AGENDA
REGULAR MEETING

Wednesday, February 28, 2018
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

A. Roll Call
B. Pledge of Allegiance
C. Adoption of Agenda of the February 28, 2018 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

II. Consent Agenda

A. Approval of Minutes of the Regular Meeting of January 24, 2018 ....... 6
B. Ratify Payments of All Cash Disbursements for January and the January Treasurer's Report ...................................................... 17
C. Out-of-State Travel
   1. Ratification of Out of State Travel ........................................ 18
   2. Approval of Out of State Travel ............................................ 19
D. Budget/Financial Items
E. Purchasing
   1. FY 2018 Bookstore Purchases (mid-year) ............................. 20
F. Contracts/Agreements
   1. Monthly Training Contract/Clinical Agreement Status Report ....... 21
G. Monthly Grant Status Report .............................................. 23
H. Facility Leases
I. Construction Items
J. Other Items

III. Action Agenda

A. Policies
B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
E. Information Technology Systems Items
F. Workforce Development and Community Education Items
G. Executive Division Items
IV. Information Items

A. Staff Reports
   1. Academic Services
   2. Student Services
   3. Administrative Services
      a. Position Vacancies and Hires ........................................... 28
      b. Construction Progress Update .......................................... 29

4. Information Technology Systems
5. Workforce Development and Community Education
6. Executive Division
   a. Review of Agenda Master Calendar..................................... 32

B. President's Report
C. Report from Faculty Senate
D. Report from Faculty Association
E. Report from Classified Staff
F. Report from Professional Staff
G. Report from Facilities Services Council
H. Chairman's Report
I. Secretary's Report
J. Foundation Report
K. Other Board Members’ Reports

V. Strategic Discussion

A. Center for Academic Success.................................................... 34

VI. Executive Session

A. Personnel Matters
B. Faculty Tenure and Continuing Employment Recommendations
C. Approval of Faculty Positions
D. Notice of Honorable Dismissal
E. Student Matters
F. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

A. Approval of Personnel Matters
B. Approval of Faculty Tenure and Continuing Employment
C. Approval of Faculty Positions
D. Approval of Resolution

VIII. Adjournment
I. Preliminary Matters
II. Consent Agenda
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, January 24, 2018 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Shackelford presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Chairman Shackelford asked Mr. Fulgenzi to lead the Board and audience in the pledge of allegiance.

C. Adoption of Agenda of the January 24, 2018 Meeting

MOTION NO. 01-24-18-1:

Mr. Elmore moved to adopt the agenda of January 24, 2018 meeting. Mr. Rosenthal seconded.

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

D. Introductions and Recognitions

Dr. Warren introduced the new Vice President of Academic Services, Dr. Vern Lindquist. He comes to LLCC from Richard Bland College of William and Mary in Petersburg, Virginia where he served as Dean of Faculty and Chief Academic Officer and was responsible for all academic planning, hiring, assessment, library and support. Prior to that, he was Dean of Liberal Arts and Sciences at the State University of New York at Delhi. He also spent nearly 20 years at SUNY Sullivan, a comprehensive community
college, as Chair of the Arts and Letters Division, Coordinator of the Honors Program and Professor.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 01-24-18-2:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of December 11, 2017;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during December 2017 and ratify the December 2017 Treasurer's Report;
- approve out-of-state travel for the attached list of employees;
- approve a purchase order to Kingery Printing for the printing, mailing and delivering of the April 2018 issue of the Forward Magazine at the total estimated cost of $29,990 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2018-5;
- approve the renewal of the agreement with the President Abraham Lincoln Springfield for lodging and meal accommodations for the Elderhostel 2019 Program Year as per the terms, conditions and specifications of Request for Proposal #FY2017-1;
- approve the annual support and maintenance of the AEFIS software in the amount of $30,000;
- approve the Memorandum of Understanding with Black Rocket in the amount of $24,020; approve the Affiliation Agreement with St. John’s Hospital; approve the Reciprocal Borrowing Agreement with the City of Springfield’s Lincoln Library;
- accept the proposal from GHR Engineers and Associates, Inc. in the amount of $26,350 to provide design services for the Logan Hall RTU 1 & 2 Replacement;
- accept the proposal from GHR Engineers and Associates, Inc. in the amount of $29,760 to provide design services for the Sidewalk Lighting – North Side Main Campus Installation.

Mr. Findley seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Moore (advisory), Mr. Rosenthal and Mr. Shackelford. PASSED
III. **Action Agenda**

A. *Policies* - None

B. *Academic Services Division Items* - None

C. *Student Services Division Items* – None

D. *Administrative Services Division Items* - None

E. *Information Technology Systems Items* - None

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

G. *Executive Division Items* - None

IV. **Information Items**

A. *Staff Reports*

   1. *Academic Services* - None

   2. *Student Services* – None

   3. *Administrative Services*

      a. Position Vacancies and Hires

      Dr. Warren noted this item has been updated.

      b. *Construction Progress Update*

      Dr. Warren reported FY17 PHS Projects continue to be finalized.

      c. *Quarterly Budget Transfer Report*

      This report reflects transfers at the end of the second quarter of this fiscal year. LLCC continues to be well within statutory requirements limiting transfer amounts to 10% or less in any fund.

   4. *Information Technology Systems* – None

   5. *Workforce Development and Community Education* - None
6. Executive Division

   a. Review of Agenda Master Calendar

B. President’s Report

We welcomed students back to campus as Spring semester got underway on January 13th. Welcome Week activities kept the Commons and the outreach centers busy. Enrollment is currently up one percent as compared to last Spring; an encouraging sign. We are having increasing numbers of conversations with our high schools regarding First Semester/College Now types of dual enrollment programs.

Dr. Warren then answered Mr. Gates’ questions regarding the difference between AP classes and dual enrollment classes. Mr. Fulgenzi stated that he has had discussions with the new superintendent in the Williamsville Sherman School District regarding these programs.

LLCC has again been named one of the “Best Places to Work in Central Illinois” by the Springfield Business Journal and United Community Bank. The first time was in 2010. We will receive the “alumni” award at a reception and ceremony Wednesday, February 7, from 5:30-7 p.m. at UCB on Iles Avenue.

Our resident ceramics expert Michelle Coakes, Professor of Art, has an exhibit of her new works currently on display in the James S. Murray Gallery, with a closing reception scheduled for February 1 at 4 p.m.

Also, coming in February is our African-American History Month observances and the reopening of the Bistro Verde for lunch service.

Please encourage any prospective students and their families to register for Campus Visit Day Monday, February 19 (President’s Day).

With the arrival of our new Vice President, we took the opportunity to do some reorganization. Judy Jozaitis is now responsible for all the programs in the Workforce Building. She has been responsible for the non-credit courses, so now she can more easily determine how credit and non-credit can work together and explore all opportunities for growing those programs. Vern Lindquist is responsible for all other academic programs including health careers, computer and business programs, agriculture, aviation and transfer programs. We have also shifted Institutional Research and Effectiveness to Dr. Lindquist and he will be reorganizing that area to include Academic Assessment. Lesley Frederick will be providing oversight for our Outreach Centers and dual credit/enrollment in addition to the normal student service activities. We think this will bring some greater efficiencies to some of these areas and help to build others.
AGENDA ITEM II.A

C. Report from Faculty Senate - None

D. Report from Faculty Association - None

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman’s Report - None

I. Secretary’s Report - None

J. Foundation Report - None

K. Other Board Members’ Reports

Mr. Findley informed the Board that he will participate in the conference call in February with the Illinois Community College Trustees Association (ICCTA) and will attend the March meeting in Lisle, IL.

Miss Moore, Student Trustee, reported the various upcoming activities that are sponsored by the Student Government, Black Student Union, and the Trio Program.

V. Strategic Discussion

A. Cybersecurity

Mr. Esteban Cruz, Chief Information Officer, provided an overview of Cybersecurity and the measures LLCC is taking to protect its digital information.

VI. Executive Session

MOTION NO. 01-24-18-3:
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 Moore (advisory), Mr. Rosenthal and Mr. Shackelford. PASSED
MOTION NO. 01-24-18-4:
Mr. Findley moved to return to open session at 6:13 p.m. Mr. Rosenthal seconded.

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

MOTION NO. 01-24-18-5:
Mr. Findley moved to approve the attached personnel actions. Mr. Shackelford seconded.

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

MOTION NO. 01-24-18-6:
Mr. Findley moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

- Regular Board Meeting, July 26, 2017
- Regular Board Meeting, August 23, 2017
- Regular Board Meeting, September 20, 2017
- Regular Board Meeting, October 25, 2017
- Regular Board Meeting, November 15, 2017
- Regular Board Meeting, December 11, 2017

Mr. Gates seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Moore (advisory), Mr. Rosenthal and Mr. Shackelford. PASSED
MOTION NO. 01-24-18-7:

Mr. Rosenthal moved to extend non-disclosure of the recordings of the closed session portions of the Board’s regular meetings set forth below for the reason that the need to maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

- Regular Board Meeting, July 26, 2017, authorized destruction date – January 27, 2019;
- Regular Board Meeting, August 23, 2017, authorized destruction date – February 24, 2019;
- Regular Board Meeting, September 20, 2017, authorized destruction date – March 21, 2019;
- Regular Board Meeting, October 25, 2017, authorized destruction date – April 26, 2019;
- Regular Board Meeting, November 15, 2017, authorized destruction date – May 16, 2019;

Mr. Elmore seconded.

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

MOTION NO. 01-24-18-8:

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

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

The meeting adjourned at 6:15 p.m.

__________________________
Chairman Shackelford

__________________________
Secretary Elmore
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: January 24, 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coakes, Michelle</td>
<td>National Council on Education for the Ceramic Arts Conference</td>
<td>Pittsburgh, PA</td>
<td>Class Trip and Faculty Allocation</td>
<td>$1,460*</td>
</tr>
<tr>
<td>and Art 218 (Approx. 2 Students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecklund, Don</td>
<td>Phi Theta Kappa 100th Anniversary Convention</td>
<td>Kansas City, MO</td>
<td>PTK Fund-Foundation</td>
<td>$1,363</td>
</tr>
<tr>
<td>Gordon, Claire</td>
<td>Phi Theta Kappa 100th Anniversary Convention</td>
<td>Kansas City, MO</td>
<td>Club Trip</td>
<td>$1,357**</td>
</tr>
<tr>
<td>Harmon, Bill and Ag Club</td>
<td>National Farm Show</td>
<td>Louisville, KY</td>
<td>Club Trip</td>
<td>$772**</td>
</tr>
<tr>
<td>(Approx. 13 Students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harmon, Bill and Ag Club</td>
<td>National Postsecondary Agriculture Student Organization Conference</td>
<td>Louisville, KY</td>
<td>Club Trip, Institutional Expense, Foundation</td>
<td>$3,443***</td>
</tr>
<tr>
<td>(Approx. 8 Students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humphrey, Tim and Phi Theta Kappa Club</td>
<td>Phi Theta Kappa 100th Anniversary Convention</td>
<td>Kansas City, MO</td>
<td>Club Trip</td>
<td>$7,790**</td>
</tr>
<tr>
<td>(Approx. 10 Students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maskey, Cynthia</td>
<td>Organization for Associate Degree Nursing</td>
<td>Atlanta, GA</td>
<td>Paid by Organization for Associate Degree Nursing</td>
<td>$0</td>
</tr>
<tr>
<td>Name</td>
<td>Event</td>
<td>Location</td>
<td>Type</td>
<td>Amount</td>
</tr>
<tr>
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</tr>
<tr>
<td>Maskey, Cynthia</td>
<td>Accreditation Commission for Education in Nursing</td>
<td>Grand Rapids, MI</td>
<td>Paid by Accreditation Commission for Education in Nursing</td>
<td>$0</td>
</tr>
<tr>
<td>McDonald, Todd</td>
<td>Higher Learning Commission Peer Review</td>
<td>Cleveland, OH</td>
<td>Paid by Higher Learning Commission</td>
<td>$0</td>
</tr>
<tr>
<td>Reardon, Cheri</td>
<td>Campus Market Expo</td>
<td>Dallas, TX</td>
<td>Professional Development</td>
<td>$338</td>
</tr>
<tr>
<td>Rhodes, Laurie</td>
<td>National Coalition of Campus Children’s Centers Conference</td>
<td>Albuquerque, NM</td>
<td>Restricted</td>
<td>$1,827****</td>
</tr>
<tr>
<td>Shackelford, Dennis</td>
<td>Association of Community College Trustees Legislative Summit</td>
<td>Washington, DC</td>
<td>Board Travel</td>
<td>$2,297</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>Association of Community College Trustees Legislative Summit</td>
<td>Washington, DC</td>
<td>Professional Development</td>
<td>$2,297</td>
</tr>
<tr>
<td>Whalen, Lynn</td>
<td>National Council for Marketing &amp; Public Relations National Conference</td>
<td>Las Vegas, NV</td>
<td>Professional Development</td>
<td>$315</td>
</tr>
</tbody>
</table>

*Faculty Allocation ($402) & Institutional Expense ($1,058)
**Club Funds
***Club Funds ($666), Institutional Expense ($777) Foundation Expense ($2,000),
****Childcare Access Means Parents in School Grant
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Personnel Matters

DATE: January 24, 2018

We recommend the following personnel actions:

FACULTY

A. Retirements

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Till</td>
<td>Professor, Nursing</td>
<td>Health Professions</td>
<td>05/14/21</td>
</tr>
<tr>
<td>David Sack</td>
<td>Professor, Mathematics</td>
<td>Mathematics &amp; Science</td>
<td>08/15/18</td>
</tr>
<tr>
<td>Greg Murray</td>
<td>Professor, English</td>
<td>Arts &amp; Humanities</td>
<td>05/21/18</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for January and the January Treasurer’s Report

DATE: February 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 January, 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).


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

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: February 28, 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Date</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckmier, Craig and ABM 150</td>
<td>Meat Animal Evaluation</td>
<td>Madison, WI</td>
<td>February 15-17, 2018</td>
<td>Student Trip</td>
<td>$1,663*</td>
</tr>
<tr>
<td>(Approx. 15 Students)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Howerter, Wendy</td>
<td>Competency Based Education Network Spring 2018</td>
<td>San Antonio, TX</td>
<td>February 28 – March 2, 2018</td>
<td>Restricted</td>
<td>$1,460**</td>
</tr>
</tbody>
</table>

*Institutional Funds
**National Science Foundation Grant
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: February 28, 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brothers, Deborah</td>
<td>Telling a People’s Story: African American Children's Illustrated Literature Conference</td>
<td>Oxford, OH</td>
<td>Faculty Allocation</td>
<td>$225</td>
</tr>
<tr>
<td>Frederick, Lesley</td>
<td>American Association of Community Colleges Annual Convention</td>
<td>Dallas, TX</td>
<td>Professional Development</td>
<td>$1,931</td>
</tr>
<tr>
<td>Keeley, Sean</td>
<td>The Center for Advancement of Foodservice Education 14th Annual Leadership Convention</td>
<td>Milwaukee, WI</td>
<td>Restricted</td>
<td>$908*</td>
</tr>
<tr>
<td>Roberts, Ryan</td>
<td>James Fenton Archive</td>
<td>New York, NY</td>
<td>Faculty Chair Allocation</td>
<td>$779</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>Reserve Forces Policy Board</td>
<td>Washington, DC</td>
<td>Paid by U.S. Department of Defense</td>
<td>$0</td>
</tr>
<tr>
<td>Whalen, Lynn</td>
<td>American Association of Community Colleges Annual Convention</td>
<td>Dallas, TX</td>
<td>Paid by National Council for Marketing &amp; Public Relations</td>
<td>$0</td>
</tr>
</tbody>
</table>

*Program Improvement Grant
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY18 Bookstore Purchases (mid-year)

DATE: February 28, 2018

Board approval is requested to increase previously approved blanket purchase orders for the purchase of items for resale in the Bookstore from the following vendors:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURCHASE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsevier Science</td>
<td>New Textbooks for Resale</td>
<td>additional $55,000</td>
</tr>
<tr>
<td>MPS - MacMillan</td>
<td>New Textbooks for Resale</td>
<td>additional $50,000</td>
</tr>
<tr>
<td>Pearson Education</td>
<td>New Textbooks for Resale</td>
<td>additional $50,000</td>
</tr>
</tbody>
</table>

amounts are offset by sales and may be offset by future returns to publishers

Budget Impact:
- Total Funds Requested: additional $155,000
- Source of Funds: Bookstore Auxiliary Funds
- Projected Revenue: n/a
- Projected Savings: n/a

Student Learning Impact:
- How will proposed agenda item impact student learning?
Providing students with the required course materials is essential for student learning.

- How will proposed agenda item be measured?
Learning materials required for class are available for the students to purchase in the LLCC Bookstore.

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of textbooks, supplies and shipping from the previously listed vendors.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: February 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 six Microsoft classes in the month of February. Trainings will be held at the Capital City Training Center in Springfield.

The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide eight Microsoft classes in the month of March. Trainings will be held at the Capital City Training Center in Springfield.

The Culinary Institute has entered into a contract with SIU School of Medicine to provide four nutrition and hands on culinary training classes. These classes for medical professionals will be held in the workforce culinary labs in Springfield.

The Workforce Development Division has entered into a contract with Xcessories Squared to provide AWS welding certification to Xcessories Squared employees. The certification was held at the Xcessories Squared facility in Auburn.
## TRAINING CONTRACTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Contract Total</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracts as informational: Items under the CMS Master Agreement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February IDOT BOA</td>
<td>The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide six Microsoft classes in the month of February. Trainings will be held at the Capital City Training Center in Springfield.</td>
<td>Illinois Department of Transportation</td>
<td>Capital City Training Center</td>
<td>$7,400</td>
<td>February 2018</td>
</tr>
<tr>
<td>March IDOT BOA</td>
<td>The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to provide eight Microsoft classes in the month of March. Trainings will be held at the Capital City Training Center in Springfield.</td>
<td>Illinois Department of Transportation</td>
<td>Capital City Training Center</td>
<td>$10,280</td>
<td>March 2018</td>
</tr>
<tr>
<td><strong>Contracts as informational: Items less than $10,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIU School of Medicine Culinary Training</td>
<td>The Culinary Institute has entered into a contract with SIU School of Medicine to provide four nutrition and hands on culinary training classes. These classes for medical professionals will be held in the workforce culinary labs in Springfield.</td>
<td>SIU School of Medicine</td>
<td>Culinary Institute</td>
<td>$7,200</td>
<td>February through April, 2018</td>
</tr>
<tr>
<td>Xcessories Squared Welding Contract</td>
<td>The Workforce Development Division has entered into a contract with Xcessories Squared to provide AWS welding certification to Xcessories Squared employees. The certification was held at the Xcessories Squared facility in Auburn.</td>
<td>Xcessories Squared</td>
<td>Workforce Development</td>
<td>$420</td>
<td>January 19, 2018</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$25,300</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
    President
SUBJECT: Monthly Grant Status Report
DATE: February 28, 2018

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

The Adult Education and Literacy seeks ratification for the Sangamon County Community Resources Block Grant. The funds from this grant provide education and support to students in the Adult Career Pathway to Healthcare.

MOTION: Move to ratify the Sangamon County Community Resources Block Grant in the amount of $40,000.
## Grants in excess of $10,000

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Department / Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sangamon County Community Resources Block Grant</td>
<td>The Adult Education and Literacy seeks ratification for the Sangamon County Community Resources Block Grant. The funds from this grant provide education and support to students in the Adult Career Pathway to Healthcare.</td>
<td>LLCC</td>
<td>Adult Education and Literacy</td>
<td>$40,000</td>
<td>$0</td>
<td>Yes</td>
<td>January 1, 2018 through November 30, 2018</td>
</tr>
</tbody>
</table>

| TOTAL                                                           | $40,000                                                                           |                              |                           |                              |            |           |                                   |

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**TOTAL** $40,000
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Sabbatical Leave Recommendations for 2018-2019
DATE: February 28, 2018

Two (2) faculty members submitted a sabbatical leave request for academic year 2018-2019. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests and forwarded their review and comments.

The following sabbatical leave requests for the 2018-2019 academic year are submitted for your approval.

John Paul Jaramillo, Professor of English, requests a sabbatical leave for the spring 2019 semester. Professor Jaramillo’s proposed sabbatical leave would allow him to develop and complete some of his own creative manuscripts, attend conferences focused on creative writing, and to research other creative writing courses with an eye to revising our own offerings at LLCC.

Ryan Roberts, Professor and Librarian, requests a sabbatical leave for the fall 2018 semester. Professor Roberts’s sabbatical leave proposal is focused on completing the primary research necessary to compile a comprehensive descriptive bibliography for the noted British author Julian Barnes. The project requires significant travel, support for which Professor Roberts will seek from other grant/fellowship sources. He expects to complete the project by the end of 2018.

MOTION: Move to approve a sabbatical leave for John Paul Jaramillo for the spring 2019 semester and for Ryan Roberts for the fall 2018 semester.
IV. Information Items
MEMORANDUM

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

POSITION VACANCIES

Classified
Program Assistant, Nursing (PT)

Professional
Academic Advisor (FT)
Agriculture Program Specialist (FT)
Network Administrator (FT)

Faculty
Biology Instructor (FT)
Nursing Instructor (FT)
Physics Instructor (FT)

Resignations
Marie Watson Student Engagement Coord. (FT) 03/09/18

HIRES
Lisa Agney Education Services Rep (PT) 02/19/18
Wayne Dunwoody Building Custodian (FT) 02/26/18
Robert Schuerman Property Control Technician (FT) 02/26/18
Chester Simmons Building Custodian (FT) 02/26/18
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: February 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 – FY17

**Sangamon Hall North / Menard Hall – AHU Coils & Valves**
The project is ongoing and we anticipate it will be complete in March.

**Montgomery Hall AHU Replacement**
The project is ongoing and we anticipate it will be complete in March.

**Sangamon Hall Switch Gear Upgrades**
The project is ongoing and we anticipate it will be complete in March.

PHS Projects – FY18

**Arc Flash Study – Main Campus**
The project is underway.

**Arc Flash Study – Resource Centers**
The project is underway.

**Capital City Training Center Roof Replacement**
Development of construction documents is underway. Bids will be requested in March.

**Cass Gymnasium Upgrade AHU 5 & Replace AHU 6**
Development of construction documents is underway.
Logan Hall RTU 1 & 2 Replacement
Development of construction documents is underway.

Sangamon Hall Flooring Abatement & Replacement
The project is underway. We anticipate this work to be complete over Spring break.

Sangamon Hall Cooling Tower Stairs Installation
Development of construction documents is underway.

Sangamon, Menard, Commons Building Pressurization Mitigation
Development of construction documents is underway. Bids will be requested in March.

Sidewalk Lighting – North Side Main Campus Installation
Development of construction documents is underway.

Taylorville Welding Lab Mechanical Upgrades
The results of the bid opening are under review and a recommendation of award will be presented to you at the March Board Meeting.

Trutter RTU Replacement
The results of the bid opening are under review and a recommendation of award will be presented to you at the March Board Meeting.

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.
The following information is a reflection of information that has been provided to the Finance Department as of January 31, 2018

<table>
<thead>
<tr>
<th>Type / Year</th>
<th>Colleague Dept #</th>
<th>Project Name</th>
<th>Funding Source</th>
<th>Sum of Original LLC Budget</th>
<th>Sum of Original Contract Amount</th>
<th>Sum of Change Orders</th>
<th>Sum of Adjusted Contract Amount</th>
<th>Sum of Retainage</th>
<th>Sum of Payments To Date</th>
<th>Sum of Contract Balance Remaining</th>
<th>Sum of Contract % Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017 PHS</td>
<td>70947</td>
<td>Menard Hall Coils &amp; Valves</td>
<td>L</td>
<td>417,002</td>
<td>269,393</td>
<td>269,393</td>
<td>137,168</td>
<td>132,224</td>
<td>49.08%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70948</td>
<td>Sangamon Hall Coils &amp; Valves</td>
<td>L</td>
<td>373,888</td>
<td>270,392</td>
<td>270,392</td>
<td>147,624</td>
<td>122,768</td>
<td>45.40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70949</td>
<td>Montgomery Hall RTU's</td>
<td>L</td>
<td>388,810</td>
<td>347,644</td>
<td>347,644</td>
<td>245,767</td>
<td>101,877</td>
<td>29.31%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70950</td>
<td>Upgrade Switchgear at Sangamon Hall</td>
<td>L</td>
<td>97,617</td>
<td>85,398</td>
<td>(10,941)</td>
<td>74,457</td>
<td>57,514</td>
<td>22.76%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2017 PHS Total</td>
<td></td>
<td></td>
<td></td>
<td>1,277,317</td>
<td>972,827</td>
<td>(10,941)</td>
<td>961,886</td>
<td>588,073</td>
<td>38.86%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2018 PHS</td>
<td>70952</td>
<td>Arc Flash Study - Main Campus</td>
<td>L</td>
<td>21,476</td>
<td>21,476</td>
<td>21,476</td>
<td>1,600</td>
<td>19,876</td>
<td>92.55%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70953</td>
<td>Arc Flash Study - Resource Centers</td>
<td>L</td>
<td>18,145</td>
<td>18,145</td>
<td>18,145</td>
<td>1,415</td>
<td>16,730</td>
<td>92.20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70954</td>
<td>Capital City Training Center Roof Replacement</td>
<td>L</td>
<td>182,520</td>
<td>16,545</td>
<td>16,545</td>
<td>1,335</td>
<td>15,210</td>
<td>91.93%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70955</td>
<td>Cass Gymnasium Upgrade AHU 5 &amp; Replace AHU 6</td>
<td>L</td>
<td>145,602</td>
<td>15,602</td>
<td>15,602</td>
<td>1,560</td>
<td>14,042</td>
<td>90.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70956</td>
<td>Logan Hall RTU 1 &amp; 2 Replacement</td>
<td>L</td>
<td>305,380</td>
<td>29,280</td>
<td>29,280</td>
<td>2,930</td>
<td>26,350</td>
<td>89.99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70957</td>
<td>Sangamon Hall Flooring Abatement &amp; Replacement</td>
<td>L</td>
<td>33,417</td>
<td>7,300</td>
<td>7,300</td>
<td>7,300</td>
<td>7,300</td>
<td>100.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70958</td>
<td>Sangamon Hall Cooling Tower Stairs Installation</td>
<td>L</td>
<td>97,820</td>
<td>4,320</td>
<td>4,320</td>
<td>520</td>
<td>3,800</td>
<td>87.96%</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>70959</td>
<td>Sangamon, Menard, Commons Building Pressurization Mitigation</td>
<td>L</td>
<td>240,115</td>
<td>25,013</td>
<td>25,013</td>
<td>4,253</td>
<td>20,760</td>
<td>83.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70960</td>
<td>Sidewalk Lighting - North Side Main Campus Installation</td>
<td>L</td>
<td>339,960</td>
<td>33,060</td>
<td>33,060</td>
<td>4,728</td>
<td>28,332</td>
<td>85.70%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70961</td>
<td>Taylorville Welding Lab Mechanical Upgrades</td>
<td>L</td>
<td>153,805</td>
<td>19,200</td>
<td>19,200</td>
<td>2,200</td>
<td>17,000</td>
<td>88.54%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70962</td>
<td>Trutter RTU Replacement</td>
<td>L</td>
<td>183,260</td>
<td>11,660</td>
<td>11,660</td>
<td>4,728</td>
<td>10,500</td>
<td>90.05%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2018 PHS Total</td>
<td></td>
<td></td>
<td></td>
<td>1,721,500</td>
<td>201,601</td>
<td>201,601</td>
<td>21,701</td>
<td>179,900</td>
<td>89.24%</td>
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<tr>
<td>ICCB Capital Budget Request</td>
<td>NEW</td>
<td>Classrooms, Testing Center and Student Services Renovations</td>
<td>S,L</td>
<td>4,473,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEW</td>
<td>Renovation of Montgomery Hall for Adult and Community Education</td>
<td>S,L</td>
<td>1,753,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEW</td>
<td>Project Outreach: Regional Center Expansion- Phase Two EREC</td>
<td>S,L</td>
<td>4,911,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICCB Capital Budget Request Total</td>
<td></td>
<td></td>
<td></td>
<td>11,138,600</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>14,137,417</td>
<td>1,174,429</td>
<td>(10,941)</td>
<td>1,163,488</td>
<td>609,774</td>
<td>47.59%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## AGENDA MASTER CALENDAR

<table>
<thead>
<tr>
<th>MONTH</th>
<th>AGENDA ITEMS</th>
</tr>
</thead>
</table>
| **MARCH 2018** | • Administrative Positions  
                 • Board Meeting 3/28/18                                                   |
| **APRIL 2018** | • Seating of New Student Trustee  
                 • Board Meeting 4/25/18                                                   |
| **MAY 2018**   | • LLCC Foundation Gala 5/5/18  
                 • Employee Recognition Ceremony 5/3/18  
                 • Student Recognition Ceremony 5/8/18  
                 • Commencement 5/18/18  
                 • Board Meeting 5/23/18                                                   |
| **JUNE 2018**  | • Summer Adjunct Faculty Listing  
                 • Budget Workshop 6/27/18  
                 • Board Meeting 6/27/18                                                   |
| **JULY 2018**  | • FY19 Tentative Budget  
                 • Board Meeting 7/25/18                                                   |
| **AUGUST 2018**| • Board Meeting 8/22/18                                                     
                 • Board Meeting 8/30/18                                                   |
| **SEPTEMBER 2018** | • Budget Adoption/Public Hearing  
                 • Mid-Year Tenure Listing  
                 • Board Meeting 9/26/18                                                   |
| **OCTOBER 2018** | • Financial Audit Review  
                 • Board Meeting 10/24/18                                                  |
| **NOVEMBER 2018** | • PHS Projects  
                 • Board Meeting 11/28/18                                                   |
| **DECEMBER 2018** | • Adopt CY18 Property Tax Levy  
                 • Board Meeting 12/10/18                                                   |
| **JANUARY 2019** | • Spring Adjunct Faculty Listing  
                 • Board Meeting 1/23/19                                                   |
| **FEBRUARY 2019** | • Sabbatical Leaves  
                 • Faculty Positions  
                 • Tenure Listing  
                 • Board Meeting 2/27/19                                                   |
V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Center for Academic Success

DATE: February 28, 2018

Ms. Julie Clevenger, Executive Director - Center for Academic Success, will provide an overview of the services and resources provided to students through the Center for Academic Success.