
LLCC Board of Trustees Regular Meeting

July 24, 2024

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Braden Nicoll, Student Trustee

Charlotte Warren, President

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

PUBLIC HEARING ON PROPOSED USE OF THE ENERGY
TRANSITION COMMUNITY GRANT FUNDS
WEDNESDAY, July 24, 2024
5:30 P.M.

REGULAR MEETING
Immediately Following Public Hearing
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, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of June 26, 2023
- B. Ratify Payment of All Cash Disbursements for June and the June Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. Athletic Travel
 - 2. Fall 2024 Forward Magazine
 - 3. Dell Computers
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Microsoft Server and Campus Agreement Renewal
 - 3. Adobe Enterprise Term License Agreement
 - 4. Turnitin
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items

III. Action Agenda

- A. Policies
 - 1. Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene
- B. Academic Services Division Items
- C. Student Services Division Items

- D. Administrative Services Division Items
 - 1. Tentative FY2025 Budget
 - 2. Master Plan 2024 Report
 - 3. FY2026 Capital Budget Request
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Advancement Office
 - 6. Executive Division
 - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. 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

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Rat

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: July 24, 2024

Name	Meeting	Location	Date	Purpose	Amount
Casey, Natasha	International Media Literacy Symposium	Ponta Delgada, Azores (Portugal)	Jun 26 – Jun 29, 2024	Professional Development	\$2,200

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

Torricelli, Steve + 31 players/coaches	Baseball	O'Fallon, MO	Athletic Travel	\$2,048
Torricelli, Steve + 31 players/coaches	Baseball	St. Charles, MO	Athletic Travel	\$1,024
Smith, Kalith	National Collegiate Honors Council Annual Conf.	Kansas City, MO	Professional Development	\$2,138
McDonald, Chris	National Collegiate Honors Council Annual Conf.	Kansas City, MO	Professional Development	\$1,867

*Kreher Farm Perpetual Charitable Trust

**Cost included w/Craig Beckmier's travel

***Auxiliary Fund (05)

Student Learning Impact:

How will proposed agenda item impact student learning?

Our student-athletes and coaches will be provided with safe and reliable transportation for their athletic events.

How will proposed agenda item be measured?

N/A

<p>MOTION: Move to approve a purchase order to Timi's Tours for transportation services at the total estimated cost of \$ 165,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY20 25-02.</p>
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall 2024 Forward Magazine

DATE: July 24, 2024

The College issued a Request for Proposals for the printing, mailing, and delivery of the Forward Magazine for the Fall 2024 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

Bidder	Total Fixed Costs, including delivery 160,000 Forward Magazines (1 issue- 32 pages)	% Mark-up on Paper Cost
FCL Graphics (Harwood Heights, IL)	\$13,378	8.75%
Premier Print Group (Champaign, IL)	\$18,989	

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, May 24, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan's Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago;

Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested: \$55,000
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
N/A

How will proposed agenda item be measured?
N/A

<p>MOTION: Move to approve a purchase order to FCL Graphics for the printing, mailing, and delivering of the Fall 2024 issue of the Forward Magazine at the total estimated cost of \$ 55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY20 25-01.</p>

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Dell Computers

DATE: July 24, 2024

Board approval is requested for the purchase of 333 desktop computers (PCs), 333 monitors for classroom PC lifecycle maintenance. PCs are for computer labs and classrooms located in LLCC Aviation/Juc 0 /4zioaJuTj 0.004 Tc -0.004 Tw(c)4.980.002 Tc 0 Tw

MOTION: Move to approve the purchase of 333 desktop computers (PCs), 333 monitors, and 95 laptop computers, at a total cost of \$412,471.67.

MOTION: Move to approve renewing the annual Microsoft Campus Software and Server Agreements from CDW-G at a total cost of \$121,948.06.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adobe Enterprise Term License Agreement

DATE: July 24, 2024

Board approval is requested for the renewal of the Adobe Creative Cloud Enterprise License Agreement for one year through Adobe Systems, Incorporated. The agreement covers 30 Named Licenses, 90 Shared Device Licenses, and 130 Single App Licenses for Adobe Acrobat Pro DC.

Budget Impact:

Total Funds Requested:		
Source of Funds:	Tech Fee:	\$27,356.70
Source of Funds:	Operating Funds:	\$26,642.20
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

MEMORANDUM

TO: Members, LLC

MOTION: Move to approve the three -year license with Turnitin for the use of Turnitin Similarity and Originality Reporting Enterprise with the College's Canvas environment at the total cost of \$47,444.94.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Monthly Grant Status Report
DATE: July 24, 2024

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

Student Services seeks ratification for the application for the Workforce Equity Initiative grant. If awarded, funds will be used to help students obtain short term certificates or recognized industry credential, and secure employment through wraparound academic support and barrier reduction strategies. Student Services is also seeking ratification for the application for the Pipeline for the Advancement of the Healthcare Workforce (PATH). If awarded, funds will be used to support students enrolled in credit and non-credit health profession programs offered by the college. The supports range from tuition, books, education and transportation stipends, helping with external barriers and academic support.

Academic Services seeks ratification for the application of Energy Transition Community Grant. If awarded, funds will be used to relocate and expand the welding lab on the main campus to increase enrollments from 32 to 64 annually.

Academic Services seeks ratification for the Illinois State Library Open Education Resource grant. Funds will be used to develop open education resources for several subjects including Communication, Philosophy and World Religions, and State and Local Government.

MOTION: Move to ratify the grant application for the Workforce Equity Initiative Grant in the amount of \$ 1,200,000; the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant in the amount of \$ 519,697; the Energy Transition Community Grant Grant in the amount of \$1,878,742 and ratify the grant award for the Illinois State Library Open Education Resource Grant in the amount of \$143,582.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2025 Budgets

DATE: July 24, 2024

We are in the process of preparing budget documents following our June 26 Budget Workshop. Copies of the tentative budgets for fiscal year 2025 are enclosed with your mailing. No changes were made to the Tentative Budget after the Board Budget Workshop.

It is possible that additional adjustments may be necessary before the Final FY25 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.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Plan 2024 Report

DATE: July 24, 2024

The last Facilities Master Plan was completed in 2019. ICCB requires the plan be updated on a five-year cycle. The Board approved retaining Demonica Kemper Architects (DKA) to complete a space utilization study and create a new master plan that reflects the College’s current and future needs. The Steering Committee is noted on page 3 of the Master Plan document.

The following projects emerged as priorities during this process. The cost shown below reflect construction, fees, contingency, furniture and equipment in 2024 dollars:

Renovations

- x Cass Gymnasium (Cost \$7,620,000):
 - o Develop an addition to create a large Multipurpose Room to accommodate dance classes, yoga, etc. as well as an indoor space for batting cages and provide additional storage space.
 - o Renovate Lockers Rooms in the Lower Level.
 - o Renovate office area in Main Level

- x Jacksonville (Cost: \$1,920,000):
 - o Renovate/Reconfigure spaces to allow for the enclosure of a Classroom Space.

- x Litchfield (Cost: \$125,000):
 - o Develop a new CNA Lab and associated storage be built out within the existing community space within the Arts & Technology Building. As part of this build-out, a new Facilities & Maintenance space will be created with access to the exterior through the existing overhead door. A smaller community space would be developed within the balance of this space.

- x Medical District (Cost: \$2,825,000):
 - o Renovate/Reconfigure spaces to provide two additional office spaces be provided at the Main Level, and that a more permanent / acoustically

separated space to support Massage Therapy be created at the Lower Level. Additionally, the lower level would become a more flexible space to accommodate large gatherings

- x Menard Hall (Cost: \$24,125,650):
 - o Renovate Main Level for Institutional Research, PRM, relocate Bookstore and additional Student Space to improve functionality and accommodate staff. In addition, the President's Suite and Finance/VP area will be expanded/renovated.
 - o Renovate Lower Level to enlarge Student Life & Government offices, relocate Information Technology department offices, and upgrade Student Union, Logger Lair, Foodservice spaces.
 - o Renovate Upper Level to reconfigure faculty offices to create a series of two-person offices and small meeting rooms to allow faculty to meet with students and for students to use as study space. Create an Adjunct Faculty office suite and Dean's office suites for Arts & Communication, English & Humanities, and Social Sciences & Business, and a new lab space for Criminal Justice (CSI Lab).

- x Millennium Center (Cost: \$ 9,567,060):
 - o Renovate Main Level to relocate Human Resources suite and the Foundation / Advancement Office suite / Career Center, collaborative classroom and meeting spaces.
 - o Renovate Upper level to relocate Adult Education and Community Education, collaborative classroom space, computer labs.

- x Sangamon Hall (C ost: \$35,571,000):
 - o Renovate Library and provide larger Collaborative Classrooms and student lounge and group study space.
 - o Renovate Upper Level to reconfigure faculty offices to create a series of two-person offices and small meeting rooms to allow faculty to meet with students and for students to use as study space. Create an Adjunct Faculty office suite and Dean's office suites for Math & Computer Science as well as Natural & Agricultural Sciences, and upgrade classrooms.
 - o Renovate Lower Level of Sangamon North to provide additional Library seating/study on this level, an

- o Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing Child Development Center on the Main Campus. The new building will consist of Classrooms (Infants, Toddlers, Pre-school), Resource Room, Instructional Classroom, Offices, Lounge, Restrooms, Kitchen, Laundry, Observation, and other mechanical and storage support spaces. The new building will also include a new playground to support the children's development outside of the classroom.
- x Conference Center (Cost \$15,298,000):
 - o Project will consist of construction of a new (approximate) 17,700 square foot, single-story, Conference Center (CDC) immediately adjacent to the Kreher Agriculture Center on the Main Campus. The new meeting venue will support campus-wide events and community gatherings / functions. The proposed new facility will accommodate approximately 300 occupants in a banquet-style set up and approximately 400 occupants in a theater-style set up. Support functions such as Pre-Function space, Kitchen space, Toilets, and Storage will also be included within the facility.

MOTION: Move to approve the plan and authorize Administration to file the plan with the ICCB.

MEMORANDUM

TO: Members, LLCC Board of Trustees

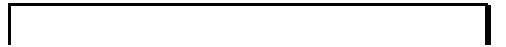
FROM: Charlotte J. Warren President

SUBJECT: FY 2026 Capital Budget Request

DATE: July 24, 2024

Each year colleges are permitted to submit requests for state funding for construction projects. If approved, state funding is provided for the project.

IV. Information Items



MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 24, 2024

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underW 90 754<</MC8h

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

HUD Economic Development Grant

Truck Driver Training Expansion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Information Security Program

DATE: July 24, 2024

AGENDA MASTER CALENDAR

<p style="text-align: center;">AUGUST 2024</p> <ul style="list-style-type: none"> x Board Meeting 8/28/24 	<p style="text-align: center;">SEPTEMBER 2024</p> <ul style="list-style-type: none"> x Budget Adoption/Public Hearing x Fall Adjunct Faculty Listing x Board Meeting 9/25/24 	<p style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> x PHS Projects x Board Meeting DW // & 0 HGLFDO 'LVWULFW 10/ /24 	<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> x Financial Audit Review x Board Meeting 11/20/24
<p style="text-align: center;">DECEMBER 2024</p> <ul style="list-style-type: none"> x Adopt CY24 Property Tax Levy x Board Meeting 12/16/24 	<p style="text-align: center;">JANUARY 2025</p> <ul style="list-style-type: none"> x Spring Adjunct Faculty Listing x General Obligation Alternate Bond Levy Abatement x Board Meeting 1/22/25 	<p style="text-align: center;">FEBRUARY 2025</p> <ul style="list-style-type: none"> x Sabbatical Leaves x Approval of Faculty Positions x Faculty Tenure & Continuing Employment Recommendations x Board Meeting 2/26/25 	<p style="text-align: center;">MARCH 2025</p> <ul style="list-style-type: none"> x Administrative Positions x Board Meeting 3/26/25
<p style="text-align: center;">APRIL 2025</p> <ul style="list-style-type: none"> x Seating of Student Trustee x Board Meeting 4/23/25 	<p style="text-align: center;">MAY 2025</p> <ul style="list-style-type: none"> x Gala 5/3/25 x Student Recognition x Employee Recognition x Commencement 5/16/25 x Board Meeting 5/28/25 	<p style="text-align: center;">JUNE 2025</p> <ul style="list-style-type: none"> x Summer Adjunct Faculty Listing x Budget Workshop x Board Meeting 6/25/25 	<p style="text-align: center;">JULY 2025</p> <ul style="list-style-type: none"> x FY26 Tentative Budget x Board Meeting 7/23/25

