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***LLCC***  
***Board of Trustees***  
***Regular Meeting***  
***December 10, 2018***

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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

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

**AGENDA  
REGULAR MEETING**

Monday, December 10, 2018  
5:15 P.M.  
Lincoln Land Community College  
Robert H. Stephens Room

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- F. Hearing of Citizens

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

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- A. Approval of Personnel Matters

**VIII. Adjournment**

***I. Preliminary Matters***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Regular Board Meeting Dates from January 2019 through  
December 2019

**DATE:** December 10, 2018

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month, except during the month of December. I am requesting that we hold the December 2019 meeting on Monday, December 9. Some meetings may be held at off-campus locations.

With the exception of any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.

**MOTION: Move to approve the schedule of meetings from January 2019 through December 2019 as the fourth Wednesday of each month, with the exception of December 2019, which will be held on Monday, December 9. With the exception of any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois.**

***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 November 28, 2018 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Vice Chairman Rosenthal presiding.

**I. Preliminary Matters**

*A. Roll Call*

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

*B. Pledge of Allegiance*

Vice Chairman Rosenthal asked Miss Hountondji to lead the audience in the pledge of allegiance.

*C. Adoption of Agenda of the November, 2018 Meeting*

**MOTION NO 11-28-18-1:**

Mr. Findley moved to adopt the agenda of November 28, 2018 meeting. Mr. Gates seconded.

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

*D. Introductions and Recognitions – None*

*E. Hearing of Citizens - None*

**II. Consent Agenda**

**MOTION NO. 11-28-18-2:**

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of October 17, 2018;

- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during October 2018 and ratify the October Treasurer's Report;
- ratify the out-of-state travel for the attached employee;
- approve out-of-state travel for the attached list of employees;
- approve a three-year contractual agreement with Production Press Jacksonville, IL to become the college's primary printer for routine printing needs;
- approve the implementation of the Salesforce CRM system at an annual cost of \$30,000;
- approve the purchase of furniture for the A. Lincoln Commons from Illini Supply Inc. at a total cost of \$64,628.20;
- approve the contract with Riverton CUSD 14, the articulation agreement with Illinois State University and the 2 + 2 agreement with Western Illinois University;
- approve a contract with Softdocs for document imaging migration at a total cost of \$37,745.65;
- ratify the application for the Small Business Development Centers Grant in the amount of \$80,000 and ratify the application for the Scaling Apprenticeship through Sector Based Strategies grant in the amount of \$360,000.

Mr. Gates seconded.

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

### **III. Action Agenda**

#### *A. Policies*

##### 1. New Board Policy 4.17 – Faculty/Staff Authored Instructional Materials

*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.*

This proposed new board policy will ensure instructional materials are chosen based on quality and avoid any potential appearance of conflict of interest. This policy was presented for a first reading. A faculty member asked if the proposed policy was discussed with Faculty Senate, Dr. Lindquist responded that the Senate did discuss and chose to issue no opinion.

No new action was required at this meeting. With board concurrence, this will return for action at the December meeting.



*B. Academic Services Division Items – None*

*C. Student Services Division Items – None*

*D. Administrative Services Division Items – None*

*E. Information Technology Items – None*

*F. Workforce Development and Community Education Items – None*

*G. Executive Division Items – None*

**IV. Information Items**

*A. Staff Reports*

1. Academic Services - None

2. Student Services – None

3. Administrative Services

a. Position Vacancies and Hires

This item has been updated.

b. Construction Progress Update - None

c. Monthly Financial Report - None

4. Information Technology – None

5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

Vice Chair Rosenthal reminded trustees that the December board meeting would be held on Monday, December 10.

*B. President's Report*

The college mourns the loss of the director of our Litchfield Outreach Center, Lorie McDonald, as a result of a tragic accident November 8. Lorie was a highly engaged leader, well respected by her colleagues and students. She loved her job and was dedicated to serving LLCC and her community. In her memory, her family has

## AGENDA ITEM II.A

established the Lorie McDonald Emergency Fund for LLCC-Litchfield through our Foundation.

The LLCC community is also saddened by the loss of former adjunct instructor of theatre, Ken Bradbury, on November 19. Ken led LLCC Jacksonville's Traveling Theatre to many elementary schools in the district as well as other traveling productions and dinner theatre. Ken instilled the love of theatre and performing in countless individuals.

We experienced two weather-related closings this month – which is very unusual. The college was closed at all locations November 15 due to heavy snowfall and at LLCC Beardstown on November 26 due to inclement weather in that area.

Our volleyball team advanced to the NJCAA Division II tournament for the further year in a row. After several hard fought games, the women placed eighth in the nation.

The Intro to Geographic Information Systems class unveiled a new online map to “green” resources in Springfield, called the Sustain Springfield Green Map. The interactive, GIS-based map guides residents and visitors to sustainable and environmentally friendly services, sites and amenities. The map is available through the LLCC website. In addition, in honor of Geography Awareness Week and GIS Day, the Math and Sciences department hosted activities involving a giant floor map of Illinois made available by the Illinois Geographic Alliance.

Dr. Carmen Allen, Interim Dean of Business and Computer Technologies presented at the Northern Illinois Regional P-20 Network fall symposium sharing insights about LLCC's development of the CBE Cyber-Security certificate.

John Paul Jaramillo, Professor of English, spoke at the recent Latino Author Spotlight in Alton. He was named an International Latino Book Award Finalist for both of his published story collections.

Michael Phelon, Coordinator of the Open Door Mentorship, was awarded the Greater Springfield Interfaith Association 2018 Humanitarian of the Year award.

Community College Daily featured the article “Cultivating a Large Donation,” by Lynn Whalen who interviewed Dr. Warren and Karen Sanders regarding the \$18 million Kreher gift benefiting the Ag program.

Public Relations and Marketing was recognized with five medallion awards by the National Council for Marketing and Public Relations, District 3, PRM won first place for Communication Success Story, Short Video and Folder; a second place award for Print Ad and a third place for Radio Ad.

The Capital City Training Center received a Trendsetter award from the National Safety Council for the “Alive at 25” program. The award recognizes the top training centers who promote safe driving.

## AGENDA ITEM II.A

LLCC was honored as providing “Best Continuing Education” in the Life and Wellness category of Illinois Times’ Best of Springfield 2018.

The Ag Club fared well at the recent state Postsecondary Agricultural Student competition. The college bowl won first place for the third consecutive year, crops and soil specialist teams placed second and dairy and sheep specialist teams placed third.

The Chemistry Club’s sixth annual Haunted Lab hosted 195 costumed children and parents/caregivers. Chemistry demonstrations were performed along with hands-on science activities.

The Honors program collected Halloween costumes and distributed them to families at a “BOOtique” held on campus.

Student Life sponsored a Thanksgiving food drive and Angel Tree.

The SAVE Taskforce hosted a “Silent Witness” display honoring the lives of domestic violence victims.

The Academy of Lifelong Learning sponsored the lecture “From Prairie to Farm to City: Music to Commemorate Illinois’s Bicentennial” at the Illinois State Museum.

Fall Professional Development Day was held November 6. Dr. Donna Beegle, president of Communication Across Barriers, spoke on the effects of growing up in poverty. In addition to her keynote and presentations, there was a full schedule of workshops on a variety of topics throughout the day.

LLCC honored veterans at its 23<sup>rd</sup> annual Veterans Day Ceremony, with board chair Dennis Shackelford serving as master of ceremonies. Attendees were then invited to the World War I exhibit, “Have You Forgotten Yet? 100 Years Since the Armistice,” in the James S. Murray Gallery, featuring artifacts and photos from the collection of Dr. Chris McDonald, Professor of Political Science and reenactment photos by alum Elizabeth Roehrs.

Ninety-one high school students from Jacksonville, Griggsville and Winchester toured the Workforce Careers Center while in town to attend the Building Trades Career Day at the BOS Center downtown. Also attending that event were students in our Highway Construction Careers Training Program; they also met with three alumni of the program who were giving presentations.

The LLCC choir and music ensembles have been sharing the joy of the season in various concerts on campus and at the Festival of Trees, White Oaks Mall and First United Methodist Church.

Abe’s Roundball Classic boys’ basketball tournament was held in Cass Gym last Tuesday, Wednesday, Friday and Saturday. The event featured eight high-ranking teams from across the state, including District 186’s Lanphier Lions.

Dr. Warren inquired if members of the board were interested in attending the ACCT National Legislative Summit in Washington D.C. in February. Some members expressed interest and Ms. Dellert will send an email to follow up.

*C. Report from Faculty Association*

Mr. Kevin Kirsch, Faculty Association President, brought forth concerns from faculty regarding the new board policy proposed this evening. They suggested that a review committee, along with the VP of Academic Services, should review and approve all faculty/staff authored instructional materials.

*D. Report from Classified Staff - None*

*E. Report from Professional Staff - None*

*F. Report from Facilities Services Council - None*

*G. Chairman's Report - None*

*H. Secretary's Report - None*

*I. Foundation Report - None*

*J. Other Board Members' Reports*

Mr. Findley reported that he is on the ICCTA Executive Director Search Committee. He indicated that the committee had hired a local group to conduct the search.

Ms. Hountondji reported that Student Life recently collected donations for Thanksgiving baskets and the Student Government Association (SGA) sponsored the annual Angel Tree to benefit local seniors. She commented that students are thankful for the many improvements made around the campus.

**V. Strategic Discussion**

Professor Carmen Allen, the 2018 Pearson Master Teacher and Interim Dean, Business and Computer Technology gave a brief presentation. She shared with the Board classroom practices that foster student relationships, which enhance learning, promote retention and contribute to student success. She then answered board members questions.

**VI. Executive Session**

**MOTION NO. 11-28-18-3:**

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

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

**AMENDED MOTION NO. 11-28-18-4:**

Mr. Gates moved to hold an executive session for the purposes of discussing personnel matters and real estate matters.  
Mr. Findley seconded.

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

**MOTION NO. 11-28-18-5:**

Mr. Gates moved to return to open session at 7:08 p.m. Mr. Findley seconded.

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

**VII. Actions from Executive Session**

**MOTION NO. 11-28-18-6:**

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

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

**VIII. Adjournment**

**MOTION NO. 11-28-18-7:**  
Mr. Findley moved to adjourn the meeting. Mr. Gates seconded.

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

The meeting adjourned at 7:10 p.m.

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Chairman Shackelford

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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:** November 28, 2018

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Account</b>	<b>Amount</b>
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*

<b>AGENDA ITEM II.A</b>
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren President

**SUBJECT:** Approval of Out-of-State Travel

**DATE:** November 28, 2018

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Account</b>	<b>Amount</b>
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)



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Personnel Matters  
**DATE:** November 28, 2018

We recommend the following personnel actions:



**FACULTY**

- A. Approve the change in retirement date for Jane Hartman, Professor-Music, from May 31, 2022 to December 14, 2018. The Board of Trustees had approved Professor Hartman’s original retirement date at their regular monthly meeting on August 22, 2018.
- B. Approve the one-semester, non-tenure track employment of Ms. Laurie Lewis-Fritz as Music Instructor. Ms. Lewis-Fritz has a Master of Music from Southern Illinois University Carbondale and is presently the lead faculty for vocal performance/assistant professor of vocal music at Lincoln College. Her employment will be effective January 14, 2019, and placement will be on Masters, Step 8 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*
- C. Approve the employment of Ms. Lucinda Caughey as Computer Science Instructor. Ms. Caughey has a Master of Science in Computer Science from the University of Illinois Springfield. Her employment will be effective January 14, 2019, and placement will be on Column Masters, Step 12 of the 2017-18 faculty salary schedule. *Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2018-19.*
- D. Approve the employment of Mr. William Cox as Computer Science Instructor. Mr. Cox has a Master of Science in Computer Science from the University of Illinois Springfield. His employment will be effective January 14, 2019 and placement will be on Column Masters, Step 12 of the 2017-18 faculty salary schedule. *Please*

**AGENDA ITEM II.A**

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

**ADMINISTRATOR**

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Don Kallembach	Program Director OTA	Health Professions	12/13/18

B. Approve the employment of Ms. Shanda Byer as Associate Vice President, Enrollment Services. Ms. Byer is presently the Director, Financial Aid and has been employed by LLCC since 1998. She has a Master of Science, Administrative Studies in Organizational Leadership from the University of South Dakota and a Bachelor of Science, Business Administration with an emphasis in Accounting from Illinois College. Her employment will be effective January 1, 2019, and placement will be on Salary Grade O.

C. Approve a 20% interim increase to the salary of Ms. Jessie Blackburn, Academic Success Professional, who will be serving as the interim Director, LLCC Litchfield. This increase will be effective December 3, 2018 and continue until the vacancy is filled.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

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

**DATE:** December 10, 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 November, 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 November 30, 2018.

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

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratification of Out-of-State Travel

**DATE:** December 10, 2018

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Account</b>	<b>Amount</b>
Lust, Kevin	America's SBDC Annual Conference	Washington, DC	September 4-7, 2018	SBDC Grant	\$2,489

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Out-of-State Travel

**DATE:** December 10, 2018

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Account</b>	<b>Amount</b>
Beckmeier, Craig & Animal Evaluation Team (Approx. 9 students)	National Western Conference	Denver, CO	Club Trip	\$2,945*
Fulgenzi, Jeff	ACCT Legislative Summit	Washington D.C.	Board Travel	\$2,557
Liesen, Diane	Neurodiagnostic Technology Accreditation Site Visit	Hunt Valley, MD	Paid by Committee on Accreditation for Education in Neurodiagnostic Technology	\$0
Maskey, Cynthia	Accrediting Commission for Education in Nursing Site Visit	Blaine, MN	Paid by Accrediting Commission for Education in Nursing	\$0
Rosenthal, Wayne	ACCT Legislative Summit	Washington D.C.	Board Travel	\$2,557
Warren, Charlotte	ACCT Legislative Summit	Washington D.C.	Professional Development	\$2,557
Whalen, Lynn	National Council for Marketing & Public Relations National Conference	San Antonio, TX	Professional Development	\$691

\*Club Funds

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** April 2019 Forward Magazine

**DATE:** December 10, 2018

The College issued an invitation to bid for the printing, mailing and delivering of the April 2019 Forward Magazine. We plan to print 156,000 Forward Magazines.

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

Bidder	Total Delivered Cost for 156,000 Forward Magazines (1 issue - 32 pages)
American Litho, Inc. Carol Stream, IL	\$38,444.89
Bloomington Offset Process, Inc. Bloomington, IL	\$62,850.00
Cenveo Eureka, MO	\$33,305.74
FineLine Printing Group Indianapolis, IN	\$42,670.00
GH Printing Company Downers Grove, IL	\$35,067.00*
<b>Kingery Printing Effingham, IL</b>	<b>\$28,433.48</b>
Premier Print Group Champaign, IL	\$42,318.00
Production Press Jacksonville, IL	\$53,900.00

*\*Based on mailing 153,000*

The following companies were mailed an Invitation to Bid, but chose not to respond: Allied Printing & Graphics, South Milwaukee, WI; Aloha Print Group,

**AGENDA ITEM II.E.1**

Chicago, IL; Andrews Printing, Harvey, IL; BFM Group, Inc., Lake St. Louis, MO; Consolidated Printing Co., Chicago, IL; Cross Rhodes Print & Technologies, Lombard, IL; Curtis 1000, Bloomington, IL; Dan's Printing & Office Supplies, Oak Forest, IL; Dyna Graphics/Fast Impressions, Decatur, IL; Emerson Press, Divernon, IL Fidelity Print Communications, Broadview, IL; Frye-Williamson Press, Springfield, IL; Global Datebooks, Southborough, MA; Grace Printing & Mailing, Chicago, IL; M & G Graphics, Inc., Chicago, IL; Martin One Source, Peoria, IL; Media Monkey Marketing LLC, Itasca, IL; Mennonite Press, Inc, Newton, KS; Migu Press, Inc., Warminster, PA; Press Journal Printing Co., Louisiana, MO; Pro-Type Printing, Inc., Paxton, IL; Reindl Printing, Inc., Oconomowoc, WI; Richards Graphics Communications, Bellwood, IL; Ripon Printers, Ripon, WI; RPM Design + Production, Campton Hills, IL; RR Donnelley, Grand Island, NY; School Datebooks, Lafayette, IN; Universal Printing Co., St. Louis, MO; Valley Offset Printing, Valley Center, KS; Veterans Print Management, Woodridge, IL; Williams Street Press, Decatur, IL;

The following companies responded with "No Bid": Color World of Printing, Springfield, IL; KK Stevens Publishing, Astoria, IL; World Press, Fenton, MO.

**Budget Impact:**

Total Funds Requested:	\$28,433.48
Source of Funds:	FY 2019 Budget
Projected Revenue:	n/a
Projected Savings:	n/a

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

n/a

**How will proposed agenda item be measured?**

n/a

**MOTION: Move to approve a purchase order to Kingery Printing for the printing, mailing and delivering of the April 2019 issue of the Forward Magazine at a total estimated cost of \$28,433.48 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2019-10.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Dr. Charlotte Warren  
President  
**SUBJECT:** Truck for Automotive Department  
**DATE:** December 10, 2018

The Automotive Department has requested the purchase of a light-duty diesel truck for use in their program. The automotive department has identified this truck as a vehicle that will offer the broadest teaching capabilities in expanding the curriculum to include diesel.

We would like to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality equipment at discounted prices that have already been successfully bid. Therefore, we are seeking Board approval to purchase one 2018 Dodge Ram 3500 Tradesman Crew Cab 4X4 Diesel Truck from Elliott Auto Group in Texas under The Interlocal Purchasing System (TIPS) consortium at a total delivered cost of approximately \$52,645.

**Budget Impact:**

Total Funds Requested: \$52,645  
Source of Funds: Perkins Grant  
Projected Revenue: n/a  
Projected Savings: n/a

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Most auto manufacturers have greatly expanded their diesel options for 2019, which means there will be more diesel trucks and SUVs needing repair. LLCC currently has no ability to include diesel topics in its current auto tech courses. This purchase will allow the auto tech program to train students in this technology, as well as develop a new diesel certificate.



**AGENDA ITEM II.E.2**

**How will proposed agenda item be measured?**

Enrollments

**MOTION: Move to approve the purchase of one 2018 Dodge Ram 3500 Tradesman Crew Cab 4X4 Diesel Truck at a total cost of approximately \$52,645.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** December 12, 2018

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

The Community Education Department has entered into a contract with Land of Lincoln Goodwill Industries to serve as an Ed2Go provider and portal manager for Digital Literacy online classes. Approximately 35 students will be served by the agreement.

The Workforce Development Division seeks approval to enter into a contract with the IBEW Renewable Energy Fund to develop a 30 credit hour certificate program in renewable energies. The program will be developed by collaboration from six colleges and the coordinating local IBEW organizations. The curriculum would be shared among each college.

The Community Education Department seeks approval to enter a memorandum of understanding with Black Rocket to offer seven weeks of summer youth programming. Programming will be open to students ages 6-15 under the College for Kids program.

The Health Professions Department seeks approval to enter into a clinical site agreement with Rutledge Joint Ventures to provide clinical site experience to students enrolled in the College's Health Professions programs. Rutledge Joint Ventures, LLC has facilities suitable to the educational needs of the students.

**AGENDA ITEM II.F.1**

The Capital City Training Center seeks approval to enter into an affiliation agreement with HSHS St. Mary's Hospital to provide clinical site experience to students enrolled in the Phlebotomy Technician Program. HSHS St. Mary's Hospital has facilities suitable for the educational needs of the students.

**MOTION:** Move to approve the contract with the IBEW Renewable Energy Fund in the amount of \$33,850; approve the memorandum of understanding with Black Rocket in the amount of \$48,350; approve the clinical site agreement with Rutledge Joint Ventures, LLC and approve the affiliation agreement with HSHS St. Mary's Hospital.

## TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items as Informational: Contracts Less than \$10,000</i>					
Digital Literacy Class Contract	The Community Education Department has entered into a contract with Land of Lincoln Goodwill Industries to serve as an Ed2Go provider and portal manager for Digital Literacy online classes. Approximately 35 students will be served by the agreement.	Land of Lincoln Goodwill	Workforce Development/ Community Education	\$4,000	December 3, 2018 through Indefinite
<i>Items for Approval: Contracts over \$10,000</i>					
IBEW Renewable Energy Program Contract	The Workforce Development Division seeks approval to enter into a contract with the IBEW Renewable Energy Fund to develop a 30 credit hour certificate program in renewable energies. The program will be developed by collaboration from six colleges and the coordinating local IBEW organizations. The curriculum would be shared among each college.	IBEW Renewable Energy Fund	Workforce Development	\$33,850	December 13, 2018 through August 1, 2019
Memorandum of Understanding with Black Rocket	The Community Education Department seeks approval to enter a memorandum of understanding with Black Rocket to offer seven weeks of summer youth programming. Programming will be open to students ages 6-15 under the College for Kids program.	Black Rocket	Workforce Development/ Community Education	\$48,350	June 10, 2019 through August 1, 2019
			<b>TOTALS</b>	<b>\$86,200</b>	

**CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS**

<b>Contract Title</b>	<b>Brief Description</b>	<b>Contractor</b>	<b>LLCC Dept / Program</b>	<b>Term</b>
Clinical Site Agreement with Rutledge Joint Ventures, LLC	The Health Professions Department seeks approval to enter into a clinical site agreement with Rutledge Joint Ventures to provide clinical site experience to students enrolled in the College's Health Professions programs. Rutledge Joint Ventures, LLC has facilities suitable to the educational needs of the students.	Rutledge Joint Ventures, LLC	Academic Services/Health Professions	July 1, 2018 through June 30, 2019
Affiliation Agreement with HSHS St. Mary's Hospital	The Capital City Training Center seeks approval to enter into an affiliation agreement with HSHS St. Mary's Hospital to provide clinical site experience to students enrolled in the Phlebotomy Technician Program. HSHS St. Mary's Hospital has facilities suitable for the educational needs of the students.	HSHS St. Mary's Hospital	Capital City Training Center/ Phlebotomy	December 12, 2018 through Indefinite

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Selection of Engineering Firm for Student Union & Cass Abatement, Flooring Replacement & Stair Rescue Assistance System

**DATE:** December 10, 2018

At the October 2018 Board Meeting this PHS project was approved and ICCB application forms have been properly completed and retained to document the necessity of the above referenced project.

Allied Design Consultants, Inc., Springfield, IL assisted in the completion of the ICCB application forms. They have agreed to provide engineering services for this project in the amount of \$25,620. This is within our project budget as detailed in the ICCB application forms.

**Budget Impact:**

Total Funds Requested:	\$25,620
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.

**AGENDA ITEM II.I.1**

**MOTION: Move to accept the proposal from Allied Design Consultants, Inc. in the amount of \$25,620 to provide design services for the Student Union & Cass Abatement, Flooring Replacement & Stair Rescue Assistance System project at the Main Campus.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Selection of Engineering Firm for CCTC RTU Replacement 1, 2,  
3, 4, 8

**DATE:** December 10, 2018

At the October 2018 Board Meeting this PHS project was approved and ICCB application forms have been properly completed and retained to document the necessity of the above referenced project.

Hanson Professional Services, Inc., Springfield, IL assisted in the completion of the ICCB application forms. They have agreed to provide engineering services for this project in the amount of \$38,409. This is within our project budget as detailed in the ICCB application forms.

**Budget Impact:**

Total Funds Requested:	\$38,409
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.



**AGENDA ITEM II.I.2**

**MOTION: Move to accept the proposal from Hanson Professional Services, Inc. in the amount of \$38,409 to provide design services for the CCTC RTU Replacement 1, 2, 3, 4, 8 project at the Capital City Training Center.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Selection of Engineering Firm for Litchfield Arts & Technology  
AHU Replacement

**DATE:** December 10, 2018

At the October 2018 Board Meeting this PHS project was approved and ICCB application forms have been properly completed and retained to document the necessity of the above referenced project.

GHR Engineers and Associates, Inc., Champaign, IL assisted in the completion of the ICCB application forms. They have agreed to provide engineering services for this project in the amount of \$38,720. This is within our project budget as detailed in the ICCB application forms.

**Budget Impact:**

Total Funds Requested:	\$38,720
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.

**AGENDA ITEM II.I.3**

**MOTION: Move to accept the proposal from GHR Engineers and Associates, Inc. in the amount of \$38,720 to provide design services for the Litchfield Arts & Technology AHU Replacement project at the Litchfield Outreach Center.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Litchfield & Jacksonville Solar Panel Installation – Contractor Recommendation

**DATE:** December 10, 2018

There was consensus at the September 2018 Board Meeting to move forward with the above referenced project. At the October 2018 Board Meeting WindSolarUSA was selected to provide services to assist us with completion of the Renewable Energy Credit (REC) application process and to develop the project scope and complete the application process through the contractor selection stage.

The contractor recommended below will work with WindSolarUSA to complete the Round 1 REC application to the Illinois Power Agency. The contractor understands the Work related to installation is contingent on REC application results and the project may be cancelled based on those results. There will be a small fee (anticipated to be under \$3,000) associated with this Round 1 REC application that will be paid to WindSolarUSA as a reimbursable.

The contractor recommended below will also work with WindSolarUSA to complete the Ameren Net Metering Interconnect Agreement and any local municipality permits and fees. These fees are included with the contractors bid proposal.

Completed building and electric permit applications, Ameren Net Metering Interconnect Agreements for both locations and the Round 1 REC applications above are necessary to enter the projects into the lottery for selection of Round 1 REC's.

The window opens for submission of Round 1 REC applications on January 15, 2019. Notification of the results of the application are anticipated in the spring of 2019. We are currently unsure of this date as the volume of applications is unknown. The Litchfield and Jacksonville locations will be entered in the lottery as two separate projects. It is possible, one location could be awarded RECs while the other location is not awarded RECs. We will return to the Board with the results of our Round 1 REC application status at the next available board meeting. Further discussion can be had about an anticipated date where we can apply for Round 2 REC's and about whether to proceed with the project or to reject the bids entirely.

**AGENDA ITEM II.I.4**

Sealed proposals were received by the Construction Managers Office on November 27<sup>th</sup> for the Litchfield & Jacksonville Solar Panel Installation Project. A tabulation of those proposals is as follows:

<b>Contractor</b>	<b>Base Bid Litchfield</b>
B&B Electric, Inc., Springfield, IL	\$561,250
Ruyle Mechanical Services, Peoria, IL	\$598,900
<b>Senergy Electric Inc., Williamsville, IL</b>	<b>\$505,505</b>

The recommended bid is within the project budget. The following company was issued bid documents but chose not to submit a proposal: K&F Electric, Inc. /AES, Belleville, IL. The following company submitted a proposal; however, the proposal was non-responsive: New Prairie Construction Company, Urbana, IL.

**Budget Impact:**

Total Funds Requested: \$556,056  
(\$505,505 Total Bid Amount + \$50,551 Contingency)  
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.

**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 approve the Base Bid from Senergy Electric, Inc. in the amount of \$505,505, and to establish a project contingency in the amount of \$50,551, for an aggregate amount of \$556,056 to complete the Litchfield & Jacksonville Solar Panel Installation Project contingent on award of Renewable Energy Credits from the Ameren Interconnection / Net Metering program.**

### ***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:** December 10, 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 was presented last month for a first reading and is submitted for Board approval this evening.

**MOTION: Move to approve new Board Policy 4.17 – Faculty/Staff Authored Instructional Materials.**

**AGENDA ITEM III.A.1**

Lincoln Land Community College	Subject: <b>Faculty/Staff Authored Instructional Materials</b> Policy Number: <b>4.16</b> 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.



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revised Board Policy 8.39 – Faculty Emeritus Status

**DATE:** December 10, 2018

The following are proposed changes to Board Policy 8.39 – Faculty Emeritus Status. These proposed policy changes will provide clearer guidance for awarding the honor of faculty emeriti, clarifying the qualifications for eligible faculty members.

This revised policy is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled January 2019 meeting of the Board.

**AGENDA ITEM III.A.2**

Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: Effective Date:	<b>Faculty Emeritus Status</b> <b>8.39</b> VP, Administrative Services 4/22/09 1/23/19 1/23/19
BOARD POLICY	Old Policy Number:	3.1.17

Policy Statement: At the conclusion of a career at Lincoln Land Community College, select members of the full-time faculty with exceptional records of teaching excellence and service to the institution may be honored with the title “emeritus.” Faculty who have served as administrators during part of their tenure may also be considered for this honor. To be considered for emeritus status, a faculty member should have served a minimum of twenty (20) full-time years at Lincoln Land Community College, have an exceptional personnel record, and not sought full-time academic employment elsewhere after leaving the College.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revised Board Policy 4.12 – Class Attendance

**DATE:** December 10, 2018

The following are proposed changes to Board Policy 4.12 – Class Attendance. These proposed policy changes will provide clearer guidelines for faculty and students on the development and implementation of attendance policies, specifically when considering a College-sanctioned activity.

This revised policy is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled January 2019 meeting of the Board.

**AGENDA ITEM III.A.3**

Lincoln Land	Subject:	<b>Class Attendance</b>
Community College	Policy Number:	<b>4.12</b>
	Officer Responsible:	VP, Academic Services
	Last Reviewed:	1/23/19
	Last Revised:	1/23/19
	Effective Date:	8/1/19
<b>BOARD POLICY</b>	Old Policy Number:	3.7.2

Policy Statement: Students are expected to attend class regularly, and shall notify their instructor(s) when they are unable to attend class. Faculty may create specific attendance and/or make-up policies for their individual classes. The instructor may establish class attendance as an achievement standard.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Establishment of 2018 Tax Levy

**DATE:** December 10, 2018

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening, is the resolution to adopt the local property tax levy for 2018. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2019 and FY 2020.

The law provides that the levy include the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will however, remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.0% over CY 17 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2018, exclusive of debt retirement, includes an "aggregate levy" of 104.37% in excess of the estimated prior year's extension.

LLCC's 2017 extension, exclusive of debt service was \$28,453,159. The levy recommended to you tonight, exclusive of debt service, is \$29,697,749, an increase of 4.37% over the previous year's extension.

The total levy for debt service includes \$2,602,900 for the retirement of principle and interest for the General Obligation Refunding Bonds, Series 2016 and General Obligation Refunding Bonds, Series 2017, which represents a 0.41% decrease over the previous year's final extension.

The total estimated 2018 levy of \$32,300,649 including debt service represents a 4% increase over the 2017 extension of \$31,066,869.

**AGENDA ITEM III.D.1**

I have attached (1) the formal resolution necessary to establish the 2018 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a truth in taxation notice and hearing will not be required for the 2018 tax levy.

I'll be happy to provide clarification or any additional information.

**MOTION: Move to approve the establishment of a 2018 tax levy of \$17,868,639 for educational purposes; \$4,632,610 for operations and maintenance purposes; \$4,890,000 for liability, protection and settlement purposes; \$510,000 for Social Security and Medicare insurance purposes; \$70,000 for audit purposes; \$1,726,500 for protection, health and safety purposes; and \$2,602,900 for Bond and Interest purposes; for a total of \$32,300,649.**

**RESOLUTION ON ESTIMATED TAX LEVY FOR 2018**

**LINCOLN LAND COMMUNITY COLLEGE  
RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2018**

**WHEREAS**, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

**WHEREAS**, the aggregate amount of property taxes extended for 2017 was:

Educational Purposes.....	\$17,181,384
Operations and Maintenance Purposes.....	4,454,433
Protection, Health and Safety Purposes .....	1,728,662
Auditing Purposes .....	69,710
Tort Immunity Purposes .....	4,516,761
Social Security & Medicare Insurance Purposes .....	502,209
<b>TOTAL .....</b>	<b>\$28,453,159</b>

and

**WHEREAS**, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2018 is as follows:

Educational Purposes.....	\$17,868,639
Operations and Maintenance Purposes.....	4,632,610
Protection, Health and Safety Purposes .....	1,726,500
Auditing Purposes .....	70,000
Tort Immunity Purposes .....	4,890,000
Social Security & Medicare Insurance Purposes .....	510,000
<b>TOTAL .....</b>	<b>\$29,697,749</b>

And, that the amount of taxes levied for the year 2018 be allocated 50 percent for FY 2019 and 50 percent for FY 2020.

**WHEREAS**, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or

**AGENDA ITEM III.D.1**

pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the amount of property taxes extended for the bond and interest purposes for 2017 was \$2,613,710 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2018 is \$2,602,900.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

- SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2018 is \$29,697,749.
- SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2018 **does not** exceed 105% of the taxes extended by the district in the year 2017.
- SECTION 3: The amount of taxes estimated to be levied for the year 2018 for debt service is \$2,602,900 which is 99.59% of the taxes extended for debt service for 2017.
- SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.
- SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, **does not** exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_

Secretary, Board of Trustees



**TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

**This applies to the tax levy for the year 2018 payable 2019**

I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 10, 2018

Presiding officer: \_\_\_\_\_  
Secretary of Board (or) Board Chair

**AGENDA ITEM III.D.1**

**CERTIFICATE OF TAX LEVY**

Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois.

We hereby certify that we require:

- the sum of \$17,868,639 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,632,610 to be levied as a tax for operations and maintenance purpose (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 4,890,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$ 510,000 to be levied as a special tax for purposes for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 70,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,726,500 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 2018.

Signed this 10<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district that have not been paid in full **(two)**.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

\_\_\_\_\_  
(Detach and Return to Lincoln Land Community College, 5250 Shepherd Road, P O Box 19256, Springfield, IL 62794-9256)

This is to certify that the Certificate of Tax Levy for Community College District No 526 Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2018 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2018.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire

**AGENDA ITEM III.D.1**

bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the **General Obligation Refunding Bonds, Series 2016 and General Obligation Refunding Bonds, Series 2017 for the year 2018, is \$365,950 and \$2,236,950, respectively**

---

Date

County Clerk and County

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Issuance of General Obligation Alternate Bonds

**DATE:** December 10, 2018

The gift of the Kreher Charitable Remainder Trust to the Foundation for the benefit of the Ag program at Lincoln Land Community College provides tremendous opportunities for and long-term support of the program. To support the growth of the program as a result of this gift and to honor donor intent and wishes, the College along with the Foundation and the Trust have determined that the program would be best served with the construction of an Agriculture Center of Excellence.

It is anticipated that this new building project on campus will require a budget of approximately \$7.5M to complete (inclusive of all fees, infrastructure, construction cost, contingency, etc.) and is being funded entirely by the annual distributions from the Trust to the Foundation. Various funding options have been explored with the Foundation and the Trust. The funding scenario with the lowest total interest cost to the Foundation and the Trust is having the college issue bonds for the estimated cost of the project and enter into a three-party agreement with the Trust and the Foundation to provide annual payment from the Foundation to the College to support the debt payments.

The first step in the bond issuance process is for the Board of Trustees to authorize issuance of the bonds. A Resolution to authorize the issuance of general obligation alternate bonds in an amount not to exceed \$7,500,000 is before you for consideration tonight. General obligation alternate bonds require the identification of the alternate revenue stream to be used to satisfy the debt service obligation in the future. The revenue stream pledged to support the future debt service requirements is the annual distribution of earnings from the Trust to the Foundation and then from the Foundation to the College by way of the three-party agreement previously mentioned. These bonds will not increase the tax levy of the College unless Trust revenues are insufficient to pay the debt service on the bonds. General obligation alternate bonds require that the citizens of the district have an opportunity to collect signatures on a petition that would require the question of the issuance of the bonds be submitted to referendum.

**AGENDA ITEM III.D.2**

Statutes provide for 30 days to collect said signatures. The approval and then publication of the attached Resolution marks the beginning of the 30-day period. Statutes also require that the College hold a public hearing to receive comments regarding the issuance of the bonds. The attached Resolution establishes that the required public hearing will be held at the January 23, 2019 Board of Trustees meeting.

Below is a brief timeline of the process to be followed for the issuance of the general obligation alternate bonds.

December 10, 2018	Board approves Intent to Issue Resolution
January 23, 2019	Public hearing regarding issuance of bonds
February 27, 2019	Board approves sale of bonds

As with many previous bond issues, the college will work with Kevin McCanna of Speer Financial as the bond advisor and Mike Southworth of Hart, Southworth & Witsman as bond counsel. One additional item to come before the Board for action will be approval of the three-party agreement between the Trust, the Foundation, and the College. It is anticipated that agreement will be presented for your consideration at the January 23, 2019 Board meeting.

**MOTION:      Approve the attached Resolution authorizing the issuance of general obligation alternate bonds in an aggregate principal amount not to exceed \$7,500,000 and establish January 23, 2019 as the required Bond Issuance Notification Act public hearing date for the bond issue.**

RESOLUTION authorizing the issuance of general obligation alternate bonds of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott and State of Illinois, in an aggregate principal amount not to exceed \$7,500,000 pursuant to the Local Government Debt Reform Act of the State of Illinois

WHEREAS, the Board of Trustees (the "Board") of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott and State of Illinois (the "District"), has determined that it is advisable, necessary and in the best interests of the District to acquire, construct and equip a building on the District's main campus in Springfield, Illinois for use by the District for agriculture and other education or related programming purposes (the "Project"); and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, capitalized interest, printing and publication costs and other expenses, is estimated to be not greater than \$7,500,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, such costs are expected to be paid for from the proceeds of alternate bonds authorized to be issued at this time pursuant to Section 15 of the Local Government Debt Reform Act of the State of Illinois, as amended (the "Act"); and

WHEREAS, it is necessary and for the best interests of the District that the Project be undertaken and in order to raise the funds required for such purpose it will be necessary for the District to borrow an amount not to exceed \$7,500,000 and in evidence thereof to issue general obligation alternate bonds in an aggregate principal amount not to exceed \$7,500,000 (the "Bonds"), all in accordance with the Act; and

WHEREAS, the revenue source that will be pledged to the payment of the principal of and interest on the Bonds will be revenues to be received by the District from Lincoln Land Community College Foundation, an Illinois not for profit corporation (the "Foundation") derived from the Kreher Farm Perpetual Charitable Trust (the "Trust") pursuant to an agreement between the District, the Foundation and the Trust (the "Pledged Revenues"); and

WHEREAS, if the Pledged Revenues are insufficient to pay the Bonds, ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount are authorized to be extended to pay the principal of and interest on the Bonds; and

WHEREAS, the number of registered voters of the District on the date registration closed before the last regular election determined in accordance with 10 ILCS 5/3-1.3 was 219,904.

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond,

Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott and State of Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. Determination to Issue Bonds.

It is necessary and in the best interests of the District to undertake the Project, and that for that purpose, the Bonds are hereby authorized to be issued and sold.

Section 3. Publication.

This resolution, together with a notice in the statutory form attached hereto, shall be published in the *State Journal-Register*, the same being a newspaper of general circulation in the District, and if petitions signed by 16,492 electors (being equal to the greater of: (i) 7.5% of the registered voters in the District; or (ii) 200 of those registered voters or 15% of those registered voters, whichever is less), asking that the issuance of the Bonds be submitted to referendum are not filed with the Secretary of the Board within thirty (30) days after the date of the publication of this resolution and said notice, then the Bonds shall be authorized to be issued.

Section 4. Additional Resolutions.

If petitions meeting the requirements of applicable law are not filed during the petition period hereinabove referred to, then the Board may adopt additional resolutions or proceedings supplementing or amending this resolution providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this resolution is not exceeded and there is no material change in the Project or the purposes described herein. Such additional resolutions or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This resolution, together with such additional resolutions or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Public Hearing.

A public hearing shall be held before the Board pursuant to The Bond Issue Notification Act, 30 ILCS §352/1 for the Bonds. The Board finds and determines that the *State Journal-Register* is a newspaper with a general circulation in the District. The Board authorizes and approves the time, place and location of the hearing to be January 23, 2019 at 5:15 p.m. at the District's Robert H. Stephens conference room in Menard Hall located at 5250 Shepherd Road, Springfield, Illinois, and further authorizes and approves publication of notice of the hearing in the *State Journal-Register* in compliance with The Bond Issue Notification Act. The notice shall also be given by posting a copy of the notice at the principal office of the Board at least 48 hours before the hearing.

Section 6. Declaration of Official Intent.

This Resolution is a declaration of official intent under Treasury Regulation §1.150-2, and the District hereby declares its official intent that it reasonably expects to reimburse capital expenditures for the Project paid prior to the issuance of the Bonds with proceeds from the sale of the Bonds.

Section 7. Severability.

If any section, paragraph, clause or provision of this resolution shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this resolution.

Section 8. Repealer.

All resolutions or orders, or parts thereof, in conflict with the provisions of this resolution are to the extent of such conflict hereby repealed.

Adopted December 10, 2018.

\_\_\_\_\_  
Chairman

(SEAL)  
ATTEST:

\_\_\_\_\_  
Secretary

The following members voted:

AYE: \_\_\_\_\_  
\_\_\_\_\_

NAY: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_



NOTICE OF INTENT TO ISSUE BONDS AND  
RIGHT TO FILE PETITION

Notice is hereby given that pursuant to a resolution adopted on December 10, 2018 (the “Resolution”), the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott and State of Illinois (the “District”), intends to issue general obligation alternate bonds (the “Bonds”) in an aggregate principal amount not to exceed \$7,500,000 for the purpose of acquiring, constructing and equipping a building and related infrastructure on the District’s main campus in Springfield, Illinois. The Bonds will be payable from revenues to be received by the District from Lincoln Land Community College Foundation, an Illinois not for profit corporation (the “Foundation”) derived from the Kreher Farm Perpetual Charitable Trust (the “Trust”) pursuant to an agreement between the District, the Foundation and the Trust. If such revenue source is insufficient to pay the Bonds, ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount are authorized to be extended to pay the principal of and interest on the Bonds. A complete copy of the Resolution follows this notice.

Notice is hereby further given that a petition signed by 16,492 or more electors of the District (said number of electors being equal to the greater of (i) 7.5% of the number of registered voters in the District or (ii) 200 of those registered voters or 15% of those registered voters, whichever is less), may be submitted to the Secretary of the Board of Trustees of the District (the “Secretary”) within 30 days of publication of this notice and the Resolution, asking that the question of the issuance of the Bonds be submitted to referendum. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this Notice and the Resolution, an election on the proposition to issue the Bonds shall be held on April 2, 2019. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A 1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed with the Secretary within said 30-day period, the Bonds shall be authorized to be issued.

Dated: December 10, 2018

/s/ Ken Elmore

Secretary,

Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois

CERTIFICATE

I, Ken Elmore, Secretary of the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District"), hereby certify that the foregoing Resolution entitled: "RESOLUTION authorizing the issuance of general obligation alternate bonds of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois, in an aggregate principal amount not to exceed \$7,500,000 pursuant to the Local Government Debt Reform Act of the State of Illinois" (the "Resolution") is a true copy of an original Resolution which was adopted by the recorded affirmative votes of a majority of the members of the Board of Trustees of the District (the "Board") at a meeting thereof which was duly called and held on December 10, 2018, and at which a quorum was present and acting throughout, and that said copy has been compared by me with the original Resolution signed by the Chairman of the Board and recorded in the records of the District and that it is a correct transcript thereof and of the whole of said Resolution, and that said Resolution has not been altered, amended, repealed or revoked, but is in full force and effect.

I do further certify that the deliberations of the Board on the adoption of the Resolution were taken openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended, and the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal this December 10, 2018.

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Secretary

(SEAL)

***IV. Information Items***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** December 10, 2018

**POSITION VACANCIES**

**Classified**

Academic Support Specialist (PT)  
Building Custodian (FT)-2  
Education Services Representative (PT)  
Program Assistant (PT)

**Administrator**

Director, Concurrent Enrollment (FT)  
Program Director, Occupational Therapy Assistant (FT)

**Faculty**

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

**HIRES**

Justin Appenzeller	Building Custodian	12/3/18
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Construction Progress Update  
**DATE:** December 10, 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 18**

**Cass Gymnasium Upgrade AHU 5 & Replace AHU 6**

Bids were received on October 25<sup>th</sup>. Three proposals were received, and all exceeded the project budget. This project budget and scope will be revisited next year.

**Logan Hall RTU 1 & 2 Replacement**

Bids were received on October 25<sup>th</sup>. Three proposals were received, and all exceeded the project budget. This project budget and scope will be revisited next year.

**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.

**PHS Projects – FY 19**

**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 spring.

**Jacksonville Roof Replacement**

Bid opening is scheduled for December 13<sup>th</sup>. 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**

Bids were received on November 27<sup>th</sup>. A recommendation of award, contingent on Renewable Energy Credit award, is before you tonight.

**Deferred Maintenance Capital Project (CDB Managed)**

**Main Campus & Taylorville Parking Lot Repairs**

Project bidding and scheduling is dependent on Capital Development Board. Project was scheduled to be approved at the December 11<sup>th</sup> Capital Development Board meeting.

**Auxiliary and Operations & Maintenance**

**Menard Kitchen & Commons Flooring Replacement**

The project is underway.

**Budget Impact:**

Total Funds Requested: n/a  
Source of Funds: n/a  
Projected Revenue: n/a  
Projected Savings: n/a

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

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

**How will proposed agenda item be measured?**

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

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of November 26, 2018

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLC 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%
<b>FY2017 PHS Total</b>				<b>790,890</b>	<b>547,673</b>	<b>149,095</b>	<b>696,767</b>		<b>627,829</b>	<b>68,938</b>	<b>9.89%</b>
FY2018 PHS	70954	Capital City Training Center Roof Replacement	L	182,520	156,526	1,285	157,812		145,313	12,499	7.92%
	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	145,602	16,569		16,569		13,759	2,810	16.96%
	70956	Logan Hall RTU 1 & 2 Replacement	L	305,380	29,896		29,896		24,646	5,250	17.56%
	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		128,540	211,374	62.18%
	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	13,230	177,132		163,682	13,450	7.59%
<b>FY2018 PHS Total</b>				<b>1,666,991</b>	<b>1,124,319</b>	<b>14,876</b>	<b>1,139,195</b>		<b>687,602</b>	<b>451,593</b>	<b>39.64%</b>
FY2019 PHS	70963	Student Union & CASS Abatement, Flooring Replacement & Rescue Assistance	L	452,404	24,825		24,825			24,825	100.00%
	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458			-			-	0.00%
	70965	Jacksonville Roof Replacement	L	252,936	24,744		24,744		13,827	10,917	44.12%
	70966	Litchfield Arts & Technology AHU Replacement	L	425,920	1,493		1,493		1,493	-	0.00%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782			-			-	0.00%
<b>FY2019 PHS Total</b>				<b>1,726,500</b>	<b>51,062</b>		<b>51,062</b>		<b>15,320</b>	<b>35,742</b>	<b>70.00%</b>
PHS Fund Balance				101,068	3,500		3,500		500	3,000	85.71%
<b>PHS Fund Balance Total</b>				<b>101,068</b>	<b>3,500</b>		<b>3,500</b>		<b>500</b>	<b>3,000</b>	<b>85.71%</b>
Capital Development Board / Infrastructure			S,L	800,000			-			-	0.00%
<b>Capital Development Board / Infrastructure Total</b>				<b>800,000</b>							<b>0.00%</b>
Infrastructure	73914	Commons Floor Replacement	L	73,075	67,475		67,475		4,219	63,256	93.75%
	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%
<b>Infrastructure Total</b>				<b>774,575</b>	<b>128,975</b>		<b>128,975</b>		<b>4,219</b>	<b>124,756</b>	<b>96.73%</b>
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%
<b>ICCB Capital Budget Request Total</b>				<b>11,428,200</b>							<b>0.00%</b>
Auxiliary Fund	05-68100	Menard Kitchen Flooring Replacement	L	96,648	98,267		98,267		6,326	91,941	93.56%
<b>Auxiliary Fund Total</b>				<b>96,648</b>	<b>98,267</b>		<b>98,267</b>		<b>6,326</b>	<b>91,941</b>	<b>93.56%</b>
Insurance & FFE	78904	Aviation Lighting Upgrade	L	35,249	30,907		30,907		3,432	27,475	88.90%
<b>Insurance &amp; FFE Total</b>				<b>35,249</b>	<b>30,907</b>		<b>30,907</b>		<b>3,432</b>	<b>27,475</b>	<b>88.90%</b>
<b>Grand Total</b>				<b>17,420,121</b>	<b>1,984,703</b>		<b>1,984,703</b>		<b>163,971</b>	<b>2,148,674</b>	<b>37.39%</b>



**AGENDA MASTER CALENDAR**

<p style="text-align: center;"><b>JANUARY 2019</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• Board Meeting 1/23/19</li> </ul>	<p style="text-align: center;"><b>FEBRUARY 2019</b></p> <ul style="list-style-type: none"> <li>• Sabbatical Leaves</li> <li>• Faculty Positions</li> <li>• Board Meeting 2/27/19</li> </ul>	<p style="text-align: center;"><b>MARCH 2019</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/27/19</li> </ul>	<p style="text-align: center;"><b>APRIL 2019</b></p> <ul style="list-style-type: none"> <li>• Board of Trustees Election/Reorganization</li> <li>• Seating of Student Trustee</li> <li>• Board Meeting 4/24/19</li> </ul>
<p style="text-align: center;"><b>MAY 2019</b></p> <ul style="list-style-type: none"> <li>• LLCC Foundation Gala 5/4/19</li> <li>• Student Recognition Ceremony</li> <li>• Employee Recognition Ceremony 5/9/19</li> <li>• Commencement 5/17/19</li> <li>• Board Meeting 5/22/19</li> </ul>	<p style="text-align: center;"><b>JUNE 2019</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/26/19</li> </ul>	<p style="text-align: center;"><b>JULY 2019</b></p> <ul style="list-style-type: none"> <li>• FY20 Tentative Budget</li> <li>• Board Meeting 7/24/19</li> </ul>	<p style="text-align: center;"><b>AUGUST 2019</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/28/19</li> </ul>
<p style="text-align: center;"><b>SEPTEMBER 2019</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Mid-Year Tenure Listing</li> <li>• Board Meeting 9/25/19</li> </ul>	<p style="text-align: center;"><b>OCTOBER 2019</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• PHS Projects</li> <li>• Board Meeting 10/23/19</li> </ul>	<p style="text-align: center;"><b>NOVEMBER 2019</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 11/20/19</li> </ul>	<p style="text-align: center;"><b>DECEMBER 2019</b></p> <ul style="list-style-type: none"> <li>• Adopt CY19 Property Tax Levy</li> <li>• Board Meeting 12/9/19</li> </ul>

## ***V. Strategic Discussion***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Voluntary Framework of Accountability

**DATE:** December 10, 2018

Determining how and whether students are fulfilling their educational objectives— both among students who intend to obtain a credential and among students who take courses without intending to obtain a credential—is a core metric for institutional success.

Dr. Vern Lindquist, Vice President of Academic Services, will share with the Board a demonstration of the Benchmarking Dashboard from the Voluntary Framework of Accountability (VFA) project. The VFA is the first comprehensive national accountability system created by community colleges, for community colleges.