
LLCC
Board of Trustees
Regular Meeting
November 28, 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, November 28, 2018
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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- B. Pledge of Allegiance
- C. Adoption of Agenda of the November 28, 2018 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

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- A. Approval of Personnel Matters

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I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday October 17, 2018 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Shackelford presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

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

C. Adoption of Agenda of the October 17, 2018 Meeting

MOTION NO 10-17-18-1:

Mr. Findley moved to adopt the agenda of October 17, 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 and Mr. Shackelford. PASSED

D. Introductions and Recognitions – None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 10-17-18-2:

Mr. Reichert moved to:

- approve the minutes of the regular meeting of September 26, 2018;

AGENDA ITEM II.A

- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during September 2018 and ratify the September Treasurer's Report;
- approve out-of-state travel for the attached list of employees;
- 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 and 2022 program years as per the terms, conditions and specifications of Request for Proposal #FY2019-8;
- approve the purchase of a sound system for Trutter Center and the Student Union from IAS Technology at a total cost of \$65,850;
- approve the purchase of AudioCodes Base Mediant 800B ESBC hardware and E911 implementation from ConvergeOne in the amount of \$62,000;
- approve the three-year AT&T dedicated internet with SIP contract at a total cost of \$62,508.60;
- approve the amendment to the affiliation agreement with Memorial Health Systems, approve affiliation agreement with CARLI and approve the amendment to the clinical site agreement with Gillespie Benld Area Ambulance;
- ratify the listed change orders in the amount of 10,926.45 for the Trutter RTU Replacement project as presented;
- ratify the listed change order in the amount of \$361.20 for the Taylorville Welding Lab Mechanical Upgrades project as presented;
- ratify the listed change order in the amount of \$1,285.24 for the Capital City Training Center Roof Replacement project as presented;
- 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;
- 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;
- approve the Deferred Maintenance Capital Project for Main Campus and Taylorville Parking Lot Repairs and allocate \$567,315 of local funds to the same.

Mr. Shackelford seconded.

Upon roll call vote, those members voting aye were Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert 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. FY 2018 External Audit

Ms. Christine Torres, from Crowe Horwath LLP, provided a brief review of the Fiscal Year 2018 Comprehensive Annual Audit, Single Audit Report, Advisory Comments/Management Letter, and SAS 114 Letter. Ms. Torres stated LLCC received an unmodified opinion on the entire audit, which is the best opinion possible. The auditors had no suggested adjustments or findings, and felt the entire audit was supported with accurate documentation. She also complimented the staff for their cooperation and professionalism and mentioned that the Audit Report was submitted to ICCB by their deadline. The College will again submit its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. This Certificate of Excellence has been awarded to LLCC for the past eighteen consecutive years.

MOTION NO. 10-17-18-3:

Mr. Elmore moved 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. Mr. Shackelford seconded.

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

2. Approval of CY19 Protection, Health and Safety Projects

Request is made for authorization to submit the following Protection, Health and Safety Projects to the Illinois Community College Board: Student Union & Cass Abatement, Flooring Replacement and Stair Rescue Assistance System; CCTC RTU Replacement 1,2,3,4 and 8; Jacksonville Roof Replacement; Litchfield Arts & Technology AHU Replacement; Litchfield & Taylorville Exterior Lighting Upgrades.

Dr. Warren provided a brief summary of each project. Once approval has been obtained from the board, the projects can be bid and the work commenced.

MOTION NO. 10-17-18-4:

Mr. Findley moved to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health and Safety (PHS) projects for Calendar year 2019. Mr. Reichert seconded.

AGENDA ITEM II.A

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

- 3. Approval of Protection, Health and Safety Project – Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

Request is made for authorization to submit the following Protection, Health and Safety Project to the Illinois Community College Board: Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System.

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

MOTION NO. 10-17-18-5:

Mr. Shackelford moved to approve the resolution authorizing the Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System project to be undertaken as a Protection, Healthy and Safety (PHS) project. Mr. Findley seconded.

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

B. President's Report

Memorial Medical Center has donated a Pigg-O-Stat pediatric immobilization device to the LLCC Radiography program. The Pigg-O-Stat is used to securely hold infants and toddlers when chest x-rays are needed. LLCC radiography students will use the device to practice the procedure.

The Culinary and Nursing programs once again collaborated to enhance their knowledge of nutrition and patient care. Students were divided into teams, which diagnosed assigned patients and created appropriate dietary plans. The teams then prepared the food and evaluated each other's work. The cross-disciplinary opportunity gave students insight into patients who are on restricted diets and how to create satisfying meals that meet medical needs.

The Lamp student newspaper placed second in the Best of Show award category at the Illinois Community College Journalism Association's fall conference.

Several events took place in October, including the 15th annual Multicultural Fest on October 3, showcasing various cultures with ethnic food, entertainment and cultural exhibits. Outreach Centers also held multicultural fests on various days.

Institutional Improvement Day was held on October 5. We focused on the theme of "Becoming a Student Ready College," with departments conducting various planning and assessment efforts.

Many employees gave input into an update to the Facilities Master Plan. Demonica Kemper Architects met with various departments and held two open forums.

Fall Campus Visit Day on October 8 was a success with more than 350 individuals in attendance.

The Arts and Humanities Department opened its film and discussion series, "Tuesday Nights at the Movies," with the film "Lone Star." Other showings will be in November, February and March.

This is Domestic Violence Awareness Week on campus, sponsored by the SAVE task force with educational activities each day.

LLCC – Taylorville held a Mental Health Awareness Day to provide education about mental health and related support services.

We held our annual Wellbeing Assessment and flu shot clinic on campus yesterday.

The Honors Program collected Halloween costumes on campus and at several area locations to be distributed to families at a “BOOtique” in the Commons on October 20.

October 26 at 5 p.m., the Chemistry Club will have the popular “Haunted Lab” event for children.

Priority registration for spring semester classes began today and open registration begins tomorrow.

Dr. Warren and Ms. Sanders shared a story of a student in need, who benefited from the collaboration between Advising/Counseling and Foundation. The staff worked together and were able to help her through a very difficult time. The opportunity to help this student was made possible through the generous community, faculty and staff who contribute to the Pay It Forward Fund.

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

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

VI. Executive Session

MOTION NO. 10-17-18-6:

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

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

MOTION NO. 10-17-18-7:

Mr. Findley moved to return to open session at 6:36 p.m. Mr. Gates seconded.

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

VII. Actions from Executive Session

None

VIII. Adjournment

MOTION NO. 10-17-18-9:

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

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

The meeting adjourned at 6:36 p.m.

Chairman Shackelford

Secretary Elmore

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J.
Warren President

SUBJECT: Approval of Out-of-State Travel

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

DATE: November 28, 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 October, 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 October 31, 2018.

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: November 28, 2018

Name	Meeting	Location	Date	Account	Amount
Dietz, Jim and Volleyball Team (Approx. 12 Students)	Volleyball National Championship Tournament	Charleston, WV	November 13 - 18, 2018	Team Travel	\$12,754*

**Institutional Funds \$7,754 & Athletic Funds \$5,000*

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren President
SUBJECT: Approval of Out-of-State Travel
DATE: November 28, 2018

Name	Meeting	Location	Account	Amount
Armbruster, Anne	NACADA Assessment Institute	Albuquerque, NM	Professional Development	\$1,647
Ecklund Don & Phi Theta Kappa (Approx. 5 students)	Phi Theta Kappa International Convention	Orlando, FL	Club Trip	\$11,810***
Franzen, Melissa	NACADA Assessment Institute	Albuquerque, NM	Professional Development	\$1,785
Howland, Ryan	NACADA Assessment Institute	Albuquerque, NM	Professional Development	\$1,647
Maskey, Cynthia	Organization for Associate Degree Nursing Board Meeting	Atlanta, GA	Paid by Organization for Associate Degree Nursing	\$0
Murphy, Janelle & Student Radiographer Association (Approx. 6 students)	Association of Collegiate Educators in Radiologic Technology Conference	Las Vegas, NV	Club Trip	\$4,365**
Owen, Jeff	National Museum of the US Air Force	Dayton, OH	Professional Development	\$247
Pietrzak, Dave and Aviation Club (Approx. 12 students)	National Museum of the US Air Force	Dayton, OH	Club Trip	\$421*
Stewart, Jack	National Museum of the US Air Force	Dayton, OH	Professional Development	\$247
Warren, Charlotte	Reserve Forces Policy Board	Washington, DC	All expenses paid by US Department of Defense	\$0

*Club Funds (\$174) & Institutional Expense (\$247)

**Club Funds

***Club Funds (\$10,810) & PTK Fund-Foundation (\$1,000)

McDonald/Patarozzi/Curry

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Outsourcing of Printing Services

DATE: November 28, 2018

Proposals were recently sought to select one single-source printer to produce a majority of the college's routine daily print jobs that cannot be produced efficiently internally. The vendor would be expected to produce letterhead stationery, business cards, brochures, postcards, business forms, etc. Invitations to bid will be sought on other jobs such as the student planner, the annual report, and the Viewbook.

Through the selection and search process, we have identified a vendor that we believe is equipped to meet the printing needs of the college and can provide products of high quality at a reasonable cost that are worthy of carrying LLCC's logo.

Listed below is the total of each vendor's proposed pricing for the following items: business cards, student ID cards, campus letterhead, various sized envelopes, brochures, postcards, notecards, carbonless forms, booklets, and labels. The pricing is based upon an estimated annual volume and average order size.

Vendor	Cost
Cenveo Eureka, MO	\$55,792.75
Fineline Printing Indianapolis, IN	\$48,422.00
Production Press Jacksonville, IL	\$30,888.50
World Press Printing Fenton, MO	\$48,771.28

I recommend Production Press as the college's designated printer for its routine daily print jobs. We have worked with this company over the years and feel that they will continue to produce quality work for the college.

AGENDA ITEM II.E.1

The following companies were mailed a Request for Proposal but chose not to respond: A & B Printing, Springfield, IL; Bloomington Offset, Bloomington, IL; Dyna Graphics/Fast Impressions, Decatur, IL; Emerson Press, Divernon, IL; Frye-Williamson Press, Springfield, IL; Kingery Printing Co., Henry, IL; Martin One Source, Peoria, IL; Premier Print Group, Champaign, IL; Pro-Type Printing, Inc Paxton, IL; Ripon Printers, Ripon, WI; Rydin, Streamwood, IL; William Street Press, Decatur, IL.

A proposal from Color World, Springfield, IL was received late and therefore deemed inadmissible.

Budget Impact:

Total Funds Requested:	\$30,888.50
Source of Funds:	FY19 Budget
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

These printed pieces will promote the college and its services and inform students and the community in a manner befitting of a high quality educational institution.

How will proposed agenda item be measured? n/a

MOTION: Move to approve a three-year contractual agreement with Production Press Jacksonville, IL to become the college's primary printer for routine printing needs.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Salesforce CRM System Implementation
DATE: November 28, 2018

Board approval is requested for the implementation of the Salesforce CRM system for use in Recruiting/Admissions and Public Relations and Marketing at an annual cost of \$30,000.

Budget Impact:

Total Funds Requested: \$30,000
Source of Funds: Operating Fund
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Salesforce CRM system will allow the college to provide better enrollment services for prospective and current students.

How will proposed agenda item be measured?

Better recruiting process for the college and students.

MOTION: Move to approve the implementation of the Salesforce CRM system at an annual cost of \$30,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Dr. Charlotte Warren
President
SUBJECT: Furniture for A. Lincoln Commons
DATE: November 28, 2018

As part of our ongoing commitment for continuous improvement, we have identified the need to revitalize the furniture in the A. Lincoln Commons. The upholstery in the current furniture is extremely worn and frayed and is past its useful life. The Commons is the “front door” to the campus and a place for student gathering, campus activities, and student study space. We would like to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality furniture at discounted prices that have already been successfully bid. Therefore, we are seeking Board approval to purchase the necessary furniture from Illini Supply through NPPGov Contract pricing.

Budget Impact:

Total Funds Requested: \$64,628.20
Source of Funds: Student Activity Fee
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

n/a

How will proposed agenda item be measured?

Adequate furnishings being purchased.

MOTION: Move to approve the purchase of furniture for the A. Lincoln Commons from Illini Supply Inc. at a total cost of \$64,628.20.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 28, 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 seven Microsoft classes in the month of November. Training will be held on-site at the Capital City Training Center.

The Workforce Development Division entered into a contract with the Chaine de Rotisseurs to hold their annual dinner. Approximately 43 people attended the event at the Bistro Verde in the Workforce Careers Center.

The Community Education Department has entered into a contract with Concordia Village Senior Living Community to provide a speaker series to residents at Concordia Village. Six classes will be held throughout 2019 at Concordia Village.

The Riverton Community Unit School District has requested that the Adult Education Department hold an adult basic/adult secondary education class on-site at Riverton Middle School in the spring. The Riverton CUSD feels they have a population that will utilize the program but lacks transportation to LLCC.

The Academic Services Division seeks approval to enter into an Articulation Agreement with Illinois State University. The agreement is designed to facilitate the ease of transfer of LLCC students enrolled in the Geography Program to Illinois State University and facilitate reverse transfer for degree completion at LLCC.

AGENDA ITEM II.F.1

The Academic Services Division seeks approval to enter into a 2+2 Agreement with Western Illinois University. The agreement is designed to facilitate the ease of transfer of LLCC students wishing to achieve a Bachelor of Arts in General Studies to Western Illinois University and facilitate reverse transfer for degree completion at LLCC.

MOTION: Move to approve the contract with Riverton CUSD 14, the Articulation Agreement with Illinois State University and the 2+2 Agreement with Western Illinois University.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items as Informational: Contracts under the DoIT Intergovernmental Agreement</i>					
November 2018 IDOT BOA	The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide seven Microsoft classes in the month of November. Training will be held on-site at the Capital City Training Center.	Illinois Department of Transportation	Capital City Training Center	\$8,590	November 1 through November 30, 2018
<i>Items as Informational: Contracts Less than \$10,000</i>					
Chaîne de Rotisseurs Annual Dinner	The Workforce Development Division entered into a contract with the Chaîne de Rotisseurs to hold their annual dinner. Approximately 43 people attended the event at the Bistro Verde in the Workforce Careers Center.	Chaîne de Rotisseurs	Workforce Development/ Culinary Institute	\$3,827	October 20, 2018
Concordia Village Speaker Series	The Community Education Department has entered into a contract with Concordia Village Senior Living Community to provide a speaker series to residents at Concordia Village. Six classes will be held throughout 2019 at Concordia Village.	Concordia Village Senior Living Community	Workforce Development/ Community Education	\$1,350	January 1, 2019 through December 31, 2019
			TOTALS	\$13,767	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Riverton CUSD 14 On-Site Adult Education Classes	The Riverton Community Unit School District has requested that the Adult Education Department hold an adult basic/adult secondary education class on-site at Riverton Middle School in the spring. The Riverton CUSD feels they have a population that will utilize the program but lacks transportation to LLCC.	Riverton CUSD 14	Workforce Development/ Adult Education	January 1, 2019 through May 31, 2019
Articulation Agreement with Illinois State University	The Academic Services Division seeks approval to enter into an Articulation Agreement with Illinois State University. The agreement is designed to facilitate the ease of transfer of LLCC students enrolled in the Geography Program to Illinois State University and facilitate reverse transfer for degree completion at LLCC.	Illinois State University	Academic Services/ Geography	January 1, 2019 through Indefinite
2+2 Agreement with Western Illinois University	The Academic Services Division seeks approval to enter into a 2+2 Agreement with Western Illinois University. The agreement is designed to facilitate the ease of transfer of LLCC students wishing to achieve a Bachelor of Arts in General Studies to Western Illinois University and facilitate reverse transfer for degree completion at LLCC.	Western Illinois University	Academic Services/ General Studies	November 28, 2019 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Softdocs Etrieve Document Imaging
DATE: November 28, 2018

Board approval is requested to contract services from Softdocs to migrate all Payroll and HR digital documents from the retired ImageNow system onto Softdocs Etrieve system at a cost of \$37,745.65. Digital documents available on the ImageNow software will now be available on Etrieve, the system used by the college. Once the migration is completed, the ImageNow will be fully retired.

Budget Impact:

Total Funds Requested:	\$37,745.65
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

It will enhance efficiency in college operations in the areas of HR and Payroll.

How will proposed agenda item be measured?

The college will be able to continue to use document imaging technology for the smooth operation of the institution.

MOTION: Move to approve a contract with Softdocs for document imaging migration at a total cost of \$37,745.65.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: November 28, 2018

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

The Workforce Development Division seeks ratification for the application of the Illinois Small Business Development Center Grant. The SBDC provides business counseling, training, information and technical assistance to companies and entrepreneurs in the LLCC district.

The Workforce Development Division seeks ratification for the application of the Scaling Apprenticeship through Sector-Based Strategies Consortium Grant. If awarded, the funding would allow for the development of various stages of bridge and apprenticeship programming for underrepresented populations in the Information Technology/Computer Science industry.

MOTION: Move to ratify the application for the Small Business Development Centers Grant in the amount of \$80,000; ratify the application for the Scaling Apprenticeship through Sector Based Strategies Grant in the amount of \$360,000.

GRANT SUMMARY
November 2018

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of \$10,000							
Small Business Development Center Grant	The Workforce Development Division seeks ratification for the application of the Illinois Small Business Development Center Grant. The SBDC provides business counseling, training, information, and technical assistance to companies and entrepreneurs in the LLCC district.	Illinois Department of Commerce and Economic Opportunity	Workforce Development/ Small Business Development Center	\$80,000	\$80,000	Yes	January 1, 2019 through December 31, 2019
Scaling Apprenticeship through Sector-Based Strategies Consortium Grant	The Workforce Development Division seeks ratification for the application of the Scaling Apprenticeship through Sector-Based Strategies Consortium Grant. If awarded, the funding would allow for the development of various stages of bridge and apprenticeship programming for underrepresented populations in the Information Technology/Computer Science industry.	Illinois Community College Board	Workforce Development/ Information Technology & Computer Science	\$360,000	\$211,600	Yes	February 1, 2019 through January 31, 2023
TOTAL				\$440,000	\$291,600		

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 4.17 – Faculty/Staff Authored Instructional
Materials

DATE: November 28, 2018

The following is a proposed new Board Policy 4.17 – Faculty/Staff Authored Instructional Materials. This proposed policy will ensure instructional materials are chosen based on quality and avoid any potential appearance of conflict of interest.

This new policy is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return the policy to you for action at the December meeting.

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AGENDA ITEM III.A.1

Lincoln Land Community College	Subject: Faculty/Staff Authored Instructional Materials Policy Number: 4.16 Officer Responsible: VP, Academic Services Last Reviewed: Last Revised: Effective Date: 1/1/2019
BOARD POLICY	Old Policy Number:

Policy Statement: To ensure that instructional materials are always selected based on quality, benefit to students, authorial expertise, and to avoid any potential appearance of conflict of interest, faculty will not require students to purchase textbooks or other instructional materials written or published by LLCC faculty or staff unless such materials are deemed the optimal instructional materials to use and are petitioned to and approved by the Vice President, Academic Services for required use.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: November 28, 2018

POSITION VACANCIES

Classified

Academic Support Specialist (PT)
Building Custodian (FT)-5
Education Services Representative (PT)
Program Assistant (PT)

Administrator

Associate Vice President, Enrollment Services (FT)
Director, Concurrent Enrollment (FT)
Program Director, Occupational Therapy Assistant (FT)

Faculty

Biology/Anatomy & Physiology Instructor (FT)
Computer Science Instructor (FT)-2
Economics Instructor (FT)
English Instructor (FT)-2
History Instructor (FT)
Music Instructor (FT)

HIRES

Clayton Mason	Research & Analytics Associate-Data	11/05/18
	Warehouse Analyst (FT)	
Donald Hohimer	Grounds Maintenance Worker (FT)	11/15/18
Alex James	Police Officer (FT)	01/07/19
Steven Lane	Police Officer (FT)	01/07/19
Lori Oldenetta	Enrollment Coordinator (FT)	11/26/18

AGENDA ITEM IV.A.3.a

Promotions

Michelle Burger	Scholarship Program & Alumni Svcs. Coordinator (FT)	11/26/18
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Resignations

Jefferson Owen	Aviation Mechanics Training Specialist (FT)	01/04/19
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: November 28, 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 – FY18

Capital City Training Center Roof Replacement

The project is complete.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

Bids were received on October 25th and are under review. All bids received exceeded the project budget. We are reviewing the project scope for value engineering opportunities. A recommendation for action will be submitted at a future date.

Logan Hall RTU 1 & 2 Replacement

Bids were received on October 25th and are under review. All bids received exceeded the project budget. We are reviewing the project scope for value engineering opportunities. A recommendation for action will be submitted at a future date.

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.

Trutter RTU Replacement

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

PHS Projects – FY19

Student Union & Cass Abatement, Flooring Replacement, & Stair Rescue Assistance System

Development of construction documents is underway.

CCTC RTU Replacement 1, 2, 3, 4, 8

Development of construction documents will begin next summer.

Jacksonville Roof Replacement

Bid opening is scheduled for December. A recommendation of award will be presented to you at the January Board Meeting.

Litchfield Arts & Technology AHU Replacement

Development of construction documents will begin next summer.

Litchfield & Taylorville Exterior Lighting Upgrades

Development of construction documents is underway.

Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

Development of construction documents is underway.

Infrastructure

Litchfield & Jacksonville Solar Panel Installation

Development of construction documents is underway. Bids were received on November 27th. A recommendation of award, contingent on Renewable Energy Credit award, will be presented to you at the December Board Meeting.

Deferred Maintenance Capital Project (CDB Managed)

Main Campus & Taylorville Parking Lot Repairs

Project bidding and scheduling is dependent on Capital Development Board. Project is scheduled to be approved at the 12/11/18 Capital Development Board meeting.

Auxiliary and Operations & Maintenance

Menard Kitchen & Commons Flooring Replacement

The project is scheduled to begin in December.

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 October 30, 2018

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLC Budget		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		Sum of Contract % Remaining
				Approved / Estimated	Remaining						Remaining	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	1,285	157,812	129,706	28,106	17.81%			
	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	145,602	16,569		16,569	13,197	3,372	20.35%			
	70956	Logan Hall RTU 1 & 2 Replacement	L	305,380	29,896		29,896	23,591	6,305	21.09%			
	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	36,250	303,664	89.34%			
	70961	Taylorville Welding Lab Mechanical Upgrades	L	153,805	126,302	361	126,663	53,774	72,890	57.55%			
	70962	Trutter RTU Replacement	L	183,260	163,902	10,926	174,828	138,751	36,078	20.64%			
FY2018 PHS Total				1,706,612	1,163,940	12,573	1,176,513	588,997	587,516	49.94%			
FY2019 PHS	70963	Student Union & CASS Abatement, Flooring Replacement & Rescue Assistance	L	452,404			-		-	0.00%			
	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458			-		-	0.00%			
	70965	Jacksonville Roof Replacement	L	252,936			-		-	0.00%			
	70966	Litchfield Arts & Technology AHU Replacement	L	425,920			-		-	0.00%			
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782			-		-	0.00%			
FY2019 PHS Total				1,726,500			-		-	0.00%			
PHS Fund Balance	70968	SGMIN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068			-		-	0.00%			
PHS Fund Balance Total				101,068			-		-	0.00%			
Capital Development Board / Infrastructure	73918	Main Campus & Taylorville Parking Lot Repairs	S/L	800,000			-		-	0.00%			
Capital Development Board / Infrastructure Total				800,000			-		-	0.00%			
Infrastructure	73914	Commons Floor Replacement	L	73,075	61,600		61,600		61,600	100.00%			
	73915	Gym Floor Renovation	L	25,000			-		-	0.00%			
	73917	Litchfield & Jacksonville Solar Panel Installation	L	676,500	61,500		61,500		61,500	100.00%			
Infrastructure Total				774,575	123,100		123,100		123,100	100.00%			
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%			
Auxiliary Fund	05-68100	Menard Kitchen Flooring Replacement	L	96,648	90,837		90,837	637	90,200	99.30%			
Auxiliary Fund Total				96,648	90,837		90,837	637	90,200	99.30%			
Insurance & FFE	78904	Aviation Lighting Upgrade	L	26,775	26,775		26,775		26,775	100.00%			
Insurance & FFE Total				26,775	26,775		26,775		26,775	100.00%			
Grand Total				17,451,268	1,952,325	161,667	2,113,992	1,217,463	896,529	42.41%			

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">NOVEMBER 2019</p> <ul style="list-style-type: none"> • Board Meeting 11/20/19

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Pearson Master Teacher Presentation

DATE: November 28, 2018

At the Fall 2018 Professional Development Day, Professor Carmen Allen, the 2018 Pearson Master Teacher, gave a brief presentation to full-time and adjunct faculty members. She will share with the Board classroom practices that foster student relationships, which enhance learning, promote retention and contribute to student success.