
LLCC Board of Trustees Regular Meeting

May 22, 2019

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Aaliyah Kissick, Student Trustee

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, May 22, 2019
5:15 p.m.
Lincoln Land Community College
Robert H. Stephens Room

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- A. Roll Call
- B. Pledge of Allegiance
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- D. Introductions and Recognitions
- E. Hearing of Citizens

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- A. Personnel Matters
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- A. Approval of Personnel Matters

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I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday April 24, 2019 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Shackelford presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Chairman Shackelford asked Ms. Hountondji to lead the audience in the pledge of allegiance.

C. Introductions and Recognitions

Dr. Lesley Frederick, Vice President of Student Services, introduced the newly elected Student Government Association President, Richard Hollinshead.

D. Declare Results of April 2, 2019 Election

A tabulation of votes cast for Lincoln Land Community College Board of Trustee candidates for Trustee District 1, Trustee District 2 and Trustee District 4 in the April 2, 2019 election, as submitted by the applicable county election authorities. A summary tabulation by county and candidate, along with an analysis by precinct and candidate, within each Trustee District, is on file in the Vice President of Administrative Services office.

MOTION NO 4-24-19-1:

Mr. Reichert made a motion to proclaim that a total of 20,330 voters requested and received ballots for the consolidated election for three members of the Board of Trustees for Trustee Districts 1, 2 and 4 held on April 2, 2019 and to certify that Samantha Raymond from Trustee District 1 received 3,573 votes, Victoria Davis from Trustee District 2 received 4,708 votes, Mr. Wayne Rosenthal from Trustee District 4 received 3,644 votes and to certify that Ms. Raymond, Dr. Davis and Mr. Rosenthal as having been elected to serve 4-year terms as members of the Lincoln Land Community College Board of Trustees. Mr. Findley seconded.

Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Miss Hountondji (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Shackelford. PASSED

E. Recognition of Outgoing Board Members

Chair Shackelford requested Ms. Hountondji come forward as he read and presented her with a resolution highlighting her accomplishments during her time as Student Trustee. Chairman Shackelford also presented her with a plaque, thanking her for her service as Student Trustee for the 2018-2019 academic year; stating that it was a pleasure to have her on the Board of Trustees and wished her success in her future endeavors.

Chair Shackelford requested Mr. Reichert come forward as he read and presented him with a resolution highlighting his accomplishments during his tenure on the LLCC Board of Trustees and also presented him with a plaque. He was praised for his dedication and service as a trustee for ten years and serving all board officer positions and board liaison to the LLCC Foundation. Mr. Reichert thanked everyone and expressed his appreciation to the board, president, faculty and administration.

Vice Chair Rosenthal requested Chair Shackelford come forward as he read and presented him with a resolution highlighting his accomplishments during his tenure on the LLCC Board of Trustees and presented him with a plaque, praising him for his dedication and service as a trustee for six years and board chair for the past two years. Mr. Shackelford thanked everyone and acknowledged his wife, who was present.

F. Seating of New Trustees and Oath of Office

Attorney Grenzabach asked recently elected trustees Dr. Davis, Ms. Raymond, Mr. Rosenthal and Miss Kissick to stand and raise their right hands and he administered the Oath of Office to them. New trustees proceeded to take their seats at the Board table.

G. Board Organization and Election of Officers

Vice Chair Rosenthal informed the board that reorganization includes election of the following officers: Chair, Vice Chair and Secretary.

MOTION NO. 4-24-19-2:

Mr. Finley moved to nominate Mr. Rosenthal as Chair of the LLCC Board of Trustees; nominate Mr. Elmore as Vice Chair of the LLCC Board of Trustees; and nominate Mr. Gates as Secretary of the LLCC Board of Trustees. Mr. Fulgenzi seconded.

Upon roll call vote those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

H. Adoption of Agenda of the April 24, 2019 Meeting

MOTION NO. 4-24-19-3:

Mr. Findley moved to adopt the agenda of April 24, 2019 meeting. Mr. Fulgenzi seconded.

Upon roll call vote those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal.
PASSED

I. *Hearing of Citizens* – None

II. Consent Agenda

MOTION NO. 4-24-19-4:

Mr. Elmore moved to:

- Approve the minutes of the regular meeting of March 27, 2019;
- Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during March 2019 and ratify the March 2019 Treasurer's Report;
- Ratify out-of-state travel for the attached list of employees;
- Approve out-of-state travel for the attached list of employees;
- Approve purchase of classroom seating and tables from Krueger International at a total cost of approximately \$51,9997.14 and Henricksen at a total cost of approximately \$15,311.42;
- Approve the Intergovernmental Agreement for the Upward Mobility program and approve the Affiliation Agreement with Decatur Memorial Hospital;
- Approve the annual contract for Backboard Software as a Service at a total cost of \$151,588.03;
- Ratify the above listed change orders in the amount of \$5,553.50 for the Sidewalk Lighting – North Side Main Campus project as presented;
- Approve the base bid from E.L. Pruitt Company in the amount of \$233,227, alternate bid #1 in the amount of \$11,657, alternate bid #2 in the amount of \$5,988 and to establish a project contingency in the amount of \$25,100 for an aggregate amount of \$275,972 to complete the Litchfield Arts & Technology AHU Replacement Project at LLCC's Litchfield Outreach Center;
- Approve the base bid from General Waste Services, Inc. in the amount of \$137,285 and to establish a project contingency in the amount of \$6,000, for an aggregate amount of \$143,285 to complete the abatement portion of the Student Union and Cass Abatement, Flooring Replacement and Rescue Assistance Project at LLCC's main campus;
- Approve the base bid from Evans Construction Company in the amount of \$192,000 and to establish a project contingency in the amount of \$19,200 for an aggregate amount of \$211,200 to complete the Student Union and Cass Abatement, Flooring Replacement and Rescue Assistance Project at LLCC's main campus;

- Approve the base bid from E.L. Pruitt Company in the amount of \$258,866, alternate bid #1 in the amount of \$28,883 for a total bid of \$287,749 and to establish a project contingency in the amount of \$29,000, for an aggregate amount of \$316,749 to complete the CCTC RTU Replacement 1, 2, 3, 4, 8 Project at the Capital City Training Center.

Mr. Gates seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal.
PASSED

III. Action Agenda

A. Policies

1. Revised Board Policy 4.13 – Academic Integrity

These proposed policy changes will satisfy the requirements of the National Council for State Authorization Reciprocity Agreements (SARA) consortium that the College is working to join, eliminate some redundancy in the policy and clarify that intentionally receiving help on an assignment may be an academic integrity violation.

Policy Statement: *The College shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.*

*The following items, which are not all inclusive, represent unacceptable actions and violations of this academic integrity policy, **whether they occur online or in a face-to-face domain:***

- * *Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise, including placement, proficiency and CLEP tests*
- * *Intentionally falsifying or inventing information (or citations) in an academic exercise*
- * *Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty*
- * ***Intentionally or knowingly receiving help to commit any act of academic dishonesty***
- * *Committing plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information*
- * *Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance*
- * ~~*taking an exam for someone else;*~~
- * *Stealing, destroying, or tampering with another student's work*
- * *Falsifying College records, forms or other documents*

- * *Accessing College computer systems or files when not authorized and*
- * *Other items determined to be inconsistent with College policy and philosophy.*

Violations of this policy shall be addressed in accordance with established procedure.

This revised policy was presented for a first reading tonight. No action was required. With Board concurrence, this will return for action at the May 2019 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Master Plan Report

The last Facilities Master Plan was completed in 2011 and a minor update was completed in 2014. ICCB requires the plan be updated on a five-year cycle. The Board approved retaining Demonica Kemper Architects (DKA) to complete a space utilization study and create a new master plan that reflects the College's current and future needs. An inclusive process engaging numerous focus groups led by their respective Vice Presidents with the Administrative Team serving as the Steering Committee was utilized.

Mr. Dominick Demonica, from Demonica Kemper Architects, presented the report to the board. The following projects emerged as priorities during this process and are listed by building. Cost reflects construction, fees, contingency, furniture and equipment:

Montgomery Hall (Cost \$3,231,700)

- Develop a new nursing space in the west side of the building to include nursing labs, sim labs, classrooms and offices.

Logan Hall (Cost \$333,200)

- Renovate spaces to provide for sonography lab and classroom space.

Millennium Center (Cost \$3,469,701)

- Renovate 1st floor and 2nd floor to expand classroom, office space and student space and expand Community Ed.

Menard Hall (Cost \$22,264,583)

- Enlarge and renovate existing Student Services spaces and Testing Center to better accommodate student needs on the 1st floor.
- Renovate 1st floor for Institutional Research, IT, HR, PRM, Foundation offices and additional student space to improve functionality and accommodate staff.
- Renovate 2nd floor rooms M-2207 and M-2209 to be one large space used as a large meeting space.
- Renovate 2nd floor classrooms, offices and student space to provide larger collaborative classrooms and office suites with adjacent conference rooms.

- Renovate lower level to relocate Student Life, expand Bookstore and improve traffic flow from Student Services/A. Lincoln Commons to the lower level.

Sangamon Hall (Cost \$13,163,633)

- Develop the lower level of Sangamon Hall South to increase security access for Police, add needed workspace for Facilities and improved Art and Media studio programming space.
- Renovate 2nd floor offices to provide office suites with adjacent conference rooms.
- Renovate Library and provide larger collaborative classrooms, and student lounge and group study space.
- Renovate lower level of Sangamon North to provide better accessibility to AleL, CAS, Accessibility Services, Math and Writing Centers. Provide additional Library seating/study on this level.

Cass Gym (Cost \$2,101,650)

- Develop an addition to provide for additional storage and indoor practice space.
- Renovate locker rooms in the lower level.

Workforce Careers Center (Cost \$174,158)

- Develop additional student space and storage space for Welding and HVAC.

The following projects emerged as priorities during this process for the Outreach Centers:

Litchfield (Cost \$876,188)

- Develop a new CNA lab and additional facilities space in Arts & Technology building.
- Renovate Admin Building to allow for additional classroom and Science lab space.

Jacksonville (\$323,880)

- Renovate/reconfigure spaces to provide quiet study, office space and enclosed classroom space.

MOTION NO. 4-24-19-5:

Mr. Gates moved to approve the plan and authorize Administration to file the plan with ICCB. Mr. Fulgenzi seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal.
PASSED

2. Health Insurance Rates for 2020

In March, the insurance committee met with the insurance consultant from Risk Strategies to review the College's recommended rates for health insurance and to discuss plan design for FY2020. At the end of plan year 2018, after renewal rates were already set for plan year 2019, several large claims unexpectedly hit the plan, causing claims to exceed revenue for that year by a significant margin. Claims are currently running at about the same pace as they were this same time last year, and claims are again expected to exceed revenue by a significant margin. Claims for the past two years were reviewed and the data was trended forward to arrive at expected claims for plan year 2020. Based on recent claims experience, Risk Strategies recommended a 14.5% increase to premiums to cover expected claims for the year under current plan design and operations. The consultants presented several options that would generate significant cost savings and lower the recommended increase to premiums. After discussions were complete, the six voting members of the committee were unanimous with their conclusions. Based on all of the provided information, insurance committee discussions, and the insurance consultant's recommendation, the following is being recommended:

- Continue to offer a High Deductible Plan option accompanied by a Health Savings Account conforming to IRS qualifying regulations. No changes are being recommended to plan design.
- Continue to offer the Open Access Plan with recommended changes to plan design, which include increasing the Tier I deductible by \$150/\$450 for individual/family and out-of-pocket maximum by \$300/\$900 for individual/family; Tier II deductible by \$200/\$600 for individual/family and out-of-pocket maximum by \$300/\$900 for individual/family; Tier III deductible by \$350/\$1,050 for individual/family and out-of-pocket maximum by \$600/\$1,800 for individual/family; and the prescription drug out-of-pocket maximum by \$1,000 for both individual and family.
- Implement the Allied Advocate Program with the college's third-party administrator as a cost-control strategy. The program focuses on high dollar, catastrophic claims management to negotiate cost of services beyond network discounts. The plan has previously implemented this program for renal dialysis with great success. This recommendation is to incorporate other services such as infusion therapy, in-patient hospital charges, outpatient ambulatory surgical center charges and ambulance charges.
- Implement DirectPath, a healthcare consumerism tool. This resource will provide participants in our plans advocacy with their healthcare as well as tools and incentives to identify and utilize lower cost providers when accessing services within the insured's control.

The following are recommendations of administration and the insurance consultant:

- Establish monthly health insurance rates for the HealthLink Open Access Plan for FY20 at \$956 for Employee Only, \$1,617 for Employee plus Spouse, \$1,464 for Employee plus Child(ren), and \$2,473 for Employee plus Family. This reflects a 5% increase over last year's rates.
- Establish monthly health insurance rates for the High Deductible Plan coupled with Health Savings Account for FY20 at \$651 for Employee Only, \$1,174 for Employee

plus Spouse, \$1,063 for Employee plus Child(ren) and \$1,866 for Employee plus Family. This reflects a 5% increase over last year's rates.

- Apply a FY2020 annual Board contribution of \$11,140 for health insurance, as established in the 2018-2021 Faculty Collective Bargaining Agreement, to all benefit-eligible College employees. Based on the FY2020 premiums recommended above, the High Deductible Plan will still provide a fully paid, employee only health insurance option for employees. However, employees choosing the Open Access Plan will pay a monthly premium of \$27.66 for Employee Only coverage.
- Establish the annual Board Contribution to an employee's Health Savings Account for those selecting the High Deductible Plan at \$3,328. This is the yearly difference between the \$11,140 Board Contribution for health insurance and the annual cost of employee only coverage under the High Deductible Plan and does not exceed the calendar year maximum contribution set by the IRS.
- Continue to offer dental insurance through Cigna with FY2020 premiums set at \$41.92 per month for Employee Only, \$93.88 per month for Employee plus Spouse, \$103.94 per month for Employee plus Child(ren), and \$167.64 per month for Employee plus Family with the monthly Board Contribution amount equal to the premium set for Employee Only coverage.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third party administrative fees given past claims history and current healthcare inflation of between 6-8%.

MOTION NO. 4-24-19-6:

Mr. Elmore moved approval of the recommendations as presented. Mr. Findley seconded.

Upon roll call vote those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

3. Banking Services

This past January the College invited banking institutions to submit a proposal to serve as the College's main depository for the next five years. The College received four proposals from banking institutions. These included United Community Bank, Illinois National Bank, U.S. Bank and J. P. Morgan.

The expectation when reviewing the proposals was that each institution would be able to furnish services that would meet or exceed our current services. The current request for proposal included the scope of work, current and required services, request for interest rates and service charges. We also require that the financial institution support direct deposit of payroll checks, ACH checks for vendor payments, cash management system, provide courier services, provide an ATM, collateralization of all of our funds and establish

correspondent banking services to support our service centers in Beardstown, Jacksonville, Litchfield and Taylorville.

Each bank also had to meet or exceed two out of the three following ratings:

- A) A B rating based on the most current ratings from Weiss Ratings services
- B) 4 stars based on the most current ratings from Bauer Financial
- C) A bank stress index of B on the most current ratings from the Total Bank Solutions Bank Monitor

The College received four very competitive proposals. In addition to reviewing the proposals, the College met with each banking institution to review the proposals. The College greatly appreciated the efforts each institution took to provide us with a competitive proposal. After reviewing the proposals, it was determined United Community Bank and Illinois National Bank were the two most competitive proposals. U.S. Bank and J.P Morgan were determined to have substantially higher cost and not in the best interest of the College. Provided with this board agenda is a projected interest rate and service charge analysis for United Community Bank and Illinois National Bank.

Based on our analysis of products, services, interest rates, and service charges, we recommend that United Community Bank be designated as Lincoln Land Community College's depository for the next five fiscal years. United Community Bank is offering the lowest annual cost, the highest earnings credit rate and the highest interest earnings rate. All the rates offered by UCB are set for the full five year term on the contract. UCB has served as the College's banking institution for the past eighteen years and has always provided excellent service to the College.

MOTION NO. 4-24-19-7:

Mr. Findley moved to approve United Community Bank as Lincoln and Community College's main depository bank for the next five fiscal years (FY2020-FY2024). Mr. Fulgenzi seconded.

Upon roll call vote those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

E. Information Technology Items – None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. Information Items

A. Staff Reports

1. Academic Services - None
2. Student Services – None
3. Administrative Services

- a. Position Vacancies and Hires

This item has been updated.

- b. Construction Progress Update
- c. Quarterly Budget Transfer Report

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

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

B. President's Report

Dr. Warren stated that LLCC is transitioning to a new method of assessing students' college readiness for Math and English courses. The "multiple measures" method relies primarily on students' high school grade point averages to place them in appropriate classes. Dr. Vern Lindquist, Vice President of Academic Services, made a presentation to the board in December on the nationwide research supporting this approach. LLCC is among the first community colleges in Illinois to implement this proven method. We have received a great deal of positive press on this and excitement from community members.

Nursing and EMS students conducted a cross discipline, mass disaster, and triage simulation last Saturday in the Workforce Careers Center. Paramedic students were paired with nursing students as they worked to efficiently triage, treat and transport "mock" victims.

LLCC was selected as the Best College/University for the fourth year in a row in the State Journal-Register's Readers' Choice Awards.

Our Agriculture soil specialist team won first place overall at the national Professional Agriculture Student (PAS) conference in Colorado, with Nathan Goebel taking honors as the high individual overall. The beef specialist team won fifth place and several team members earned individual honors in various categories. The national conference allows students to complete, attend workshops, hear from speakers and meet with representatives from agriculture firms regarding employment opportunities.

LLCC's student newspaper, The Lamp, won 19 awards, including six first places, at the Illinois Community College Journalism Association spring conference. First place awards were for news story of the year, single news story, editorial, feature writing, sports feature and page design. In addition, the Lamp's editor-in-chief, Meredith Howard, was awarded

a \$500 scholarship and Tim McKenzie, professor of journalism and advisor to the Lamp, was elected vice president of the association.

Radiography student Allysa Cebuhar placed first and two other radiography students placed second and third in the electronic poster competition at the Illinois State Society of Radiologic Technologists Conference. LLCC's Radiography Scholar Bowl Team placed fourth.

Our Public Relations and Marketing office received three Paragon awards at the National Council for Marketing and Public Relations national conference: the silver (second place) for short video, bronze (third place) for print ad; and bronze for communications success story.

The Agriculture Club hosted its 8th annual Farmer's Share Lunch today. Attendees could enjoy lunch for a cost of just 50 cents, representing the amount a farmer earns from the cost of an average meal.

LLCC students received career and social skills guidance at Student Professional Development Day. The Alumni and Student Government Associations collaborated to provide panels and roundtable discussions on important topics to aid students in preparing for the workforce.

Take a Stand Tuesday kicked off Sexual Assault Awareness and Prevention Month at LLCC, with other educational activities planned throughout the month.

The Gay-Straight Alliance hosted a Speak Out where all were welcome to share their stories and poetry.

The LLCC Choir presented its spring concert, "Fly Me to the Moon: Celebrating the 50th anniversary of the Moon Landing" in A. Lincoln Commons.

LLCC's Academy of Lifelong Learning co-sponsored the presentation "Slaves, Indentured Servants and Free Black Leaders in Our "Free State" at the Trutter Center.

At the recent AACC (American Association of Community Colleges) national convention, Dr. Warren was recently elected to the AACC Board of Directors for a three-year term, beginning in July. She along with Karen Sanders, Executive Director of the LLCC Foundation and Lynn Whalen, Executive Director of Public Relations and Marketing gave a presentation, "Cultivating a Large Donation and Maximizing its Impact." Karen and Lynn made a similar presentation at the National Council of Marketing and Public Relations (NCMPR). Lynn was appointed president of NCMPR at this conference.

Registration for 2019 fall classes is now open. Students can register for both summer classes, which begin June 3 and fall courses, which begin August 17.

Work will begin on installing solar in Litchfield and Jacksonville. The lottery for energy credits finally took place and we landed in block 4, which determines the extent of credits. Block 4 means it will take about nine additional months to recoup our investment than it might have in Block 1. We are moving forward with those projects based on the boards vote in December.

Finally, the Foundation Board held a retreat on Tuesday evening. Dr. Warren commented that we have an amazing group of community member working to raise money to support the college. A social event will be held in the near future for the board of trustees and foundation board.

Dr. Warren stated that with the board's approval, we would like to ratify a workforce study grant next month. We are asking for approximately \$40,000, which is an increase of what we have asked for in the past. We do have an increasing amount of interested and eligible students.

Dr. Warren reminded board members that the ICCTA Lobby Day will be held next week.

C. Report from Faculty Association - None

D. Report from Classified Staff - None

E. Report from Professional Staff - None

F. Report from Facilities Services Council - None

G. Chairman's Report - None

H. Secretary's Report - None

I. Foundation Report

Ms. Sanders reminded board members that the annual LLCC Foundation Gala will be held on Saturday, May 4 with a theme of "Singing in the Rain."

J. Other Board Members' Reports

Ms. Kissick advised the board that she is initiating a new project, along with the student newspaper, to communicate information from the board of trustee meetings to students.

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 4-24-19-8:

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

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

MOTION NO. 4-24-19-9:

Mr. Elmore moved to return to open session at 6:58 p.m. Mr. Gates seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 4-24-19-10:

Mr. Fulgenzi moved to approve the attached personnel actions. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick (advisory), Ms. Raymond and Mr. Rosenthal. PASSED

VIII. Adjournment

The meeting adjourned at 7:00 p.m.

Chairman Rosenthal

Secretary Gates

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out of State Travel
DATE: April 24, 2019

Name	Meeting	Location	Date	Account	Amount
Butzow, Dean	Illinois Geographic Society	Dubuque, IA	April 24-27, 2019	Faculty Development & Faculty Allocation	\$744
Conway, Gretchen	American Occupational Therapy Association National Conference	New Orleans, LA	April 2-7, 2019	Faculty Development & Faculty Allocation	\$2,892
Hardiman, Mark	Intimacy Directors Workshop	Baltimore, MD	March 29-31, 2019	Faculty Allocation	\$1,036
Sanders, Karen	American Association of Community Colleges	Orlando, FL	April 13-15, 2019	LLCC Foundation	\$1,952

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out of State Travel

DATE: April 24, 2019

Name	Meeting	Location	Account	Amount
Eddings, Kim	Associate on Higher Education and Disability: Equity & Excellence	Boston, MA	Professional Development	\$2,770
Frederick, Lesley	Higher Learning Commission Peer Review	Independence, KS	Paid by Higher Learning Commission	\$0
Hall, Lindee	Water Mark Conference	New Orleans, LA	Professional Development	\$2,211
Huffman, Cathy	National Career Development Association 2019 Conference	Houston, TX	Professional Development	\$1,724
Kruse, Kyla	National Council for Market & Public Relations Leadership Institute	Orlando, FL	Professional Development	\$1,278
Liesen, Diane	American Society of Electroneurodiagnostic Technologists Annual Meeting	Kansas City, MO	Professional Development	\$1,599
Maskey, Cynthia	Organization for Associate Degree Nursing Board Meeting	Washington, DC	Paid by Organization for Associate Degree Nursing	\$0
Maskey, Cynthia	Accreditation Commission for Education Nursing Focus Visit	Centerville, OH	Paid by Accreditation Commission for Educating in Nursing	\$0
Maskey, Cynthia	Accreditation Commission for Educating in Nursing Evaluation Review Panel	Atlanta, GA	Paid by Accreditation Commission for Education in Nursing	\$0
Phelon, Michael	Men of Excellence National Conference	Detroit, MI	Professional Development	\$2,005*

Sidener, Thomas	Trade Day Gen Con Conference	Indianapolis, IN	Faculty Allocation	\$210
Smock, Cynthia	Central Society of Electroneurodiagnostic Technologists Annual Meeting	Milwaukee, WI	Faculty Allocation	\$709
Voyles, Heather	National Association of Clergy Compliance Officers and Professionals Conference	Baltimore, MD	Professional Development	\$2,263
Warren, Charlotte	Reserve Forces Policy Board	Washington, DC	Paid by Department of Defense	\$0
Watkins, Danyle	National Association for the Education of Young Children Professional Learning Institute	Long Beach, CA	Faculty Allocation	\$1,479
Whalen, Lynn	National Council for Market & Public Relations Leadership Institute	Orlando, FL	Paid by NCMPR	\$0
Wirsing, Marina	National Career Development Association 2019 Conference	Houston, TX	Professional Development	\$1,580

**Open Door Mentorship Program Grant*

RESOLUTION

Board of Trustees, 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.

WHEREAS, United Community Bank is qualified by state statute to serve as Lincoln Land Community College’s main depository, and

WHEREAS, United Community Bank was judged to best meet the qualifications and specifications set forth in Lincoln Land Community College’s Request for Proposals FY 2019-11.

NOW, THEREFORE BE IT RESOLVED, that United Community Bank be, and is hereby designated a depository of Lincoln Land Community College and that funds so deposited may be withdrawn upon a check, draft, note or order of the District from July 1, 2019 through June 30, 2024.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against Lincoln Land Community College accounts be signed by one of the following individuals whose signatures shall be duly certified to such Bank, and that no checks, drafts, notes or orders drawn against such Bank shall be valid unless so signed:

Account	Signatory	Title
LLCC General Fund	Dr. Charlotte Warren	President
	Karie Longhta	Interim Treasurer
LLCC Federal Financial Aid Program	Dr. Charlotte Warren	President
	Karie Longhta	Interim Treasurer
LLCC Payroll	Dr. Charlotte Warren	President
	Karie Longhta	Interim Treasurer
LLCC Employee Benefit Fund	Dr. Charlotte Warren	President
	Karie Longhta	Interim Treasurer

BE IT FURTHER RESOLVED, that such Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of any of the other officers or not.

This resolution shall continue in force and such Bank may consider the facts concerning the holders of said officers, respectively, and their signatures to be continued as set forth in the certificate of the Secretary, accompanying a copy of this resolution when delivered to such Bank or in any similar subsequent certificate, until written notice to the contrary is duly served on such bank.

In Witness Whereof, I have hereunto affixed my name as Lincoln Land Community College Board of Trustees Secretary this 24th day of April 2019.

(Secretary)

(Chair)

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: April 24, 2019

We recommend the following personnel actions:

FACULTY

- A. Approve the employment of Ms. Laurie Lewis-Fritz as Music Instructor. Ms. Lewis-Fritz has a Master of Music in Opera/Music Theater, with an emphasis in Music Directing/Conducting from Southern Illinois University Carbondale. Her employment will be effective August 13, 2019, and placement will be on Masters, Step 8 of the 2019-20 faculty salary schedule.
- B. Approve the employment of Dr. Matthew Schownir as History Instructor, pending the successful completion of a criminal background check and drug screen. Dr. Schownir earned a Doctorate in History from Purdue University. His employment will be effective August 13, 2019, and placement will be on the Doctorate column, Step 3 of the 2019-20 faculty salary schedule.
- C. Approve the assignment of Mr. Ryan Roberts to serve as Interim Dean, English & Humanities. This assignment will be effective May 20, 2019 and continue through August 16, 2019. He will be compensated 9 contact hours of overload for this assignment.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: May 22, 2019

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 April, 2019 (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 April 30, 2019.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2019 and ratify the April 30, 2019 Treasurer's Report.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out of State Travel
DATE: May 22, 2019

Name	Meeting	Location	Date	Account	Amount
Cox, Dave	Coral Research	Dubuque, IA	May 9-10, 2019	Faculty Allocation	\$82
Ramm, Jennifer & Chemistry Club (Approx. 12 students)	Six Flags – St. Louis	Eureka, MO	May 4, 2019	Club Trip	\$349*

**Club Funds*

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out of State Travel

DATE: May 22, 2019

Name	Meeting	Location	Account	Amount
Badgett, Janice	Iggy's Next Generation NCLEX Camp	Irving, TX	Faculty Development	\$1,384
Bauman, Holly & (Approx. 4 students)	National Future Farmers of America Convention	Indianapolis, IN	Student Trip	\$5,660*
Bedford, Shelby	Campus Prevention Network Summit	Nashville, TN	Professional Development	\$1,096
Bretz, Laurel & Academy of Lifelong Learning (Approx. 33 participants)	Wander on Wednesday Trip	Marceline, MO	Paid by Participant Registration Fees	\$1,925
Cox, Dave & BIO 209 (Approx. 15 students)	Belize Trip 2020	Belize	Class Trip	\$24,000***
Maskey, Cynthia	Accreditation Commission for Education in Nursing Site Visit	Rocky Mount, NC	Paid by Accreditation Commission for Education in Nursing	\$0
Maskey, Cynthia	Organization for Associate Degree Nursing Convention	Louisville, KY	Paid by Organization for Associate Degree Nursing	\$0

Mitkos, Andy	Instructurecon	Long Beach, CA	Professional Development	\$3,587
Moore, Patrick	National Alliance of Concurrent Enrollment Partnerships National Conference	Salt Lake City, UT	Professional Development	\$2,286
Ramm, Jennifer	Manhattan Project Reactor Tour	Richland, WA	Faculty Allocation	\$1,155
Ramm, Jennifer	Manhattan Project Tour – Oak Ridge	Oak Ridge, TN	Faculty Allocation	\$425
Ramm, Michael	Manhattan Project Reactor Tour	Richland, WA	Faculty Allocation	\$2,030**
Ramm, Michael	Manhattan Project Tour – Oak Ridge	Oak Ridge, TN	Faculty Development	\$1,200**
Szoke, Jan	2019 American Association for Respiratory Care Summer Forum	Fort Lauderdale, FL	Professional Development	\$1,832
Warren, Charlotte	American Association of Community Colleges Presidents Academy Institute	Atlanta, GA	Professional Development	\$2,564

*Foundation (Kreher Farm Perpetual Charitable Trust)

**Foundation (Pearson Master Teacher Award)

***Student Fees

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Specific Stop-Loss Insurance

DATE: May 22, 2019

As part of our self-insurance program, we purchase stop-loss insurance coverage to limit the college’s exposure to risk. Our current contract with HCC (formerly AIG) for this coverage is scheduled to expire on June 30, 2019.

To continue providing stop-loss coverage for the college’s self-insurance program, Risk Strategies, LLCC’s insurance consultant, began seeking quotations in April on our behalf based on continuing with a stop-loss liability limit of \$100,000 per claim. The following table outlines the responses received from five insurance companies responding. Two of the four quotes were pending large claim review after all April claims had been processed, so the quotes are not firm. Please note that we currently do not carry aggregate stop-loss coverage due to the extremely high attachment point at a significant cost to the college.

Vendor	Annual Cost of Individual Stop-Loss Policy at \$100,000 per Claim
HCC (current carrier)	\$631,756* - 40% rate cap and no new lasers
Berkley	\$631,700* - 40% rate cap and no new lasers
QBE	\$608,291 – no rate cap and no new lasers
Sun Life	\$621,544 – 50% rate cap and no new lasers
Liberty Mutual	\$613,286 – provided no information on rate cap or lasers

**firm offer*

HCC and Berkley were the only insurance carriers to provide firm offers with near identical quotes and terms. With more than a month left before the plan year ends, it is best to lock in a firm quote rather than risk additional large claims hitting the plan prior to the end of the plan year, which would increase premiums by unknown

margins.

The above listed costs are based on 337 currently insured employees with 52 electing dependent or family coverage. The final actual cost may differ based on the number insured at July 1 and the number electing to carry dependent or family coverage. Based on the firm quote, the lowest rate cap, lowest premium and administrative continuity, it is my recommendation that we accept the bid from HCC in the amount of \$631,756 with a stop-loss liability of \$100,000 per claim.

MOTION: Move to approve the specific stop-loss policy with a liability limit of \$100,000 per claim for FY2020 proposed by HCC at a projected annual cost of \$631,756.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Active Learning Classroom Technology Equipment

DATE: May 22, 2019

Board approval is requested for the purchase of active learning classroom technology equipment including 19 LCD displays and mounts, 20 small factor computers, 102 laptops, 4 laptop carts, 7 iMacs, 7 Apple TVs and all necessary cabling and network equipment for the following locations:

Room Location	Cost
SA1133	\$14,819.91
SA1103	\$17,277.41
MN1174	\$17,058.98
MN2248	\$12,889.18
MN2229	\$20,007.07
Network Equipment	\$ 7,152.72

Budget Impact:

Total Funds Requested: \$89,205.27
 Source of Funds: Tech Fee
 Projected Revenue: n/a
 Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Active learning classroom equipment will provide faculty and students with critical up-to-date technology for improved student learning.

How will proposed agenda item be measured?

The effectiveness of student learning through new technology.

MOTION: Move to approve the purchase of active learning classroom technology equipment at a total cost of \$89,205.27.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Dell PowerEdge Servers for Colleague
DATE: May 22, 2019

Board approval is requested for the purchase of two Dell PowerEdge R740XD servers from Dell Computers for Colleague production. This purchase will allow the college to run Colleague test accounts on separate physical servers from Colleague production, improving performance and eliminating crash risks due to application testing and development.

Budget Impact:

Total Funds Requested:	\$36,480.04
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

The new servers will allow the college to operate more efficiently while providing better tools to our students to promote their academic success.

How will proposed agenda item be measured?

The reliability of college operations to support student learning.

MOTION: Move to approve the purchase of two Dell PowerEdge R740XD servers from Dell Computers in the amount of \$36,480.04.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: May 22, 2019

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

Community Education seeks approval to enter a Memorandum of Understanding with the Lincoln Land Community College Academy of Lifelong Learning. The Academy of Lifelong Learning will pay LLCC a quarterly reimbursement toward the expenses of the operation of the Academy for FY2020.

Academic Services seeks approval to enter into a 2+2 agreement with Southern Illinois University Edwardsville for students in the Chemistry program. The agreement is designed to facilitate the ease of transfer of LLCC students to Southern Illinois University Edwardsville and the reverse transfer for degree completion at LLCC.

Academic Services seeks approval to enter into a 2+2 agreement with Southern Illinois University Edwardsville for students in the Integrative Studies program. The agreement is designed to facilitate the ease of transfer of LLCC students to Southern Illinois University Edwardsville and the reverse transfer for degree completion at LLCC.

MOTION: Move to approve the memorandum of understanding with the LLCC Academy of Lifelong Learning in the amount of \$23,719.08; approve the two 2+2 articulation agreements with Southern Illinois University Edwardsville – Chemistry and Integrative Studies.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
<i>Items for approval: More than \$10,000</i>					
Memorandum of Understanding with LLCC Academy of Lifelong Learning	Community Education seeks approval to enter a memorandum of understanding with the LLCC Academy of Lifelong Learning. The Academy of Lifelong Learning will pay LLCC a quarterly reimbursement toward the expenses of the operation of the Academy for FY2020.	LLCC Academy of Lifelong Learning	Workforce Development/Community Ed	\$23,719.08	July 1, 2019 – June 30, 2020
			TOTALS	\$23,719.08	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
2+2 Articulation Agreement with Southern Illinois University Edwardsville - Chemistry	Academic Services seeks approval to enter into a 2+2 agreement with Southern Illinois University Edwardsville for students in the Chemistry program. The agreement is designed to facilitate the ease of transfer of LLCC students to Southern Illinois University Edwardsville and the reverse transfer for degree completion at LLCC.	Southern Illinois University Edwardsville	Academic Services/Chemistry	August 1, 2019 – July 31, 2024
2+2 Articulation Agreement with Southern Illinois University Edwardsville – Integrative Studies	Academic Services seeks approval to enter into a 2+2 agreement with Southern Illinois University Edwardsville for students in the Integrative Studies program. The agreement is designed to facilitate the ease of transfer of LLCC students to Southern Illinois University Edwardsville and the reverse transfer for degree completion at LLCC.	Southern Illinois University Edwardsville	Academic Services/Integrative Studies	August 1, 2019 – July 31, 2024

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Renewal of Johnson Controls Contracts
DATE: May 22, 2019

Johnson Controls provides the monitoring and servicing of our fire alarm systems at the Main Campus as well as the Outreach Centers. The total of all buildings served annually is \$52,895.50.

Budget Impact:

Total Funds Requested:	\$52,895.50
Source of Funds:	Liability, Protection and Settlement Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the expenditure of \$52,895.50 to Johnson Controls for fire alarm system monitoring and servicing.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Zogo Technologies
DATE: May 22, 2019

Board approval is requested for the annual support and maintenance of Zogo Technologies software and the annual support and maintenance of the Student Engagement Module, a Business Intelligence module from ZogoTech. The Student Engagement module allows the college to compile reports and identify data trends from the Colleague database and the data warehouse. These reports assist the college in the goal of Student Retention and Engagement.

Budget Impact:

Total Funds Requested: \$37,575.25
Source of Funds: Operating Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

The Student Engagement module allows the college to compile reports and identify trends to better support strategic actions with a focus on student retention and engagement.

How will proposed agenda item be measured?

The time required to run reports. Current time could take days. New time will take only minutes. The ability to identify data trends to support strategic plans.

MOTION: Move to approve the annual support and maintenance of Zogo Technologies software and the annual support and maintenance of the Student Engagement Module in the amount of \$37,575.25.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Pauly Group Contract
DATE: May 22, 2019

Board approval is requested to contract with Pauly Group, Springfield IL to provide consulting services in the search for the Vice President, Administrative Services; Dean, English and Humanities; and Dean, Natural and Agricultural Science. Pauly Group will assist with the following work:

- Assist in recruitment
- Develop a list of potential applicants
- Advertise on LinkedIn, Twitter and national publications
- Produce an applicant pool and conduct final referencing on applicants
- Conduct reference interviews

Budget Impact:

Total Funds Requested: \$42,500
Source of Funds: Consulting Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Hiring qualified academic and administrative leaders, who are responsible for oversight and coordination of all the programs and activities, will support student recruitment, education and retention in the college.

How will proposed agenda item be measured?

Student recruitment and retention

MOTION: Move to approve a contract with the Pauly Group for consulting services in the amount of \$42,500.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: May 22, 2019

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

The Advising, Counseling, and Career Development Services Department seeks ratification for the application of the Illinois Cooperative Work Study Program Grant. If awarded, the funds would offset the costs to local employers who employ eligible LLCC students enrolled in the program.

The Adult Education Department seeks ratification for the application for the Innovative Bridge and Transition Program Grant. If awarded, funds would be available to develop and implement a new bridge and transition program for Adult Education students.

MOTION: Move to ratify the Illinois Cooperative Work Study grant application in the amount of \$40,000 and move to ratify the Innovative Bridge and Transition program grant application in the amount of \$57,561.83.

Grant Title	Brief Description	Grantor	LLCC Department/Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
<i>Grants in excess \$10,000</i>							
Illinois Cooperative Work Study Grant	Advising, Counseling and Career Development Services seeks ratification for the application of the Illinois Cooperative Work Study program grant. If awarded, the funds would offset the costs to local employers who employ eligible LLCC students enrolled in the program.	Illinois Board of Higher Education	Student Services/Advising, Counseling and Career Development Services	\$40,000	\$0	Yes	July 1, 2019 through August 31, 2020
Innovative Bridge and Transition Program Grant	Adult Education seeks ratification for the application for Innovative Bridge and Transition program grant. If awarded, funds would be available to develop and implement a new bridge and transition program for Adult Education students.	Illinois Community College Board	Workforce Development/Adult Education	\$57,561.83	\$0	Yes	July 1, 2019 through June 30, 2020
Total				\$97,561.83	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Deferred Maintenance Capital Project for Main Campus & Taylorville Parking Lot Repairs – Contractor Recommendation

DATE: May 22, 2019

The Board approved the Deferred Maintenance Capital Project for parking lot repairs at the Main Campus and Taylorville Outreach Center at the October 2018 meeting. The Capital Development Board (CDB) manages the project. The CDB received sealed proposals on April 24, 2019. On April 26, 2019, the CDB determined Truman L. Flatt & Sons was the lowest responsive bidder. We concur. Truman L. Flatt & Sons meets all our bidding requirements and has successfully completed previous parking lot resurfacing and striping projects at the Main Campus. Your recommendation of award is required to complete the process.

A tabulation of those proposals is as follows:

Contractor	Base Bid	Alternate Bid G-1	Alternate Bid G-2	Alternate Bid G-3
P.H. Broughton & Sons Springfield, IL	\$596,975	\$2,395	\$28,625	\$45,450
Truman L. Flatt & Sons Springfield, IL	\$549,230	\$3,195	\$26,805	\$33,000

Alternate Bid G-1: Provide 4” thick PCC sidewalk, curb ramps, curb removal and replacement, seeding and associated earthwork. This is near the stop sign at the exit onto Poorman Drive coming from Millennium Drive.

Alternate Bid G-2: In lieu of polymer modified asphalt in the area of the bus drop off in front of Sangamon Hall; provide 7” thick non-reinforced, PCC pavement on 4” thick compacted aggregate (CA-6) base.

Alternate Bid G-3: Provide 2” mill and resurface to patch a variety of locations throughout the parking lots on the Springfield campus.

The bid is within the project budget established during the Deferred Maintenance Capital Project approval process. The following company was issued bid documents but chose not to submit a proposal: None.

Budget Impact:

Total Funds Requested: \$673,430
(\$612,230 Bid Amount + \$61,200 Contingency)
Source of Funds: Emergency/Deferred Maintenance Capital
Funding and Infrastructure Fees
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid from Truman L. Flatt & Sons in the amount of \$549,230, Alternate Bid #G-1 in the amount of \$3,195, Alternate Bid #G-2 in the amount of \$26,805, Alternate Bid #G-3 in the amount of \$33,000 and to establish a project contingency in the amount of \$61,200 for an aggregate amount of \$673,430 to complete the Deferred Maintenance Capital Project for the Main Campus and Taylorville Parking Lot Repairs Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Active Learning Classroom Renovations – Phase 1 – Contractor Recommendation

DATE: May 22, 2019

As part of our aspirations to execute educational innovations in a dynamic world, we have identified the need to implement Innovative Learning spaces in some of our classrooms. These would not be traditional labs or classrooms, but interdisciplinary, active learning, small group collaboration types of spaces. In order to initiate this effort, we will need to update the classroom spaces by replacing old and worn out carpeting, painting, installing new data and electrical ports and other repairs as needed in 3 classrooms in Sangamon Hall and 2 classrooms in Menard Hall.

Sealed proposals for the Active Learning Classroom Renovations - Phase 1 project were received by the Construction Manager's Office on April 30, 2019.

A tabulation of those proposals is as follows:

Contractor	Base Bid	Alternate Bid #1	Alternate Bid #2	Alternate Bid #3	Alternate Bid #4
Evans Construction Company Springfield, IL	\$77,900	\$14,640	\$12,500	\$5,700	\$6,860
R.D. Lawrence Construction Company, Ltd. Springfield, IL	\$113,398	\$16,388	\$16,132	\$11,960	\$7,448
R.L. Vollintine Construction Company, Inc. Springfield, IL	\$105,600	\$15,000	\$12,500	\$8,000	\$6,600

- Alternate Bid #1: Provide LED lighting in all 5 classrooms.
- Alternate Bid #2: Provide ceiling tiles to replace existing ceiling tiles in all five classrooms.
- Alternate Bid #3: Provide magnetic writeable wall surface in Room M-2229.
- Alternate Bid #4: Remove existing V.C.T. and replace with new carpet and base in Room M-2229.

The above bid is within the project budget established during the project development process. The following company was issued bid documents but chose not to submit a proposal: None.

Budget Impact:

Total Funds Requested: \$129,300
(\$117,600 Bid Amount + \$11,700 Contingency)
Source of Funds: Small Projects
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid from Evans Construction Company in the amount of \$77,900, Alternate Bid #1 in the amount of \$14,640, Alternate Bid #2 in the amount of \$12,500, Alternate Bid #3 in the amount of \$5,700, Alternate Bid #4 in the amount of \$6,860 and to establish a project contingency in the amount of \$11,700 for an aggregate amount of \$129,300 to complete the Active Learning Classroom Renovations – Phase 1 at LLCC’s Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revised Board Policy 4.13 – Academic Integrity

DATE: May 22, 2019

The following are proposed changes to Board Policy 4.13 – Academic Integrity. These proposed policy changes will satisfy the requirements of the National Council for State Authorization Reciprocity Agreements (SARA) consortium that the College is working to join, eliminate some redundancy in the policy and clarify that intentionally receiving help on an assignment may be an academic integrity violation.

This new policy was presented last month for a first reading and is submitted for Board approval this evening.

MOTION: Move to approve revisions to Board Policy 4.13 – Academic Integrity.

Lincoln Land Community College	Subject: Academic Integrity Policy Number: 4.13 Officer Responsible: VP, Academic Services Last Reviewed: Last Revised: Effective Date: 2/24/98
BOARD POLICY	Old Policy Number: 3.7.3

Policy Statement: The College shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.

The following items, which are not all inclusive, represent unacceptable actions and violations of this academic integrity policy, **whether they occur online or in a face-to-face domain:**

- * Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise, including placement, proficiency and CLEP tests;
- * Intentionally falsifying or inventing information (or citations) in an academic exercise;
- * Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty;
- * **Intentionally or knowingly receiving help to commit any act of academic dishonesty;**
- * Committing plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information
- * Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance;
- * **taking an exam for someone else;**
- * Stealing, destroying, or tampering with another student's work;
- * Falsifying College records, forms or other documents;
- * Accessing College computer systems or files when not authorized and
- * Other items determined to be inconsistent with College policy and philosophy.

Violations of this policy shall be addressed in accordance with established procedure.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Summary of Curriculum Changes for 2019-2020 Catalog

DATE: May 22, 2019

The following curriculum changes have been recommended for approval by following the College's curriculum development process. Recommended changes include curriculum changes at the course level, including the development of new courses, revision of existing courses, and withdrawal of courses from the College's offerings. Changes are also recommended at the curriculum/program level, including the development of new curriculum/program, revision of existing curriculum/program, and reactivation of previously withdrawn curriculum/program.

New Courses:

- ELM 101; HIS 222; HSP 100; HSP 105; HSP 140; HSP 145; HSP 213; HSP 214; HSP 215; HSP 230; HSP 240; HSP 250; HSP 260

Revised Courses:

- BDM 102; BDM 106; BDM 108; BDM 114; BDM 116; BDM 118; BDM 120; CLA 100; CLA 131; CLA 132; CLA 136; CLA 141; CLA 142; CLA 231; CLA 232; CLA 252; CLA 253; CHE 100; CHE 201; CHE 202; ECE 219; EGL 099; EGL 100; EGL 101; EGL 102; HSP 138; HSP 201; NDT 111; NDT 112; NDT 121; NDT 122; NDT 129; NDT 131; NDT 139; NDT 241; NDT 242; NDT 243; NDT 244; NDT 249; NDT 251; NDT 252; NDT 259; OTA 200; OTA 202; OTA 204; OTA 205; RAD 104; WIT 109

Withdrawn Courses:

- EGL 098; HIS 211; HIS 212; HSP 115; HSP 120; HSP 200; HSP 210

New Curriculum/Program:

- General Education Core Curriculum (GECC)

Revised Curriculum/Programs:

- Culinary Arts (CLA); Early Childhood Care and Education (ECE); Electrical Distribution Lineman (EDL); Commercial Electric (ELM); Engineering (ENG AES); Hospitality (HSP); Neurodiagnostic Technology (NDT); Physics (PHY); Industrial Technologies (WIT)

Reactivated Curriculum/Programs:

- Engineering (ENG AS)

Budget Impact:

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

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be offered courses and programs that reflect best practice in each field.

How will proposed agenda item be measured?

Academic Services will monitor student achievement of identified learning outcomes as well as course and program enrollments.

MOTION: Move to approve the 2019-2020 curriculum updates to catalog.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: May 22, 2019

POSITION VACANCIES

Classified

Academic Support Specialist (PT)
Admissions & Registration Services Rep. (FT)
Education Services Representative – Litchfield (PT)

Professional

Police Officer (FT)
Programmer Analyst I (FT)
Recruitment Specialist (FT)

Administrator

Vice President, Administrative Services (FT)

Faculty

Economics Instructor (FT)
English Instructor (FT) - 2
Nursing Instructor (FT)

HIRES

Brady Edwards	Building Custodian (FT)	04/29/19
Kathleen Jacoby	Police Officer (FT)	05/06/19
Jermain Jefferson	Building Custodian (FT)	04/29/19
Rashawn Jones	Admission & Reg. Services Rep (FT)	05/13/19
Adam Nieto	Police Officer (FT)	05/06/19
Arnold Tullis	Aviation Mechanics Training Specialist (FT)	05/20/19

Resignations

Matthew Parnell	Building Custodian (FT)	05/15/19
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: May 22, 2019

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway, projects that have formal plans and available funding but are not yet underway, and projects that have been requested for state funding but have no formal plans or available funding. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY18

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

This project budget and scope will be revisited later this year.

Logan Hall RTU 1 & 2 Replacement

This project budget and scope will be revisited later this year.

Sangamon, Menard, Commons Building Pressurization Mitigation

The project is substantially complete.

Sidewalk Lighting – North Side Main Campus Installation

The project is complete.

PHS Projects – FY19

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

The project is underway.

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

The project is underway.

Jacksonville Roof Replacement

The project is underway.

Litchfield Arts & Technology AHU Replacement

The project is underway.

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

The project is underway.

Deferred Maintenance Capital Project (CDB Managed)

Main Campus & Taylorville Parking Lot Repairs

A recommendation for award based on CDB determination is before you tonight.

Auxiliary and Operations & Maintenance

Menard Kitchen & Commons Flooring Replacement

The project is complete.

Small Projects

Active Learning Classroom Renovations – Phase 1

Our recommendation of award is before you tonight.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

The LLCC Foundation entered into an agreement with Demonica Kemper Architects to provide architectural, civil, landscaping, structural engineering, mechanical engineering and FF&E selection for this project. The project design and development of the construction documents is underway.

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLC Budget		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
				Approved / Estimated	Contract Amount						
FY2018 PHS	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%
	70959	Sangamon, Menard, Commons Building Pressurization Mitigation	L	240,115	187,097		187,097		206,326	(19,229)	-10.28%
	70960	Sidewalk Lighting - North Side Main Campus Installation	L	339,960	339,914	5,554	345,468		295,408	50,060	14.49%
FY2018 PHS Total				1,031,057	573,476	5,554	579,030		540,438	38,891	6.72%
FY2019 PHS	70963	Student Union & CASS Abatement, Flooring Replacement & Rescue Assistanc	L	452,404	405,531		405,531		17,010	388,521	95.81%
	70964	CCTC RTU Replacement 1, 2, 3, 4, 8	L	406,458	355,469		355,469		29,971	325,498	91.57%
	70965	Jacksonville Roof Replacement	L	252,936	237,335		237,335		23,420	213,916	90.13%
	70966	Litchfield Arts & Technology AHU Replacement	L	425,920	315,006		315,006		31,621	283,385	89.96%
	70967	Litchfield & Taylorville Exterior Lighting Upgrades	L	188,782	16,500		16,500			16,500	100.00%
FY2019 PHS Total				1,726,500	1,329,841		1,329,841		102,022	1,227,819	92.33%
PHS Fund Balance	70968	SGMIN, MNRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	14,900		14,900		500	14,400	96.64%
PHS Fund Balance Total				101,068	14,900		14,900		500	14,400	96.64%
Capital Development Board / Infrastructure	73918	Main Campus & Taylorville Parking Lot Repairs	S,L	800,000			-				0.00%
Capital Development Board / Infrastructure Total				800,000			-			-	0.00%
Infrastructure	73914	Commons Floor Replacement	L	73,075	67,475		67,475		57,419	10,056	14.90%
	73915	Gym Floor Renovation	L	25,000			-				0.00%
	73917	Litchfield & Jacksonville Solar Panel Installation	L	676,500	620,474		620,474		49,559	570,915	92.01%
Infrastructure Total				774,575	687,949		687,949		106,978	580,971	84.45%
ICCB Capital Budget Request	NEW	Classrooms, Testing Center and Student Services Renovations	S,L	4,576,200			-				0.00%
	NEW	Renovation of Montgomery Hall for Adult and Community Education	S,L	1,794,700			-				0.00%
	NEW	Project Outreach: Regional Center Expansion- Phase Two EREC	S,L	5,057,300			-				0.00%
ICCB Capital Budget Request Total				11,428,200			-				0.00%
Auxiliary Fund	05-68100	Menard Kitchen Flooring Replacement	L	96,648	98,267		98,267		84,226	14,041	14.29%
Auxiliary Fund Total				96,648	98,267		98,267		84,226	14,041	14.29%
Grand Total				15,958,048	2,704,433	5,554	2,709,987	-	833,864	1,876,123	69.23%

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Architectural Firm for Agriculture Classroom and Lab Building – Informational Item

DATE: May 22, 2019

The Board approved the sale of the General Obligation Bond (Alternate Revenue Source), Series 2019, in the amount of \$7,500,000 at the February 27, 2019 meeting to fund the new Agriculture Classroom and Lab Building. Since that time, it has been determined that the Foundation is able to pay for the fees below outside of the \$7,500,000 Bond.

A Request for Qualifications was published by the Foundation in April 2018. As a result of the RFQ, the Foundation Board has selected Demonica Kemper Architects (DKA) to provide architectural, civil, landscaping, structural engineering, mechanical engineering and FF&E selection for this project. The Foundation has accepted DKA's proposal in the amount of \$610,630, which is within the fee structure range for a project of this scope and complexity. The Construction & EHS Office will assist the Foundation in administering the contract for DKA's services

AGENDA MASTER CALENDAR

<p style="text-align: center;">JUNE 2019</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/19 	<p style="text-align: center;">JULY 2019</p> <ul style="list-style-type: none"> • FY20 Tentative Budget • Board Meeting 7/24/19 	<p style="text-align: center;">AUGUST 2019</p> <ul style="list-style-type: none"> • Board Meeting 8/28/19 	<p style="text-align: center;">SEPTEMBER 2019</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/19
<p style="text-align: center;">OCTOBER 2019</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/23/19 	<p style="text-align: center;">NOVEMBER 2019</p> <ul style="list-style-type: none"> • Board Meeting 11/20/19 	<p style="text-align: center;">DECEMBER 2019</p> <ul style="list-style-type: none"> • Adopt CY19 Property Tax Levy • Board Meeting 12/16/19 	<p style="text-align: center;">JANUARY 2020</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/22/20
<p style="text-align: center;">FEBRUARY 2020</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/26/20 	<p style="text-align: center;">MARCH 2020</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/20 	<p style="text-align: center;">APRIL 2020</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/22/20 	<p style="text-align: center;">MAY 2020</p> <ul style="list-style-type: none"> • LLCC Foundation Gala • Student Recognition Ceremony • Employee Recognition Ceremony • Commencement 5/15/20 • Board Meeting 5/27/20

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Active Learning Presentation

DATE: May 22, 2019

Faculty members William Harmon (Agriculture), Gillian Bauer (English) and Stacey Olson (Biology) will present various active learning demonstrations.