
LLCC Board of Trustees Regular Meeting

July 24, 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, July 24, 2019
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 July 24, 2019 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting and Annual Budget
Workshop Minutes of June 26, 2019 6
- B. Ratify Payments of Cash Disbursements for June and the June
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- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel..... 21
- D. Budget/Financial Items
- E. Purchasing
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- F. Contracts/Agreements
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- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Sangamon, Menard, Commons Building Pressurization Mitigation
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 - 2. Litchfield & Taylorville Exterior Lighting Upgrades – Contractor
Recommendation 28
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items

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| C. Student Services Division Items | |
| D. Administrative Services Division Items | |
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| E. Information Technology Items | |
| F. Executive Division Items | |

IV. Information Items

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| 3. Administrative Services | |
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| b. Construction Progress Update | 34 |
| c. Monthly Financial Report | |
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| 5. Executive Division | |
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| B. President's Report | |
| C. Report from Faculty Senate | |
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| 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

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VI. Executive Session

- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. Real Estate Matters
- D. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval and Release of Executive Session Minutes and Approval of Recording Matters
- C. Approval of Real Estate Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
& FY 2020 BUDGET WORKSHOP
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 June 26, 2019 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Rosenthal presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Findley, Mr. Fulgenzi, Mr. Gates, Ms. Kissick, Ms. Raymond and Mr. Rosenthal.

B. Pledge of Allegiance

Chairman Rosenthal led the audience in the pledge of allegiance.

Vice Chair Elmore was unable to attend the meeting due to business obligations and requested joining the meeting via phone.

MOTION NO. 06-26-19-1:

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

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

Vice Chair Elmore joined the meeting in progress.

C. Adoption of Agenda of the June 26, 2019 Meeting

MOTION NO. 6-26-19-2:

Mr. Fulgenzi moved to adopt the agenda of June 26, 2019 meeting. 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

D. Introductions and Recognitions – None

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 6-26-19-3:

Mr. Gates moved to:

- approve the minutes of the regular meeting of May 22, 2019;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during May 2019 and ratify the May 31, 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 a purchase order to Midland Paper at the total estimated cost of \$24,768 for the purchase of storeroom paper in accordance with the terms, conditions and specifications of Invitation to Bid #FY2020-1;
- approve LaPort, Inc. to provide the various custodial paper products at the total estimated cost of \$24,662.15 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2020-2;
- approve a purchase order to Avotek at the total estimated cost of \$160,995 for the purchase of four turbine training engines in accordance with the terms, conditions and specifications of Invitation to Bid #FY2020-3;
- approve the clinical site agreement with OSF St. Francis Hospital, the memorandum of understanding with the Mid-Central Illinois Regional Council of Carpenters Joint Apprenticeship Training Committee;
- approve the Fiscal Year 2020 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000;
- ratify the Adult Education and Literacy Grant in the amount of \$523,089, ratify the Highway Construction Careers Training Program Grant in the amount of \$487,000, ratify the Carl D. Perkins Grant in the amount of \$322,816 and ratify the preschool for All Expansion grant in the amount of \$162,671 and
- modify the agreement with Prairie State Plumbing & Heating, Inc. for the Sangamon, Menard, and Commons Building Pressurization Mitigation Project in the amount of \$38,904 for work related to Science Lab duct repairs and VAV recalibration.

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

III. Action Agenda

A. Policies - None

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Ameren Routers

Under this agreement, Ameren would place three routers on two new poles and one existing pole that will connect to wireless Ameren meters in the area. We have electricity through CWLP, but our gas meters will be upgraded and connected through wireless routers. This will also pick up everyone else within a ½-mile or so of each router. The easement agreement will pay the college \$1,000 per location for a total of \$3,000.

MOTION NO. 6-26-19-4:

Mr. Gates moved to approve the agreement with Ameren Illinois to place three routers on and around the main campus. 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

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

The item has been updated.

- b. Construction Progress Update
4. Information Technology – None
5. Workforce Development and Community Education - None
6. Executive Division

a. Review of Agenda Master Calendar

B. President's Report

The Advising, Counseling and Career Services department has been renamed Student Success. In addition, academic advisors and student development professionals have transitioned to new positions called student success coaches. These changes are reflective of LLCC's commitment to being a student-ready college and developing supportive relationships with students.

Congratulations to LLCC Agriculture for receiving the Post-secondary All Star Award from the Illinois Association of Vocational Agriculture Teachers. Bill Harmon, professor of agriculture, accepted the award last week at the group's annual conference. LLCC Ag now moves on to Midwest regional judging.

Congratulations to the Loggers baseball team who wrapped up a great season by playing in the NJCAA Division II national tournament. The Loggers ended their season at 38-18, winners of the Region 24 tournament, and #7 in the nation.

Karen Sanders, Executive Director of the LLCC Foundation, was named Not-for-profit Business Director of the Year in the 34th Annual Greater Springfield Chamber of Commerce Small Business Awards.

LLCC is again partnering with the Boys and Girls Club of Central Illinois for the summer Teen Career Launch program. Participants are on campus each week learning about careers in computer science, agriculture, health care, creative writing and other fields.

Several recent recruitment events drew approximately 250 individuals to campus. The first ever Health Care Expo highlighted our nursing and allied health programs May 23 and Campus Visit Day promoting all of our transfer and career programs was held June 11.

LLCC's hands-on training programs will be showcased at the first ever Transportation and Industrial Expo Tuesday, July 16, from 6-8 p.m. Prospective students are invited to learn about degree and certificate opportunities that can launch careers in the transportation and industrial fields including: Automotive Technology, Aviation Management, Aviation Mechanics, IDOT Highway Construction Careers, Truck Driver Training, Commercial Electrical Maintenance, Construction Occupations, Electrical Distribution Lineman, Heating, Ventilation, Air Conditioning and Refrigeration (HVACR), Industrial Technology and Welding.

Dr. Warren attended the President's Council and along with Craig Findley attended the ICCTA meeting. A portion of that meeting was recorded and will serve, as a source for trustee training that under legislation requires training in the 1st, 3rd and 5th year in the position.

Dr. Warren explained that the state approved the first stage of renovation for student services in Menard Hall, the renovation of the old automotive space in Sangamon Hall South for art space and some deferred maintenance. It is uncertain when this money will be received from the state.

C. Report from Faculty Association - None

D. Report from Classified Staff - None

E. Report from Professional Staff - None

F. Report from Facilities Services Council - None

G. Chairman's Report - None

H. Secretary's Report - None

I. Foundation Report - None

J. Other Board Members' Reports - None

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 6-26-19-5:

Dr. Davis 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. 6-26-19-6:

Ms. Raymond moved to return to open session at 5:45 p.m. Mr. Fulgenzi 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. 6-26-19-7:

Mr. Gates 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. FY 2020 Budget Workshop

Karie Longhta, Associate Vice President, Finance and Dr. Charlotte Warren led the board members and audience through a presentation on LLCC's fiscal year 2020 tentative budget, reviewing LLCC fund summaries, FY2020 projected expenditures and revenues, FY2020 operating budget projections and budget challenges.

FY2019 Projected Revenues include:

- Current Taxes
- ICCB Grants
- CTE Funding
- CPP Replacement Tax
- Federal Admin Fees
- Tuition & Fees
- Interest on Investments
- Miscellaneous & Indirect
- Transfer from Other Funds

FY2019 Projected Expenditures include:

- Salaries
- Employee Benefits
- Contractual Services
- Materials & Supplies
- Conference & Meeting
- Fixed Charges
- Utilities
- Capital Outlay
- Other Expenditures
- Transfers to Other Funds

The FY2019 Projected Operating Fund indicates Year End Total Projected Revenues of \$47,072,252 and Total Projected Expenditures of \$47,036,533. Estimated return to fund balance of \$35,719.

FY2020 Operating Projections

FY2020 Revenue Assumptions:

- District EAV estimated to remain flat from CY18 to CY19
- State funding is budgeted at the FY19 ICCB District Budget Allocation
- CPPRT is budgeted at FY20 estimated receipts
- Tuition is calculated per board policy and is at the rate of \$131.50
- Fee rates have been held constant
- FY20 enrollment is projected at a 5% decrease from FY19 credit hours
- Interest revenue has been increased based on FY20 estimated receipts

- Miscellaneous revenues are based on FY20 estimated receipts
- Transfer from Other Funds include a transfer from Restricted Student Activity Fee Reserve Fund and the Special Initiative Fund to support approved FY20 Planning Initiatives

FY2020 Projected Operating Revenues:

- Current Taxes
- CPP Replacement Tax
- Credit Hour Grants
- Equalization
- IVG Appropriation
- CTE Funding
- Federal Admin Fees
- Tuition and Fees
- Interest Revenue
- Miscellaneous and Indirect
- Transfer From Other Funds

FY20 Expenditure Assumptions:

- Salary projection includes current board approved increases and adjustments to reflect past expenditures
- Benefits are estimated at current approved rates for FY20 and includes a 3.1% SURS employer contribution
- Contractual services, materials and supplies, travel, fixed charges, capital outlay and other expenditures have been evaluated and adjusted to reflect past expenditures
- Fixed charges has been decreased due to the debt payoff on the Montgomery Hall building loan
- Tech fee expenditure budget has been moved from capital outlay to materials and supplies to align with actual expenditure accounting
- Utilities remain level at the FY19 budget amount
- Transfers to other funds have been adjusted to match revenue projections for infrastructure fee and student activity fee
- FY20 planning initiatives targeted for funding are included

FY2020 Projected Operating Expenditures:

- Salaries
- Employee Benefits
- Contractual Services
- Materials & Supplies
- Conference & Meeting
- Fixed Charges
- Utilities
- Capital Outlay
- Other Expenditures
- Transfer to Other Funds

The FY2020 Projected Operating Fund indicates Year End Total Projected Revenues of \$46,263,750 and Total Projected Expenditures of \$ 46,263,750 resulting in a balanced budget.

FY2020 Planning Initiatives from all funding sources total \$1,767,300 and include the following:

Goal 1 – Student Access & Success

- Continue to provide resources to ensure CTE program are accessible
- CCTC will offer a new ECG Program
- Enhance instructional supplies and equipment: computers, projectors, cameras, Biotech lab equipment, physics equipment, software, printers, library book collections/subscriptions
- Financial Aid will partner with Attigo to communicate student loan information to students as part of SB2559 requirement
- In conjunction with the LLCC Student Life, install water bottle filling stations at 15 LLCC main campus and outreach center locations
- Campus signage project
- Install additional active learning classrooms
- Purchase one new truck and trailer for Truck Driver Training Program
- National Council for State Authorization Reciprocity Agreements (NC-SARA) membership to online programs
- License Canvas Learning Management System for a one year pilot
- Positions funded: Recruitment specialist, CDC PT Program Assist, Student Success Coach, Grant Writer, IT Project Manager

Goal 2 – Financial Strength

- Engage compensation consultant to perform comprehensive review of salary grades
- New performance evaluation software

Goal 3 – Economic Responsiveness

- Adult Education Bridge Program development: IT, Early Childhood Education, Culinary/Hospitality, Health, Transportation; implement revised Automotive career pathway
- Develop a diagnostic medical sonography program

Goal 4 – Community Engagement

- Community Ed will implement program for the Education & Enrichment of Relational Skills (PEERS) as well as expand community partnerships and program offerings

Goal 5 – Diversity and Cultural Competency

- Campus Climate Team speaker series

Goal 6 – Operational Strength

- Continue Finance Department's migration from paper forms to electronic forms focusing on Accounts Payable processes

- Concurrent Enrollment Services will offer a Professional Development Day for dual credit instructors and host a dual credit ceremony for high school students who complete 30 credit hours
- IT- related updates: external access to LLCC networks/alternatives to current VPN process, Microsoft security bundle; replace Student Success appointment scheduling software, Data Center security
- General renovation projects such as: carpet replacement, painting, exterior building cleaning, stall ADA door operators, VAV & campus utility survey

LLCC's financial future includes the following budget challenges:

- Partial funding for veteran's grants
- Uncertainty surrounding pension reform and employer cost shift
- Effect of Illinois minimum wage increase
- Legislative freeze on property values still on legislative agenda
- Maintaining enrollment and enhancing student success
- Maintaining classroom technology and adaptive learning environments

IX. Adjournment

The meeting adjourned at 7:30 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: June 26, 2019

| Name | Meeting | Location | Date | Account | Amount |
|---|--|------------------|-----------------------|--------------------------|---------------|
| Brothers, Deborah | Childhood Literacy Association | Indianapolis, IN | June 12 – 15, 2019 | Faculty Allocation | \$965 |
| Ramm, Jennifer & Chemistry Club (Approx. 10 Students) | Six Flags St. Louis | Eureka, MO | June 14, 2019 | Club Trip | \$549* |
| Ramm, Michael & Chemistry Club | Six Flags St. Louis | Eureka, MO | June 14, 2019 | Club Trip | \$0 |
| Riggle, Ron and Baseball Team (Approx. 31 Students) | National Junior College Athletic Association World Series | Enid, OK | May 23 - June 2, 2019 | Team Travel | \$26,980** |
| Suchland, Colin | Association for the Assessment of Learning in Higher Education | St. Paul, MN | June 11 - 13, 2019 | Faculty Development | \$1,373 |
| Waddell, Jason | Gearfest 2019 Workshops | Fort Wayne, IN | June 20 - 23, 2019 | Faculty Allocation | \$766 |
| Williams, Amy | Watermark Engage | New Orleans, LA | June 24 - 27, 2019 | Professional Development | \$1,640 |

*Club Funds (Club members will pay half of ticket price)

**1/3 Operating Funds, 1/3 General Athletics, 1/3 fundraising

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out of State Travel

DATE: June 26, 2019

| Name | Meeting | Location | Account | Amount |
|-------------------|--|------------------|--|---------------|
| Frederick, Lesley | #RealCollege 2019 | Houston, TX | Professional Development | \$1,262 |
| Graeff, Andrew | Microsoft Ignite | Orlando, FL | Professional Development | \$2,810 |
| Harmon, William | National Future Farmers of America Convention | Indianapolis, IN | Faculty Development | \$1,102* |
| Liesen, Diane | Accreditation Site Visit | Troy, MI | Paid by Committee on Accreditation for Education in Neurodiagnostic Technology | \$0 |
| Maskey, Cynthia | Accreditation Commission for Education in Nursing | Fortis, OH | Paid by Accreditation Commission for Education in Nursing | \$0 |
| Penning, Samuel | Microsoft Ignite | Orlando, FL | Professional Development | \$2,810 |
| Smock, Cynthia | American Society of Electroneurodiagnostic Technologists Annual Conference | Kansas City, MO | Faculty Allocation | \$1,342 |
| Warren, Charlotte | American Association of Community Colleges Board | Washington, DC | Professional Development | \$1,755 |

*Foundation (Kreher Farm Perpetual Charitable Trust)

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: June 26, 2019

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve the employment of Ms. Sheridan Lane as the interim Director, Culinary Program and Operations for the period of July 1, 2019 through December 31, 2019. Ms. Lane has been an adjunct instructor in the culinary program at LLCC since 2017 and was also an adjunct instructor in the School of Hospitality at Kendall College in Chicago. She has a Bachelor of Science in Elementary Education from the University of Illinois at Urbana-Champaign. Her employment will be effective July 1 and placement will be on salary grade J.

FACULTY

- A. Approve the employment of Dr. Karen Sisk as English Instructor. Dr. Sisk has a Doctorate of Philosophy from Oklahoma State University and a Master of Art in English Literature from Wright State University. Her employment will be effective August 13, 2019 and placement will be on Column Doctorate, Step 7 of the 2019-20 faculty salary schedule.

- B. Approve the change in retirement date for Judith Nichols, Professor-Psychology, from May 13, 2022 to July 31, 2019. The Board of Trustees had approved Professor Nichol’s original retirement date at the regular monthly meeting on July 25, 2018.

PART-TIME STAFFING
On & Off Campus
2019 Summer Semester

| <u>Adjunct Name</u> | <u>Class Section</u> | <u>Class Section Title</u> |
|---------------------|----------------------|-------------------------------|
| Allen, Jason | BIO-101-06 | General Biology |
| Armour, Gary | BIO-220-01 | Microbiology |
| Badgley, Lori | RCP-239-01 | Clinical Practice III |
| Badgley, Lori | RCP-231-01 | Adv RC Practices & Proc II |
| Barnett, Leevia | HIS-111-03 | United States History to 1877 |

| | | |
|-----------------------|------------|------------------------------------|
| Behl, Melissa | OTA-208-01 | Developmental Theory |
| Behl, Melissa | OTA-210-01 | Service Management |
| Borczon, John | EGL-101-06 | Composition I |
| Borczon, John | EGL-102-04 | Composition II |
| Broderick, Victor | PSY-101-07 | Introduction to Psychology |
| Brown, Linda | CAS-121-03 | Computer Applications and Concepts |
| Carter, Kenneth | CMN-101-10 | Public Speaking Fundamentals |
| Carter, Kenneth | CMN-101-11 | Public Speaking Fundamentals |
| Cecil, Joyce | NAS-101-03 | Basic Nurse Assistant |
| Chavez, Casey | MAT-104-03 | General Education Mathematics |
| Chernowsky, Amy | CSS-100-01 | College Success Skills |
| Ciaccio, Joseph | ART-101-02 | Art Appreciation |
| Coderko, Maria | MAT-141-04 | Introductory Statistics |
| Collins, Steven | MTC-001-01 | Math Center |
| Cooke-Graham, Alana | PSY-101-06 | Introduction to Psychology |
| Coplea, Wynne | CMN-101-08 | Public Speaking Fundamentals |
| Davis, Monique | CMN-101-04 | Public Speaking Fundamentals |
| Davis, Monique | CMN-101-05 | Public Speaking Fundamentals |
| Deaver, Meghan | NAS-101-04 | Basic Nurse Assistant |
| Delap, Amy | BIO-101-07 | General Biology |
| Dickey, Ashley | ART-101-01 | Art Appreciation |
| Dickey, Ashley | ART-101-04 | Art Appreciation |
| Dion, Justine | MAT-141-06 | Introductory Statistics |
| Doran, Rose | PSY-101-05 | Introduction to Psychology |
| Doran, Rose | PSY-101-08 | Introduction to Psychology |
| Durairaj, Srinivasan | BIO-220-02 | Microbiology |
| Elliott, Tiffany-Anne | EGL-102-05 | Composition II |
| Elliott, Tiffany-Anne | EGL-101-08 | Composition I |
| Ferreira, Nick | EMS-203-01 | Paramedic - Specialized Care |
| Fines, Elizabeth | CMN-101-12 | Public Speaking Fundamentals |
| Fletcher, Robert | FLM-101-01 | Introduction to Film Art |
| Flynn, Susan | SOC-101-05 | Introduction to Sociology |
| Freml, John | HUM-102-01 | Intro to Women's Studies |
| Fricke, Dana | PSY-214-01 | Intro to Child Psychology |
| Friend, Duane | GEG-201-01 | Intro to Weather and Climate |
| Graff, Andrea | POS-101-02 | Intro to American Politics |
| Graham, Valerie | NDT-139-01 | Clinical Practicum II |
| Guerrero, Andrea | EGL-102-02 | Composition II |
| Harvey, Sonja | PCN-103-01 | Practical Nursing III |
| Harvey, Sonja | PCN-103-02 | Practical Nursing III |
| Henrikson, Amy | HIS-111-02 | United States History to 1877 |
| Henrikson, Amy | HIS-112-01 | United States History Since 1877 |
| Huddleston, Keith | PSY-101-02 | Introduction to Psychology |
| Huddleston, Keith | PSY-101-09 | Introduction to Psychology |
| Kayma, Bob | MCS-125-01 | Anatomy and Physiology for Cod |
| Kean, Charles | EMS-111-01 | Advanced EMT - Special Populations |
| Lamb, Molly | HLT-201-01 | Health in Today's Society |
| Lascelles, Lori | NAS-101-03 | Basic Nurse Assistant |
| Lazenby, Debra | NAS-101-06 | Basic Nurse Assistant |
| Lazenby, Debra | NAS-101-07 | Basic Nurse Assistant |

| | | |
|-------------------------------|------------|------------------------------------|
| Liberati, Teresa | BIO-175-02 | Human Anatomy & Physiology I |
| Liberati, Teresa | BIO-176-02 | Human Anatomy & Physiology II |
| Linscott, Steven | PSY-101-01 | Introduction to Psychology |
| Lipcamon, John | BIO-220-03 | Microbiology |
| Litterly, Jan | MCS-121-01 | Evaluation and Management Codi |
| Metcalf, Lewis | ECO-132-01 | Principles of Economics II |
| Mhaskar, Yashanad | CHE-101-01 | General Chemistry I |
| Myers, Edward | EGL-114-02 | Intro to the Film as Literature |
| O'Hare, Theresa | MUS-104-02 | Music Appreciation |
| Olmsted, Tim | POS-101-01 | Intro to American Politics |
| Paca, Stephen | MAT-094-01 | Developmental Int Algebra I |
| Paca, Stephen | MAT-096-01 | Developmental Int Algebra II |
| Pfaffe, Jeffrey | CHE-100-02 | Contemporary Chemistry |
| Ploessl, Bridget | CMN-101-03 | Public Speaking Fundamentals |
| Ploessl, Bridget | CMN-101-09 | Public Speaking Fundamentals |
| Reents, Judy | NAS-101-01 | Basic Nurse Assistant |
| Reynolds, Susan | BIO-101-05 | General Biology |
| Running, Bill | CHE-102-01 | General Chemistry II |
| Salm, Coravonne | EGL-101-05 | Composition I |
| Salm, Coravonne | EGL-102-03 | Composition II |
| Schafer, Erin | EGL-102-01 | Composition II |
| Schenk, Deana | EGL-101-04 | Composition I |
| Schenk, Deana | EGL-102-07 | Composition II |
| Stinson, Patricia | NAS-101-04 | Basic Nurse Assistant |
| Sweet, Nancy | HSP-120-01 | Hospitality Internship I |
| Thomas, Elaine | EGL-101-02 | Composition I |
| Tomko, Deborah | NAS-101-02 | Basic Nurse Assistant |
| Tuxhorn, Rebecca | SOC-101-01 | Introduction to Sociology |
| Tuxhorn, Rebecca | SOC-101-07 | Introduction to Sociology |
| Van Uytven, Jodi | CHE-100-04 | Contemporary Chemistry |
| Williams, Patricia | MAT-081-01 | Developmental Arithmetic I |
| Williams, Patricia | MAT-082-01 | Develop Arithmetic II & Prealgebra |
| Wintermeyer-Hobbs, Shannan | NAS-101-03 | Basic Nurse Assistant |
| Wohlers, Donald | CHE-100-01 | Contemporary Chemistry |
| Young, Raymon | EGL-101-01 | Composition I |

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: July 24, 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 June, 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 June 30, 2019 will be delayed until August due to closing of the FY19 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June, 2019.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: July 24, 2019

| Name | Meeting | Location | Account | Amount |
|---|--|---|-----------------------------|---------------|
| Beckmier, Craig and ABM Class (Approx. 16 Students) | Judging Practice | Fort Madison, IA | Class Trip | \$410* |
| Beckmier, Craig and ABM Class (Approx. 8 Students) | National Barrow Show | Austin, MN | Class Trip | \$1,484* |
| Beckmier, Craig and ABM Class (Approx. 16 Students) | Flint Hills Classic & Ak-Sar-Ben Stock Show | Hutchinson, KS & Grand Island, NE | Class Trip | \$2,730* |
| Beckmier, Craig And AGR Class (Approx. 8 students) | Lidvall Memorial | Cookeville, TN | Class Trip | \$1,344*** |
| Blackwell, Deanna | Real College Annual Convention | Houston, TX | Professional Development | \$1,230 |
| Davis, Vicki | Association of Community College Trustees Leadership Congress | San Francisco, CA | Board Travel | \$2,949 |
| DeRosa, Andrea | Federal Student Aid Conference | Reno, NV | Professional Development | \$1,661 |
| Findley, Craig | Association of Community College Trustees Leadership Congress | San Francisco, CA | Board Travel | \$2,949 |
| Lindquist, Vern | Higher Ed Research & Development Institute South Board Meeting | San Francisco, CA | Professional Development | \$771 |
| Lindquist, Vern | EAB Executive Forum | Nashville, TN | Professional Development | \$745 |

| | | | | |
|-------------------|---|-------------------|--------------------------|-----------|
| Lindquist, Vern | Higher Ed Research & Development Institute | Houston, TX | Professional Development | \$622 |
| Lust, Kevin | America's Small Business Development Centers | Long Beach, CA | Professional Development | \$2,878** |
| Mills, Alison | Federal Student Aid Conference | Reno, NV | Professional Development | \$1,659 |
| Suchland, Colin | American Sociological Association Annual Meeting | New York City, NY | Faculty Development | \$3,044 |
| Suchland, Colin | Drexel Assessment Conference | Philadelphia, PA | Faculty Development | \$1,736 |
| Suchland, Colin | Association for Applied & Clinical Sociology Conference | Portland, OR | Faculty Development | \$1,429 |
| Sweet, Nancy | 2019 National Conference for Workforce Education | San Antonio, TX | Professional Development | \$2,094 |
| Warren, Charlotte | Association of Community College Trustees Leadership Congress | San Francisco, CA | Board Travel | \$2,949 |

**Institutional Funds*

***Small Business Development Center Grant*

****Foundation (Kreher Farm Perpetual Charitable Trust)*

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ag Sprayer Simulator
DATE: July 24, 2019

The Agriculture Department has requested to purchase an FS sprayer simulator for use in their Precision Agriculture Program. The simulator will allow students to work through several training modules, learn the basic skills needed to operate a high clearance sprayer and become an Agronomy Applicator. These jobs are in strong demand in our district and elsewhere. The simulator will let our students practice in a safe and virtual environment.

This purchase is sole source, since the manufacturer, GROWMARK, has developed the only known sprayer simulator currently on the market. Other primary manufacturers of agriculture sprayers were contacted about the possibility of developing and marketing a similar machine; but at this time, have no plans to do so.

Budget Impact:

| | |
|-------------------------------|-----------|
| Total Funds Requested: | \$105,000 |
| Source of Funds: | IEK Funds |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

Student Learning Impact:

How will proposed agenda item impact student learning?

The simulator will improve student knowledge of sprayer functions and safe operation.

How will proposed agenda item be measured? n/a

MOTION: Move to approve the purchase of a sprayer simulator from GROWMARK, Inc. at a total cost of approximately \$105,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 24, 2019

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

The Center for Culinary and Hospitality Excellence has entered into a contract with the Girls Scouts of Central Illinois to provide a culinary demonstration for approximately 42 girls as part of their summer camp activities. The demonstration will be held in the culinary labs on the main campus.

The Capital City Training Center has entered into a contract with the Illinois State Board of Education to provide customer service training Courses. Approximately 100 ISBE employees will be trained. Two courses will be held in Chicago and one in Springfield.

Lincoln Land Community College seeks approval to enter into a contract with Levi, Ray, and Shoup, Inc. in which students enrolled in approved courses offered by LRS will receive college credit. Levi, Ray, and Shoup, Inc. will provide classroom and laboratory instruction and learning experiences necessary for the students to meet LLCC's curriculum requirements for the approved courses.

MOTION: Move to approve the credit hour agreement with Levi, Ray and Shoup, Inc. in the amount of \$3,000.

TRAINING CONTRACTS

| Contract Title | Brief Description | Contractor | LLCC Dept / Program | Contract Total | Term |
|---|---|-----------------------------------|--|----------------|------------------------------|
| Items as Informational; less than \$10,000 | | | | | |
| Girl Scouts of Central Illinois Culinary Demonstration | The Center for Culinary & Hospitality Excellence has entered into a contract with the Girl Scouts of Central Illinois to provide a culinary demonstration for approximately 42 girls as part of their summer camp activities. The demonstration will be held in the culinary labs on the main campus. | Girl Scouts of Central Illinois | Academic Services/ Applied & Emerging Technologies | \$420 | July 11, 2019 |
| Illinois State Board of Education Customer Service Training | The Capital City Training Center has entered into a contract with the Illinois State Board of Education to provide customer service training courses. Approximately 100 ISBE employees will be trained. Two courses will be held in Chicago and one in Springfield. | Illinois State Board of Education | Academic Services/ Workforce Development | \$4,800 | July 9 – July 25, 2019 |
| Items for approval: | | | | | |
| Credit Hour Agreement with Levi, Ray and Shoup, Inc. | Students enrolled in approved courses offered by LRS will receive college credit. LRS will provide classroom and laboratory instruction and learning experiences necessary for the students to meet LLCC's curriculum requirements for the approved courses. | Levi, Ray & Shoup, Inc. | Academic Services/ Workforce Development | \$3,000 | July 1, 2019 - June 30, 2020 |
| | | | TOTALS | \$8,220 | |

| |
|---------------------------|
| AGENDA ITEM II.I.1 |
|---------------------------|

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon, Menard, Commons Building Pressurization Mitigation Project – Change Orders 2, 3, 4, & 6

DATE: July 24, 2019

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

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

| RFP/CO# | Description | Cost |
|---|---|----------|
| M-002 | Replace defective backdraft dampers EF 6, 7, 8, 25, 27, 35a, 35b and 35c. | \$4,240 |
| M-003 | Repairs to EF24, VAV 586. EF39. | \$5,616 |
| M-004 | Adjust the economizer damper actuator linkages to allow the dampers to modulate smoothly when commanded from the BAS. | \$2,523 |
| M-006 | Correct non-code compliant electrical installation of existing roof exhaust fan EF-34. | \$1,598 |
| | Total: | \$13,977 |
| Amount of project contingency: | | \$14,500 |
| Less previously approved change orders: | | \$0 |
| Change order(s) presented for ratification: | | \$13,977 |
| Less other consultant fees/permits to date: | | \$0 |
| Amount of contingency remaining: | | \$523 |

AGENDA ITEM II.I.1

Budget Impact:

Total Funds Requested: \$13,977
Source of Funds: Protection, Health and Safety
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change orders in the amount of \$13,977 for the Sangamon, Menard, Commons Building Pressurization Mitigation Project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield & Taylorville Exterior Lighting Upgrades – Contractor Recommendation

DATE: July 24, 2019

Sealed proposals were requested for the Litchfield & Taylorville Exterior Lighting Upgrades project. Proposals were received by the construction manager’s office on June 27th.

A tabulation of those proposals are as follows:

| Contractor | Base Bid | Alt. #1 (Replace (2) existing pole fixtures at Taylorville) |
|---|------------------|--|
| Anderson Electric Springfield, IL | \$144,500 | \$5,950 |
| B&B Electric, Inc. Springfield, IL | \$127,500 | \$4,860 |

The above bids are within the project budget established during the PHS approval process. The following companies were issued bid documents but chose not to submit a proposal: None.

Budget Impact:

Total Funds Requested: \$145,660
(\$132,360 Bid Amount + \$13,300 Contingency)

Source of Funds: Protection, Health & Safety

Projected Revenue: n/a

Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

AGENDA ITEM II.I.2

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 B&B Electric, Inc. in the amount of \$127,500, Alternate Bid #1 in the amount of \$4,860 and establish a project contingency in the amount of \$13,300, for an aggregate amount of \$145,660 to complete the Litchfield & Taylorville Exterior Lighting Upgrades Project.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Tentative Fiscal Year 2020 Budget
DATE: July 24, 2019

We are in the process of preparing budget documents following our June 26 budget workshop. Copies of the tentative budgets for fiscal year 2020 are enclosed in the board packet. Due to the receipt of our FY20 ICCB District Budget Allocation, the following changes have been made since the budget workshop:

- Increased the Base Operating Grant by \$366,200
- Increased the Transfer to Restricted Funds by \$366,200

It is possible that additional adjustments may be necessary before the final FY20 budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2020 Operating Budget.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: July 24, 2019

POSITION VACANCIES

Classified

Building Custodian (FT)
Child Development Assistant (FT)

Professional

Admissions Specialist (FT)
IT Project Manager (FT)
Programmer Analyst I (FT)

Administrator

Director, Grant Development (FT)
Vice President, Administrative Services (FT)

Faculty

A/C, Refrigeration & Heating Instructor (FT)
Economics Instructor (FT)

HIRES

| | | |
|------------------|------------------------------------|----------|
| Aaron Bernhardt | Education Services Rep. (PT) | 07/17/19 |
| Debra Coet-Hanna | Academic Success Professional (FT) | 07/17/19 |
| Travis Lascody | Police Officer (FT) | 07/29/19 |

Promotions

| | | |
|---------------|----------------------|----------|
| Brian Tweryon | Police Sergeant (FT) | 08/05/19 |
|---------------|----------------------|----------|

Resignations

| | | |
|---------------|-------------------------|----------|
| Brady Edwards | Building Custodian (FT) | 07/11/19 |
|---------------|-------------------------|----------|

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: July 24, 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 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 substantially complete.

Litchfield Arts & Technology AHU Replacement

The project is underway.

Litchfield & Taylorville Exterior Lighting Upgrades

Our recommendation of award is before you tonight.

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

The project is underway.

Small Projects

Active Learning Classroom Renovations – Phase 1

The project is underway.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

The project design and development of the construction documents is underway.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of June 30, 2019

| Type / Year | Colleague Dept # | Project Name | Funding Source | Sum of Original Budget Approved / Estimated | Sum of Original Contract Amount | Sum of Change Orders | Sum of Adjusted Contract Amount | Sum of Retainage | Sum of Payments To Date | Sum of Contract Balance Remaining | Sum of Contract % Remaining |
|---|------------------|--|----------------|---|---------------------------------|----------------------|---------------------------------|------------------|-------------------------|-----------------------------------|-----------------------------|
| 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 | 187,704 | 38,904 | 226,608 | | 206,326 | 20,282 | 8.95% |
| FY2018 PHS Total | | | | 691,097 | 234,169 | 38,904 | 273,073 | | 244,731 | 28,342 | 10.38% |
| FY2019 PHS | 70963 | Student Union & CASS Abatement, Flooring Replacement & Rescue Assistance | L | 452,404 | 405,531 | | 405,531 | | 38,374 | 367,157 | 90.54% |
| | 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 | | 193,516 | 43,819 | 18.46% |
| | 70966 | Litchfield Arts & Technology AHU Replacement | L | 435,920 | 316,678 | | 316,678 | | 35,745 | 280,933 | 88.71% |
| | 70967 | Litchfield & Taylorville Exterior Lighting Upgrades | L | 188,782 | 16,807 | | 16,807 | | 13,507 | 3,300 | 19.63% |
| FY2019 PHS Total | | | | 1,726,500 | 1,331,820 | | 1,331,820 | | 311,113 | 1,020,707 | 76.64% |
| FY2020 PHS | 70973 | Signage & Wayfinding Phase 1 | S,L | 566,000 | | | - | | | - | 0.00% |
| FY2020 PHS Total | | | | 566,000 | | | - | | 500 | 14,400 | 96.64% |
| PHS Fund Balance | | | 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 | 750,030 | | 750,030 | | 39,651 | 710,379 | 94.71% |
| Capital Development Board / Infrastructure Total | | | | 800,000 | 750,030 | | 750,030 | | 39,651 | 710,379 | 94.71% |
| Infrastructure | 73914 | Commons Floor Replacement | L | 73,075 | 67,475 | | 67,475 | | 61,625 | 5,850 | 8.67% |
| | 73915 | Gym Floor Renovation | L | 25,000 | 24,150 | | 24,150 | | 24,150 | - | 0.00% |
| | 73917 | Litchfield & Jacksonville Solar Panel Installation | L | 676,500 | 633,751 | | 633,751 | | 62,320 | 571,431 | 90.17% |
| Infrastructure Total | | | | 774,575 | 725,376 | | 725,376 | | 148,095 | 577,281 | 79.58% |
| ICCB Capital Budget Request | NEW | Student Services Renovation | S,L | 5,400,000 | - | | - | | | - | 0.00% |
| | NEW | Sangamon Hall Renovations | S,L | 3,315,000 | - | | - | | | - | 0.00% |
| | NEW | Deferred Maintenance | S,L | 335,000 | - | | - | | | - | 0.00% |
| | NEW | Generator South- Main Campus | S,L | 800,000 | - | | - | | | - | 0.00% |
| ICCB Capital Budget Request Total | | | | 9,850,000 | - | | - | | | - | 0.00% |
| Auxiliary Fund | 05-68100 | Menard Kitchen Flooring Replacement | L | 96,648 | 98,267 | | 98,267 | | 93,659 | 4,608 | 4.69% |
| Auxiliary Fund Total | | | | 96,648 | 98,267 | | 98,267 | | 93,659 | 4,608 | 4.69% |
| Funding Bonds | 77919 | Agriculture Classroom & Lab Building | L | 6,850,000 | | | - | | | - | 0.00% |
| Funding Bonds Total | | | | 6,850,000 | | | - | | | - | 0.00% |
| Grand Total | | | | 21,455,888 | 3,154,563 | 38,904 | 3,193,467 | | 837,750 | 2,355,717 | 73.77% |

AGENDA MASTER CALENDAR

| | | | |
|--|--|---|--|
| <p>AUGUST 2019</p> <ul style="list-style-type: none"> • Board Meeting 8/28/19 | <p>SEPTEMBER 2019</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/19 | <p>OCTOBER 2019</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/23/19 | <p>NOVEMBER 2019</p> <ul style="list-style-type: none"> • Board Meeting 11/20/19 |
| <p>DECEMBER 2019</p> <ul style="list-style-type: none"> • Adopt CY19 Property Tax Levy • Board Meeting 12/16/19 | <p>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>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>MARCH 2020</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/20 |
| <p>APRIL 2020</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/22/20 | <p>MAY 2020</p> <ul style="list-style-type: none"> • LLCC Foundation Gala 5/2/20 • Student Recognition Ceremony • Employee Recognition Ceremony • Commencement 5/15/20 • Board Meeting 5/27/20 | <p>JUNE 2020</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/24/20 | <p>JULY 2020</p> <ul style="list-style-type: none"> • FY21 Tentative Budget • Board Meeting 7/22/20 |

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Assessment Software and Data

DATE: July 24, 2019

Jason Dockter, Assistant Vice President, Academic Services will demonstrate the academic assessment system and share some sample data to explain how academic departments and faculty will be using assessment data to improve student success.