \$452,404.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard

to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$452,404.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
CCTC RTU Replacement 1, 2, 3, 4, 8**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is CCTC RTU Replacement 1, 2, 3, 4, 8, in the amount of \$406,458.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$406,458.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Jacksonville Roof Replacement**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Jacksonville Roof Replacement, in the amount of \$252,936.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$252,936.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Litchfield Arts & Technology AHU Replacement**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Litchfield Arts & Technology AHU Replacement, in the amount of \$425,920.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$425,920.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Litchfield & Taylorville Exterior Lighting Upgrades**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Litchfield & Taylorville Exterior Lighting Upgrades, in the amount of \$188,782.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$188,782.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Protection, Health and Safety Project – Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

DATE: October 17, 2018

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

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

Project Title	Cost Estimate
Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System	\$101,068
Project Total	\$101,068

Budget Impact:

Total Funds Requested: \$101,068
 Source of Funds: Protection, Health and Safety 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.

AGENDA ITEM III.D.3

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the resolution authorizing the Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System project to be undertaken as a Protection, Health and Safety (PHS) project.

**Resolution to Approve Protection, Health, and Safety Project for
Sangamon, Menard, Millennium and CCTC Stairway
Rescue Assistance System**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System in the amount of \$101,068.00.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard

to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$101,068.00.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: October 17, 2018

POSITION VACANCIES

Classified

Building Custodian (FT) - 5
Grounds Maintenance Worker (FT)

Professional

Enrollment Coordinator (FT)
Police Officer (FT) - 2
Research and Analytics Associate-Data Warehouse Analyst (FT)
Scholarship Program & Alumni Services Coordinator (FT)

Faculty

Computer Science Instructor (FT) - 2
Economics Instructor (FT)
English Instructor (FT)
History Instructor (FT)

HIRES

Sarah Mills	Financial Aid Representative (FT)	10/08/18
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Resignations

Leon Johnson	Building Custodian (FT)	10/01/18
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Transfers

Asia Jackson	Admissions & Registration Svcs. Rep. (FT)	10/01/18
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Promotions

Sarah Scheufele	Retention Specialist (FT)	10/01/18
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: October 17, 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 complete.

Capital City Training Center Roof Replacement

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

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

Bids have been requested and the bid opening is scheduled for later this month. A recommendation of award will be presented to you at the November Board meeting.

Logan Hall RTU 1 & 2 Replacement

Bids have been requested and the bid opening is scheduled for later this month. A recommendation of award will be presented to you at the November Board meeting.

Sangamon Hall Cooling Tower Stairs Installation

The project is underway.

Sangamon, Menard, Commons Building Pressurization Mitigation

The project is underway.

Sidewalk Lighting – North Side Main Campus Installation

The project is underway.

Taylorville Welding Lab Mechanical Upgrades

The project is 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 September 30, 2018

Type / Year	Colleague Dept. #	Project Name	Funding Source	Sum of Original LLCC 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	90,291	335,693		297,470	38,223	11.39%
	70948	Sangamon Hall Coils & Valves	L	373,888	302,270	58,804	361,074		330,359	30,715	8.51%
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		19,562	1,914	8.91%
	70953	Arc Flash Study - Resource Centers	L	18,145	18,145		18,145		16,276	1,869	10.30%
	70954	Capital City Training Center Roof Replacement	L	182,520	156,526		156,526		127,425	29,102	18.59%
	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	145,602	15,937		15,937		12,004	3,933	24.68%
	70956	Logan Hall RTU 1 & 2 Replacement	L	305,380	29,280		29,280		21,920	7,360	25.14%
	70958	Sangamon Hall Cooling Tower Stairs Installation	L	116,349	106,348		106,348		4,129	102,219	96.12%
	70959	Sangamon, Menard, Commons Building Pressurization Mitigation	L	240,115	184,860		184,860		153,759	31,101	16.82%
	70960	Sidewalk Lighting - North Side Main Campus Installation	L	339,960	339,914		339,914		29,840	310,074	91.22%
	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		576,566	586,126	50.41%
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		1,204,395	655,064	35.23%

AGENDA MASTER CALENDAR

<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 • 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 • 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 	<p style="text-align: center;">OCTOBER 2019</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/23/19

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Student Life

DATE: October 17, 2018

Mr. Jacob Deters, Student Engagement Coordinator, will provide an overview of the services and resources provided to students through the Student Life office.