
LLCC Board of Trustees Regular Meeting

August 26, 2020

Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Gordon Gates, Secretary

Vicki Davis

Craig Findley

Jeff Fulgenzi

Samantha Raymond

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, August 26, 2020
5:15 P.M.

Meeting will be held via Zoom. The link for joining:
<https://us02web.zoom.us/j/86325581871>

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VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, July 22, 2020 at 5:15 p.m. at the Trutter Center on the Main Campus.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Elmore, Mr. Findley, Mr. Gates and Mr. Rosenthal.

Mr. McCullough joined the meeting in progress.

MOTION NO. 07-22-20-1:

Mr. Elmore moved allow Dr. Davis, Mr. Fulgenzi and Ms. Raymond to join the meeting via phone. Mr. Findley seconded.

Those members voting aye were Mr. Elmore, Mr. Findley, Mr. Gates and Mr. Rosenthal.
PASSED

Dr. Davis, Mr. Fulgenzi and Ms. Raymond joined the meeting via phone.

B. Pledge of Allegiance

Chairman Rosenthal led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 22, 2020 Meeting

MOTION NO. 07-22-20-2:

Mr. Elmore moved to adopt the agenda of the July 22, 2020 meeting. Mr. Findley seconded.

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

D. Introductions and Recognitions

LLCC mourns the passing of former LLCC Trustee and Board Chair, Dennis Shackelford. He was elected to the Board in 2013; he served for six years, the last two as chair. We offer our sincere condolences to his family and friends.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 07-22-20-3:

Mr. Findley moved to:

- approve the minutes of the regular meeting of June 24, 2020;
- ratify the disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2020;
- approve the purchase of 285 computers from Dell at a total cost of \$214,731;
- approve one-time expenses for Krueger International and Wiley Office Furniture for furniture related expenses in the Kreher Agriculture Center;
- approve the clinical site agreement with Scott County Nursing Center, the articulation agreement with SIU Edwardsville and ratify the affiliation agreement with Macoupin County Department of Public Health;
- approve the annual renewal of the Microsoft Campus Software and Server agreements from CDW-G at a total cost of \$121,032.65;
- approve the lease with the Montgomery County Farm Bureau for 2,136 square feet at 102 North Main in Hillsboro at a monthly cost of \$734 commencing August 1, 2020 and ending July 31, 2022 with the option to renew for two additional years;
- ratify the change orders in the amount of \$5,978 for the CCTC RTU Replacement 1, 2, 3, 4, 8 project as presented;
- ratify the listed change orders in the amount of \$12,579.95 for the Litchfield & Taylorville Exterior Lighting Upgrades project as presented and
- approve the base bid from Bodine Electric of Decatur in the amount of \$157,100, alternate bid #1 in the amount of \$10,500, alternate bid #2 in the amount of \$4,150 and to establish a project contingency in the amount of \$17,200, for an aggregate amount of \$188,950 to complete the Sidewalk Lighting – Entrance & Boulevards Main Campus project at LLCC's Main Campus.

Mr. Gates seconded.

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

III. Action Agenda

A. Policies

1. Elimination of Board Policy 1.6 – Non-Discrimination and Revision of Board Policy 1.7 – Sexual Harassment, Other Harassment and Discrimination

An update of Board Policy 1.7 is necessary for compliance with new Title IX regulations released by the Department of Education's Office of Civil Rights on May 5, 2020. Higher education institutions are expected to be fully compliant with these regulations by August 14, 2020. An update of this policy is the first step of many in the compliance process. Revisions to this policy also include merging language included in Board Policy 1.6. The merging of Board Policy 1.6 and 1.7 will create one cohesive policy regarding harassment and discrimination as it pertains to Title VI, Title VII, Title IX, the Illinois Human Rights Act and other federal, state and local regulations. The college attorney is working on a procedure update that will provide faculty, staff and students one guiding document for complaint resolution with consideration given to various intersecting regulations.

These revised policies were presented for a first reading. No action was required at this meeting. These policies will be presented for action at the August 2020 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items - None

D. Administrative Services Items

1. Tentative Fiscal Year 2021 Budget

No adjustments were made since the June 24 Budget Workshop. As discussed, the Operating Budget as presented is a balanced budget.

It is possible that additional adjustments will be necessary before the Final FY 21 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.

A final budget will be presented for your approval at the September meeting of the Board.

MOTION NO. 07-22-20-4:

Mr. Findley moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2021 Operating Budget. Mr. Fulgenzi seconded.

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

2. SURS – Deferred Compensation Plan

Effective September 1, 2020, the State Universities Retirement System (SURS) is moving to a new redesigned Self-Management Plan for the defined contribution plan members. Included in this plan is a new 457 Deferred Compensation Plan. This plan is an elective option for all SURS member. Employees will be able to elect to defer pre-tax dollars and/or Roth contributions to the plan. The College has elected to not make any discretionary matching contributions to the plan at this time. The College must have Board approval in order to offer this plan through SURS to employees.

MOTION NO. 07-22-20-5:

Mr. Elmore moved to approve the resolution to adopt the State Universities Retirement Systems (SURS) Deferred Compensation Plan effective September 1, 2020. Mr. Findley seconded.

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

3. Bipolar Ionization Units

Given the current COVID-19 pandemic that is on going, we have been evaluating multiple measures to keep our staff and students as safe and healthy as possible. One strategy is to ensure the air quality of our buildings is as pure and contaminant free as possible. By installing bipolar ionization units to our mechanical systems in each building, they will filter out contaminants in the air so it is not recirculated throughout the building. The installation of these units will ensure high air quality in our buildings well beyond the current pandemic.

Given the timeframe to procure such a project and given the urgent need to get these units installed, approval is needed to move forward on an emergency basis to procure the units necessary and to get these units installed as quickly as possible for main campus, Capital City Training Center, and the Litchfield, Jacksonville, and Taylorville LLCC locations.

We project having approximately \$300,000 in excess PHS funds remaining from this year that can be used to cover most, if not all, of the cost of these units, including installation.

MOTION NO. 07-22-20-6:

Mr. Fulgenzi moved to approve the LLCC Administration move forward on an emergency basis to procure and install bipolar ionization units for its air handling mechanical systems. Mr. Gates seconded.

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

E. Information Technology Items – None

F. Workforce Development and Community Ed Items – None

G. Executive Division Items

1. Naming Opportunities within the Kreher Agriculture Center

We continue to leverage the Kreher Farm Perpetual Charitable Trust gift and maximize the impact. We have been striving to seek financial support for naming opportunities within the Kreher Agriculture Center, which will open in January 2021.

Per board policy: "The Lincoln Land Community College Board of Trustees shall approve the naming of all facilities and all other naming opportunities in accordance with established procedures."

We seek approval for the following naming rights within the building:

- Soils Lab – Evelyn Thomas, in memory of Gordon Thomas
- Two classrooms – Farm Credit Illinois
- Simulation Lab – The Brandt Foundation

MOTION NO. 07-22-20-7:

Mr. Gates moved to name the spaces as outlined above in the new Kreher Agriculture Center. Dr. Davis seconded.

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

IV. Information Items

A. Staff Reports

1. Academic Services
2. Student Services
3. Administrative Services
 - a. Position Vacancies and Hires – This item has been updated.
 - b. Construction Progress Updates
 - c. Monthly Financial Report
4. Information Technology
5. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

We entered Phase 4 of the Restore Illinois plan late last month. As the on campus presence increases, we remain cautious in our approach and vigilant in following guidelines and protocols. As the summer term ends, we continue to prepare for the fall semester.

Early this month, we announced that we would be offering classes in four formats this fall: Face to Face - in the traditional classroom setting, mainly for health care and career training courses, and adhering to all state safety guidelines.

Online - classes delivered via internet, which have no set meeting times

Remote - classes, which meet on regular days and times via Zoom or other technology

Flex - which is a combination of face-to-face, online and remote learning.

Dr. Lindquist is working with the Faculty Senate to develop a committee to look at spring course scheduling and modes.

We announced Monday that the online fee has been reduced by half for fall. Students taking online classes will pay LLCC's low tuition and fees plus the half-price online fee of \$19.87 per credit hour. Hundreds of additional online classes have been added to the fall schedule.

To date, the following is the CARES Act summary: 2985 Students notified of eligibility, 2126 applicants, 1813 requests approved. \$371 is the average award. The total CARES funds approved to date is \$673,000.

We are allowing students back on campus by appointment to meet with success coaches, financial aid and other services as necessary. We have a health screening station set up at the entrance to A. Lincoln Commons. All employees working back on campus, when they are outside their offices or meeting with anyone are expected to wear face coverings, maintain social distancing and follow all directional signage regarding traffic flow through college buildings. Students will also need to follow safety protocol.

Our Culinary/Hospitality, Applied, and Emerging Technology departments are holding virtual information sessions.

Enrollment for summer is up 6.1%.

The Capital City Training Center is offering an online course on contact tracing. The course covers all CDC recommended training elements. There is a need for more qualified health care professionals with the proper training in contact tracing.

A gift from the Brandt Foundation was announced late last month. The \$100,000 donation will create an endowed scholarship fund for the LLCC Agriculture program. Brandt co-founder, Evelyn Brandt Thomas presented a check for that amount. Initially, two Brandt Foundation scholarships will be awarded to LLCC students pursuing an associate in applied science degree in precision agronomy/fertilizer or a certificate in fertilizer.

The Campus Climate Team is sharing one video a week from the Office of Community College Research and Leadership's Exploring and Engaging Equity Series.

The NJCAA Board of Regents announced its updated plan that will move a majority of competition to the spring semester. LLCC will play close contact fall sports – women's soccer and women's volleyball – in the spring. Winter sports – men's and women's basketball will start their seasons in January. The spring sports – baseball and softball will have minor schedule adjustments. E-sports will be able to start competition in the fall.

C. Report from Faculty Senate - None

D. Report from Faculty Association - None

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council – None

H. Chairman’s Report - None

I. Secretary’s Report – None

J. Foundation Report - None

K. Other Board Members’ Reports - None

V. Strategic Discussion – None

VI. Executive Session

MOTION NO. 07-22-20-8:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, layoff of grant funded employees and pending/imminent legal matters. Mr. Findley seconded.

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

MOTION NO. 07-22-20-9:

Dr. Davis moved to adjourn to open session at 7:06 p.m., seconded by Mr. Findley.

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

VII. Actions from Executive Session

MOTION NO. 07-22-20-10:

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

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

MOTION NO. 07-22-20-11:

Mr. Elmore moved to approve and release the closed session minutes of the following board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

- the regular Board meeting of January 27, 2020
- the regular Board meeting of February 26, 2020,
- the regular Board meeting of March 25, 2020,
- the regular Board meeting of April 22, 2020,
- the regular Board meeting of May 27, 2020
- the regular Board meeting of June 24, 2020.

Mr. Fulgenzi seconded.

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

MOTION NO. 07-22-20-12:

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

- Regular Board meeting of January 27, 2020, authorized destruction date – July 28, 2021
- Regular Board meeting of February 26, 2020, authorized destruction date – August 27, 2021
- Regular Board meeting of March 25, 2020, authorized destruction date – September 26, 2021
- Regular Board meeting of April 22, 2020, authorized destruction date – October 23, 2021
- Regular Board meeting of May 27, 2020, authorized destruction date – November 28, 2021 and
- Regular Board meeting of June 24, 2020, authorized destruction date – December 25, 2021

Mr. Findley seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 7:08 p.m.

Chairman Rosenthal

Secretary Gates

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: July 22, 2020

We recommend the following personnel actions:

FACULTY

- A. Approve the employment of Aidan Tierney as Welding Instructor. Mr. Tierney earned an Associate degree in Industrial Technology from Parkland College and is currently working toward a Bachelor degree in Industrial Management from Southern Illinois University. He has thirteen years of professional and teaching experience in Welding, with four years of experience as a Welding Instructor at Richland Community College. His employment will be effective August 18, 2020, and placement will be on Associates column, Step 11 of the 2020-2021 faculty salary schedule.

ADMINISTRATOR

- A. Approve the employment of Dr. Scott Searcy as Dean, Math and Computer Science, pending the successful completion of a criminal background check and drug screen. Dr. Searcy earned a Doctorate of Arts in Mathematics from Idaho State University and a Master of Science in Mathematics from New Mexico Highlands University. He has twenty-nine years of administrative and teaching experience in higher education, the majority of which at two-year institutions. His employment will be effective August 17, 2020 with placement in salary grade O.
- B. Approve the employment of Curt Robinson as Director, Truck Driver Training Program. Mr. Robinson has worked in the LLCC Trucker Driver Training Program as an instructor since 1998. His employment will be effective July 27, 2020 with placement in salary grade J.

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 26, 2020

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 July, 2020 (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 months ending June 30, 2020 and July 31, 2020.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2020 and ratify the June 30, 2020 and July 31, 2020 Treasurer's Report.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary
and O & M Restricted Funds

DATE: August 26, 2020

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. In order to close out the books for auditing purposes the transfers have been completed and Board ratification is requested.

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a \$3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made at June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2020 in the amount of \$377,529.35.

Program support for Workforce Community Education and the Child Development Center was budgeted in the Education Fund in the FY 2020 Budget. A transfer of \$297,515.52 was made at June 30th from the Education Fund to the Auxiliary Fund to include \$166,951.56 for program support for Workforce and Community Education Programs and \$130,563.96 to the Child Development Center.

Transfers were made at June 30th from the Education Fund and Operations & Maintenance Fund to the Restricted Fund totaling \$7,648,000 and to the Operations & Maintenance Restricted Fund totaling \$550,000. The primary purposes of these transfers are to assist the College with the upcoming pension cost shift from SURS, a reserve for a potential property tax reform, to provide for replacement of institutional equipment and furnishings, and add to the Operating Sustainability, Program Enhancement, Institutional Construction and Facilities Master Planning Funds.

MOTION: Move for ratification of the attached resolution permanently transferring \$377,529.35 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund and \$500,000 from the Operations and Maintenance fund to the Restricted Fund, \$297,515.52 from the Education Fund to the Auxiliary Fund, \$7,148,000 from the Education Fund to the Restricted Fund, and \$550,000 from the Education Fund to the Operations & Maintenance Restricted Fund.

**RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS**

WHEREAS, the Board of Trustees of 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 budgeted for the transfer of funds; and

WHEREAS, the amount of FY 2020 budgeted education funds is \$7,995,515.52.

WHEREAS, the amount of FY 2020 budgeted operation and maintenance funds is \$877,529.35.

WHEREAS, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer \$377,529.35 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund and \$500,000 from the Operations and Maintenance Fund to the Restricted Fund, \$297,515.52 from the Education Fund to the Auxiliary Fund, \$7,148,000 from the Education Fund to the Restricted Fund, and \$550,000 from the Education Fund to the Operations & Maintenance Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Temperature Kiosks
DATE: August 26, 2020

As part of the safety measures that Lincoln Land Community College will be putting into place with the start of the Fall term, we have procured seven (7) electronic temperature kiosks to have at the entrances of various campus buildings. Individuals entering these buildings will be required to have their temperature taken by the kiosk upon entry. Each kiosk has will be monitored centrally so if someone is stopped due to a fever, we can ensure that the individual leaves campus.

Due to the fact that these units are considered IT, a formal procurement process was not required. The IT department evaluated multiple temperature kiosks that are on the marketplace right now and the kiosks from GFI Digital were considered to be the most appropriate for our needs.

Budget Impact:

Total Funds Requested:	\$26,976
Source of Funds:	CARES Act Funding
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Having this safety mechanism in place helps protect the health and safety of our staff and students.

How will proposed agenda item be measured?

Difficult to measure but the goal is to ensure that individuals that may be ill do not remain on campus.

MOTION: Move to ratify the purchase of 7 temperature kiosks and associated support from GFI Digital at a total cost of \$26,976.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall 2020 FORWARD Magazine

DATE: August 26, 2020

The College recently sought Invitations to bid for publishing, mailing and delivery of fall 2020 FORWARD magazine. This project is typically sent out for bid each semester. We received five (5) vendor responses.

Company	Total Project Cost
Rogers Printing Ravenna, MI	\$33,674
CENVEO Eureka, MO	\$35,391
Premier Printing Champaign, IL	\$40,508
Production Press Jacksonville, IL	\$53,927
BOPI Bloomington, IL	\$56,960

Rogers Printing was our low-cost vendor; however, they were deemed unresponsive due to not supplying product samples for review. Supplying samples was a requirement set forth in the solicitation. Our next low-cost vendor, CENVEO, will cost an additional \$1,717.46. There will be additional savings that cannot be quantified at the current time. Source of savings include not making a trip to Ravenna, Michigan for pre-publishing inspection. This will eliminate an overnight stay and potential mileage charges.

Budget Impact:

Total Funds Requested: \$35,391 annually
Source of Funds: Operating funds

Student Learning Impact:

How will proposed agenda item impact student learning?

The FORWARD magazine promotes student learning by featuring LLCC programs, faculty, students and alumni. It is delivered to households throughout the college district.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve CENVEO to provide printing and distribution services to Lincoln Land Community College for the Fall 2020 FORWARD magazine, with a total commitment of \$35,391.46, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2021-02.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 26, 2020

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

The Health Professions Department seeks approval to enter into a clinical site agreement with Francis Howell R - III School District for students enrolled in the college's Occupational Therapy Assistant Program. Francis Howell R - III School District has facilities suitable for the needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Heritage Health for students enrolled in the college's Certified Nursing Assistant Program. Heritage Health has facilities suitable for the needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Hillsboro Rehabilitation and Health Care Center for students enrolled in the college's Certified Nursing Assistant Program. Hillsboro Rehabilitation and Health Care Center has facilities suitable for the needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Lincoln Prairie Behavioral Health Center for students enrolled in the college's Health Professions programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.

Capital City Training Center seeks approval to enter into a contract with Levi, Ray, and Shoup, Inc. Levi, Ray, and Shoup Education Services will offer some courses for which students can receive LLCC credit upon completion.

MOTION: Move to approve the clinical site agreement with Francis Howell R – III School District, Heritage Health, Lincoln Prairie Behavioral Health Center and approve the contract 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
Credit Hour Agreement with Levi, Ray, and Shoup, Inc.	Capital City Training Center seeks approval to enter into a contract with Levi, Ray, and Shoup, Inc. Levi, Ray, and Shoup Education Services will offer some courses for which students can receive LLCC credit upon completion.	Levi, Ray, and Shoup, Inc.	Capital City Training Center	\$3,000	July 1, 2020 through June 30, 2021
			TOTALS	\$3,000	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Francis Howell R – III School District	The Health Professions Department seeks approval to enter into a clinical site agreement with Francis Howell R - III School District for students enrolled in the college's Occupational Therapy Assistant Program. Francis Howell R - III School District has facilities suitable for the needs of the students.	Francis Howell R – III School District	Health Professions/ Occupational Therapy Assistant	September 1, 2020 through Indefinite
Clinical Site Agreement with Heritage Health	The Health Professions Department seeks approval to enter into a clinical site agreement with Heritage Health for students enrolled in the college's Certified Nursing Assistant Program. Heritage Health has facilities suitable for the needs of the students.	Heritage Health	Health Professions/ Certified Nursing Assistant	September 1, 2020 through Indefinite
Clinical Site Agreement with Hillsboro Rehabilitation and Health Care Center	The Health Professions Department seeks approval to enter into a clinical site agreement with Hillsboro Rehabilitation and Health Care Center for students enrolled in the college's Certified Nursing Assistant Program. Hillsboro Rehabilitation and Health Care Center has facilities suitable for the needs of the students.	Hillsboro Rehabilitation and Health Care Center	Health Professions/ Certified Nursing Assistant	September 1, 2020 through Indefinite
Clinical Site Agreement with Lincoln Prairie Behavioral Health Center	The Health Professions Department seeks approval to enter into a clinical site agreement with Lincoln Prairie Behavioral Health Center for students enrolled in the college's Health Professions programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.	Lincoln Prairie Behavioral Health Center	Health Professions	September 1, 2020 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Dr. Charlotte Warren
President

SUBJECT: Website Design Services

DATE: August 26, 2020

The college recently sought invitations to bid for web design services for its main site, www.llcc.edu. The last design update was completed in 2014. A website is a critically important channel for recruiting students, and with changes in technology, a redesign of the current site is needed, particularly with respect to ADA compliance (WCAG 2.1 AA), mobile first design, improved search engine optimization, improved information architecture and calls to action, and a focus on recruitment (with clear pathways for students, employees and other audiences).

A total of 27 companies submitted proposals. After review by the college’s web team (representatives from Public Relations & Marketing and Information Technology), four companies were selected for interviews. The following table outlines the development/design and first-year maintenance cost estimates.

Company	Development/Design/ Maintenance
Infojini (Columbia, MD)	\$99,000
Simpson-Scarborough (Alexandria, VA)	\$140,000
KWALL (Newport Beach, CA)	\$145,300
E-design Interactive (Morristown, NJ)	\$172,900

The web team recommends that KWALL provide the needed web design services. The company met all requested features and functionality and particularly stood out with experience in higher education, including community colleges; expertise in and tools for ADA compliance; understanding of communication and calls to action for recruitment; project management; quality of designs; migration scripts; automation of career related content; and the satisfaction and quality of customer service communicated by references.

Budget Impact:

Total Funds Requested: \$145,300
Source of Funds: Operating funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

It will enhance engagement of future students with learning opportunities at the college and improve usability, providing future students, current students, faculty and staff clearer pathways to needed information that is ADA compliant.

How will proposed agenda item be measured?

Improved website performance, recruitment and retention rates.

MOTION: Move to approve KWALL to provide website design services to Lincoln Land Community College for the period beginning Sept. 1, 2020 to August 31, 2021, with a total commitment of \$145,300, in accordance with the terms, conditions and specifications of Invitation to Bid #FY2021-01.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adobe Creative Cloud Enterprise License Agreement

DATE: August 26, 2020

Approval was obtained from the Board Chairs to renew the Adobe Creative Cloud Enterprise License Agreement for one year through Adobe Systems, Incorporated. The agreement covers 19 name licenses, 53 shared device licenses, 63 single app licenses, and 120 student licenses for Adobe Acrobat Pro DC. To have this product in place for the start of the fall semester, approval was needed prior to the board meeting.

Budget Impact:

Total Funds Requested:	\$46,539.90
Source of Funds:	Tech Fee: \$29,499.90
Source of Funds:	CARES: \$17,040.00
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Adobe software products are critical to the college's Arts and Communication disciplines. They are used in the graphic design and multimedia operation of the college.

How will proposed agenda item be measured?

The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.

MOTION: Move to ratify the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost for \$46,539.90.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group, Salesforce Admissions and Foundation Implementation

DATE: August 26, 2020

Due to personnel changes in IT while in the midst of a critical project, emergency approval was obtained from the Board Chairs to contract with Ferrilli Information Group (FIG) to provide consulting services to complete the implementation of Salesforce Admissions and Advancement Office (Business Contact). FIG will assist with the following work:

- Salesforce Lead Conversion
- Admissions Validity Evaluation
- Admissions Validity Implementation (dependent upon Evaluation)
- Salesforce Advancement Office Go-Live

Budget Impact:

Total Funds Requested:	\$32,000
Source of Funds:	Consulting Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Salesforce Admissions will allow the college to provide better enrollment services for prospective and current students by tracking lead conversion. Salesforce Advancement Office will allow the college to better manage business contacts.

How will proposed agenda item be measured?

Student enrollment and student engagement. Business relations and contacts.

MOTION: Move to ratify the contract with Ferrilli Information Group for consulting billed at \$200 per hour not to exceed \$32,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 26, 2020

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

Lincoln Land Community College seeks ratification for funds awarded under the Governor's Emergency Education Relief Grant. Under this award, LLCC can utilize funds to help offset costs and support students impacted by the COVID-19 pandemic.

The Student Services Department seeks ratification for the TRIO Continuation Grant. The US Department of Education awarded LLCC a 5-year continuation of this program that supports first-time college students, students with documented disabilities, and low-income students at LLCC.

The Adult Education Department seeks ratification for the FY21 Adult Education and Literacy Grant. The grant funds adult education and literacy programs for students throughout the LLCC district.

The Child Development Center seeks ratification for the Child Care Restoration Grant. The award, through the Illinois Network of Child Care Resource and Referral Agencies, will provide funding to offset business interruption and loss of revenue due to COVID 19 for the Child Development Center at LLCC.

MOTION: Move to ratify the award of the Governor's Emergency Education Relief Grant in the amount of \$376,077, the TRIO Continuation Grant in the amount of \$261,888, the Adult Education and Literacy Program Grant in the amount of \$484,055 and the Childcare Restoration Grant in the amount of \$99,000.

GRANT SUMMARY
August 2020

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Governor's Emergency Education Relief Grant	Lincoln Land Community College seeks ratification for funds awarded under the Governor's Emergency Education Relief Grant. Under this award, LLCC can utilize funds to help offset costs and support students impacted by the COVID-19 pandemic.	Illinois Community College Board	All LLCC	\$376,077	\$0	Yes	July 1, 2020 through June 30, 2021
Student Support Services TRIO Grant	Student Services seeks ratification for the Student Support Services TRIO Continuation Grant. The US Department of Education awarded LLCC a 5-year continuation of this program that supports first-time college students, students with documented disabilities and low-income students.	US Department of Education	Student Services	\$261,888	\$0	Yes	September 1, 2020 through August 31, 2025
Adult Education and Literacy Grant	The Adult Education Department seeks ratification for the FY21 Adult Education and Literacy Grant. The grant funds adult education and literacy programs for students through the LLCC district.	Illinois Community College Board	Student Services/Adult Education and Literacy	\$484,055	\$134,319	Yes	July 1, 2020 through June 30, 2021
Child Care Restoration Grant	The Child Development Center seeks ratification for the Child Care Restoration Grant. The award, through the Illinois Network of Child Care Resource and Referral Agencies, will provide funding to offset business interruption and loss of revenue due to COVID 19 for the Child Development Center at LLCC	Illinois Network of Childcare Resource and Referral Agencies	Administrative Services/Child Development Center	\$99,000	\$0	Yes	July 27, 2020 through November 30, 2020
TOTAL				\$1,221,020	\$134,319		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades

DATE: August 26, 2020

We are asking for approval of an Emergency Deferred Maintenance Capital Project to install electromagnetic lock upgrades and software solution that will lock down building doors in the event of an emergency. We are asking for this approval at the recommendation of ICCB in anticipation of a release of funds for Deferred Maintenance funds from the State of Illinois. It's important to note that funds have not currently been released, but pre-approval of the project by the Board of Trustees will allow the project to begin as soon as funds are released. This project will be made possible by the release of \$375,000 from the State of Illinois 2020 Statewide Emergency Deferred Maintenance Capital funding. We will supplement the project with \$125,000 of Fund Balances remaining in previous PHS projects that have been completed to achieve a total project budget of \$500,000. Due to the presence of state funding, this project must be bid, administered, and subject to the oversight of the Illinois Capital Development Board.

LLCC's portion of this project will be funded by Fund Balances remaining in previous PHS projects, which have been completed. Therefore, no PHS tax will be levied for this project.

Project Title	LLCC Local Funds
Exterior Door Security Upgrades	\$125,000
Total	\$125,000

Budget Impact:

Total Funds Requested: \$125,000
(Deferred Capital State Funds \$375,000 + Excess PHS \$125,000 = \$500,000 Total Project)

Source of Funds: Emergency Deferred Maintenance Capital Funding and Protection, Health and Safety 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 and pathways in which the instruction, study, administrative and leisure activities take place.

How will proposed agenda item be measured?

Each of these projects 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 Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades and the resolution authorizing project to be undertaken as a Protection, Health and Safety (PHS) project dependent on release of the State of Illinois 2020 Statewide Emergency Deferred Maintenance Capital funding.

**Resolution to Approve Protection, Health, and Safety Project for
Exterior Door Security Upgrades**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Exterior Door Security Upgrades in the amount of \$125,000.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$125,000.
5. Application forms shall be properly completed and retained to document the necessity for and Board of Trustees approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Bipolar Ionization Units – Contractor Recommendation

DATE: August 26, 2020

The Bipolar Ionization project was approved at the July 22, 2020 board meeting. In the July memo we stated the budget was approximately \$300,000 using excess PHS funds. The final budget is \$325,000 which includes the initial testing to verify the system performance, general contractor, and engineering fees. We are anticipating paying for this with Excess PHS Funds and/or GEERS Funds.

Sealed proposals were requested for the Bipolar Ionization Units project. Proposals were received by the Construction Managers office on August 18th. The scope of the project includes installing bipolar ionization units on mechanical units that will filter out contaminants in the air, so it does not get recirculated throughout the building. These units will reduce particulate matter including pollutants, dust, allergens, mold, bacteria and viruses through the technology that constantly generates a high concentration of positively and negatively charged ions. A bipolar ionization unit was installed in Millennium Center prior to bidding to confirm this system would perform as indicated. We conducted air quality tests including particle count, VOC's and measured ions created before and after the bipolar ionization unit was activated. Our initial testing indicates that the unit is performing as expected and is creating millions of ions at the air handler. A tabulation of the bid proposals are as follows:

Contractor	Base Bid	Alt. #1 (Building Automation System Connectivity)
Anderson Electric Springfield, IL	\$285,281	\$51,381
B&B Electric, Inc. Springfield, IL	\$283,250	\$64,215
Egizii Electric, Inc. a Division of EEI Holding Corp. Springfield, IL	\$307,100	\$51,510
Senegy Electric, Inc. Williamsville, IL	\$266,662	\$41,141

The above bids are within the project budget established as a part of the emergency memo/project approval on July 22, 2020. The following companies were issued bid documents but chose not to submit a proposal: Bodine Electric, Decatur, IL.

Budget Impact:

Total Funds Requested: \$325,000
(\$266,662 Bid Amount + \$26,700 Contingency + \$31,672 Engineering Fees, Initial Testing and Test Equipment)

Source of Funds: Excess Protection, Health, & Safety and/or GEERS Grant (Governor's Emergency Education Relief 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, 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 Senergy Electric of Williamsville in the amount of \$266,662, establish a project contingency in the amount of \$26,700 and pay engineering fees, testing and equipment of \$31,672 for an aggregate amount of \$325,000 to complete the Bipolar Ionization Unit install at Main Campus, Litchfield, Taylorville, Jacksonville, Capital City Training Center and the Child Development Center.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Elimination of Board Policy 1.6 – Non-Discrimination
and Revision of Board Policy 1.7 – Sexual Harassment, Other
Harassment and Discrimination

DATE: August 26, 2020

The following are proposed changes to Board Policy 1.7 – Sexual Harassment, Other Harassment and Discrimination and recommended elimination of Board Policy 1.6 – Non-Discrimination. An update of Board Policy 1.7 is necessary for compliance with new Title IX regulations released by the Department of Education’s Office of Civil Rights on May 5, 2020. Higher education institutions are expected to be fully compliant with these regulations by August 14, 2020. An update of this policy is the first step of many in the compliance process. Revisions to this policy also include merging language included in Board Policy 1.6. The merging of Board Policy 1.6 and 1.7 will create one cohesive policy regarding harassment and discrimination as it pertains to Title VI, Title VII, Title IX, the Illinois Human Rights Act and other federal, state and local regulations. The college attorney is working on a procedure update that will provide faculty, staff and students one guiding document for complaint resolution with consideration given to various intersecting regulations.

These policy changes were presented last month for a first reading and are submitted for Board approval this evening

MOTION: Move to approve elimination of Board Policy 1.6 – Non-Discrimination and revision of Board Policy 1.7 – Sexual Harassment, Other Harassment and Discrimination.

Lincoln Land	Subject:	Non-Discrimination
Community College	Policy Number:	1.6
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	_____
	Last Revised:	_____
	Effective Date:	_____
BOARD POLICY	Old Policy Number:	1.8

~~Policy Statement: Lincoln Land Community College shall not discriminate against any student, employee, prospective employee, or any other person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation, or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. As such, it will not tolerate derogatory references by any student or employee with respect to differences regarding any such protected status. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The College shall designate a compliance officer to assure compliance with these provisions.~~

~~In accordance with Illinois law, Lincoln Land Community College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Any student who believes that there has been unreasonable denial of an educational benefit due to such student's religious belief or practices may seek redress through the Student Grievance and Appeals Process as provided in Board Policy 5.40.~~

Legal citation:

~~775 ILCS 5/1-101, et seq.~~

~~110 ILCS 110/0.01~~

Lincoln Land Community College	Subject:	Sexual Harassment, Other Harassment and Discrimination
	Policy Number:	1.7
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	
BOARD POLICY	Old Policy Number:	1.9

Policy Statement: Lincoln Land Community College (the “College”) is committed to maintaining a learning and working environment that is free from sexual harassment and all other forms of harassment and discrimination ~~based on~~ against a person because of their actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, physical or mental disability, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, ~~or~~ sexual orientation or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws. In accordance with Illinois law, the College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. The College shall not discriminate against any current or prospective student or employee or any other individual based on the aforementioned statuses and prohibits any form of harassment or discrimination in the workplace, any academic settings, and learning and working environment, at any College-sponsored events, and in all admissions and employment activities. For the purposes of this policy, the “learning and working environment” is not limited to a physical location to which an employee is assigned to perform his or her duties or a student is accessing instruction and/or resources. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent sexual harassment or any other form of harassment or discrimination.

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Illinois Human Rights Act. Any individual who believes they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit base on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited, to expulsion of the student or termination of the employee. The preponderance of evidence standard shall be used in determining whether a violation of this policy has occurred. Retaliation for making a good-faith complaint of harassment or discrimination or for participating in an investigation is also prohibited by law.

The College has designated officers to ensure compliance with these provisions. The College will provide up-to-date contact information for these individuals in the procedures of this policy, on the College website, within handbooks and catalogs, and physically posted outside of the Human Resources Office and Student Life Office. All applicants for admission and employment, students,

employees, and all unions or professional organizations holding collective bargaining or professional agreements with the College will be notified of this policy as well as the title, address, email address, and telephone number of the employees designated as compliance officers.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Wayne Rosenthal
Board Chair

SUBJECT: President Employment Agreement Addendum

DATE: August 26, 2020

Based upon input from Trustees during the Board meeting of July 22nd, I am recommending approval of the attached Addendum to Dr. Warren's Employment Agreement whereby her term as President would extend to June 30, 2024.

This action would assure administrative continuity as the College navigates the uncertainties that will continue to attend the COVID-19 crisis, likely for several years to come. In addition, over the course of the next four years, LLCC will be facing other developments and demands that will occasion the need for particularly seasoned leadership. One such development is that all trustee districts will be reapportioned in 2021 based on 2020 Census data. This unique statutory requirement will result in all Board seats being up for election at the same time. The prospect of a new Board in 2023, in combination with vital academic accreditation activities during the next few years, further recommends the need for administrative stability through FY2024.

MOTION: Move to approve the Addendum to President Warren's Employment Agreement whereby her term as President would extend to June 30, 2024.

EMPLOYMENT AGREEMENT ADDENDUM

This Employment Agreement Addendum (“Addendum”) is entered into between the **Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Scott and Sangamon, State of Illinois** (“Board”) and **Charlotte J. Warren**, of Springfield, Illinois (“Warren”).

WITNESSETH:

WHEREAS, the Board and Warren entered into an Employment Agreement (“Agreement”) for Warren’s continuing services as President of Lincoln Land Community College (“College”) effective May 1, 2014; and

WHEREAS, such Agreement remains in full force and effect for a term continuing through June 30, 2022; and

WHEREAS, the Board desires to reward Warren’s exemplary services and secure an extension of such services in anticipation of reapportionment of all Trustee Districts in 2021, all Board seats being up for election in 2023, and continuing challenges to College operations precipitated by the COVID-19 pandemic.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties hereto agree that:

- 1. The term of this Addendum shall commence effective as of the last date of execution below and continue through June 30, 2024.
- 2. Warren’s base salary for the year commencing effective May 1, 2020 and ending on April 30, 2021 shall be \$12,988.25 per pay period.
- 3. Except as herein set forth, all terms, conditions, and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Board and Warren have executed this Addendum, in duplicate.

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

Date: _____

By: _____
Its Chair

Date: _____

Charlotte J. Warren

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: August 26, 2020

POSITION VACANCIES

Classified

Testing Assistant (FT)
Admissions and Registration Services Representative (FT)
Education Services Representative, LLCC Jacksonville (PT)

Professional

Nursing Skills Lab Professional (PT)
Adult Education Coordinator (FT)
Application Developer I - 2 (FT)

Administrator

Faculty

Interim Assignment

Shawn Allen, Student Records Evaluator, has assumed additional responsibilities in the absence of the Records Coordinator. This assignment will be effective August 4, 2020 and will continue through October 18, 2020. She will receive an interim stipend of 10% of her base pay.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: August 26, 2020

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 FY19

Sangamon, Menard, Millennium and CCTC Stairway Rescue Assistance System

The project is approximately 98% complete.

PHS Projects FY20

ADA Sidewalk Repairs at Main Campus, Litchfield, Taylorville

This project is complete. We are awaiting closeout documents.

Cass Gymnasium Upgrade AHU 5 & Replace AHU 6

The project is underway, and we are anticipating work to begin later this Fall.

Logan Hall RTU 1 & 2 Replacement

The project is approximately 60% complete.

Main Campus Wayfinding

Sign installation is nearly complete.

Sidewalk Lighting – Entrance & Boulevards Main Campus

This project construction has just started. We are awaiting startup submittals and anticipate work to start early this fall.

Water Infiltration Remediation Main Campus

The project is approximately 85% complete.

FY20 Small Projects

Security Camera System Update

The project is complete, and we are awaiting closeout documentation and training on the new system.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

Construction documents are currently being drawn. The current schedule has construction documents complete near the end of 2020 and construction to start in Spring 2021.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – Building: Work is approximately 50% complete.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

The project construction documents are complete and have been issued to bidders. We anticipate bringing bid results to the September Board Meeting.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of July 31, 2020

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
FY2020 PHS	70955	Cass Gymnasium Upgrade AHU 5 & Replace AHU 6	L	207,812	191,785		191,785		18,828	172,957	90.18%
	70956	Logan Hall RTU 1 & 2 Replacement	L	403,252	403,035		403,035		38,018	365,017	90.57%
	70973	Signage & Wayfinding Phase 1	L	423,393	310,458		310,458		194,221	116,237	37.44%
	70977	ADA Sidewalk Repairs- Main Campus, Litchfield, Taylorville	L	423,435	326,593		326,593		144,037	182,557	55.90%
	70978	Water Infiltration Remediation- Main Campus	L	583,580	395,993		395,993		100,037	295,956	74.74%
	70979	Sidewalk Lighting- Entrance and Boulevards Main Campus	L	236,528	213,051		213,051		21,077	191,974	90.11%
FY2020 PHS Total				2,280,000	1,840,916		1,840,916		516,217	1,324,699	71.96%
PHS Fund Balance	70968	SGMN, MINRD, MCTR & CCTC Stairway Rescue Assistance System	L	101,068	107,427		107,427		84,961	22,466	20.91%
	70971	SGMN & MINRD VAV System	L	36,587	9,025		9,025		9,025	-	0.00%
	70975	Workforce Career Center Boiler Replacements	L	191,884	181,236		181,236		164,778	16,458	9.08%
	70980	LED Lighting Replacement Study	L	13,165	10,565		10,565			10,565	100.00%
	70981	Fire Alarm System Upgrade Study	L	12,900	15,500		15,500			15,500	100.00%
	70982	Parking Lot 16 Rehabilitation- Main Campus	L	150,000	134,478		134,478		4,887	129,592	96.37%
PHS Fund Balance Total				505,604	458,231		458,231		263,651	194,581	42.46%
Capital Development Board / PHS Fund Balance	70974	Generators- South Side Main Campus	S, L	800,000	27,665		27,665			27,665	100.00%
Capital Development Board / PHS Fund Balance Total				800,000	27,665		27,665			27,665	100.00%
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%
ICCB Capital Budget Request Total				9,050,000	-		-			-	0.00%
Funding Bonds	77919	Agriculture Classroom & Lab Building	L	7,460,904	8,050,196		8,050,196		2,179,905	5,870,291	72.92%
Funding Bonds Total				7,460,904	8,050,196		8,050,196		2,179,905	5,870,291	72.92%
Memorial Foundation	78986	Montgomery/Memorial Remodel	L	3,340,968	274,450		274,450		89,350	185,100	67.44%
Memorial Foundation Total				3,340,968	274,450		274,450		89,350	185,100	67.44%
LPS	12-80010	Security Cameras	L	250,000	238,442		238,442		96,118	142,323	59.69%
LPS Total				250,000	238,442		238,442		96,118	142,323	59.69%
Grand Total				23,687,476	10,889,900		10,889,900		3,145,242	7,744,659	71.12%

AGENDA MASTER CALENDAR

<p style="text-align: center;">SEPTEMBER 2020</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/23/20 	<p style="text-align: center;">OCTOBER 2020</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/28/20 	<p style="text-align: center;">NOVEMBER 2020</p> <ul style="list-style-type: none"> • Board Meeting 11/18/20 	<p style="text-align: center;">DECEMBER 2020</p> <ul style="list-style-type: none"> • Adopt CY20 Property Tax Levy • Board Meeting 12/14/20
<p style="text-align: center;">JANUARY 2021</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/27/21 	<p style="text-align: center;">FEBRUARY 2021</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/24/21 	<p style="text-align: center;">MARCH 2021</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/24/21 	<p style="text-align: center;">APRIL 2021</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/27/21
<p style="text-align: center;">MAY 2021</p> <ul style="list-style-type: none"> • Foundation Gala • Student Recognition • Employee Recognition • Commencement • Board Meeting 5/26/2021 	<p style="text-align: center;">JUNE 2021</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/23/21 	<p style="text-align: center;">JULY 2021</p> <ul style="list-style-type: none"> • FY22 Tentative Budget • Board Meeting 7/28/21 	<p style="text-align: center;">AUGUST 2021</p> <ul style="list-style-type: none"> • Board Meeting 8/25/21

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: External Stakeholder Survey

DATE: August 26, 2020

The college engaged the outside firm Clarus to complete a study surveying public knowledge and perceptions about Lincoln Land Community College. This information will assist us in programming and marketing in the future.