LLCC Board of Trustees Reular Meetin

January 22, 2024

Gordon Gates, Cai

Wayne Renthal Vie Cr

Samantha Enz, Secretary

Vicki Dais

Ken Elore

Jeff Fulenzi

Mark Holawa

Rna Herzog, Student Trustee

Clte Warren, Presi

BOARD OF TRUSTEES

1.New Board Policy 4.18 - Dual Credit (no action) 10 (mc56 ≥t6 (c)w1 T6 €MCIDha4

B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
    1.Abatement Resolution of Series 2019 Bond Tax Levy
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
        d. Quarterly Budget Transfer Report
    4. Information Technology
    5. Advancement Office
    6. Executive Division
        a. Review of Agenda Master Calendar
B. Presi

I. Preliminary Matters

II. Consent Agenda

Gleckler

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: January 22, 2024

Name	Meeting	Location	Purpose

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Furniture for Student Services

DATE: January 22, 2024

The College is undergoing a comprehensive remodeling of the Student Service area. The 25,000 square foot work area will consist of common use areas as well as individual offices for staff. Our design and architect firm, Demonica Kemper Architects, solicited

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Intergovernmental Agreement with the Illinois Department of Innovation and Technology	The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an intergovernmental			

MEMORANDUM

TO: Member

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville & Main Campus Classroom Upgrades – Contractor Recommendation

DATE: January 22, 2024

Sealed proposals were requested for the Jacksonville & Main Campus Classroom Upgrades Project and were received

AGENDA ITEM II.I.5

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Security Alarm & Secure Access Upgrades Phase 2 – Selection of Engineering Firm

DATE: January 22, 2024

At the October 23, 2023, Board Meeting the Security Alarm & Secure Access Upgrades Phase 2 project was approved to install exterior door access control and upgrade security alarm systems as needed at Maintenance Building at the Main Campus, Child Development Center, Jacksonville, Litchfield, Levi, Ray and Shoup Aviation Center, and Taylorville. Berners Schober (BSA), Springfield, IL, has agreed to provide design services for this project. BSA is proposing a fee of $50,000 to provide these services, which is within the fee structure range for a project of this scope and complexity.

Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget I mpact:

Total Funds Requested:	$50,000
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will the proposed agenda item impact student learning?
By improving the physical environment in which instruction, study and leisure activities take place.

How will t he 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 accept the p roposal from Berners Schober in the amount of $50,000 to provide design services for the Security Alarm & Secure Access Upgrades Phase 2 project .

Gleckler

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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SUBJECT: Combined Project Scope and Budget for Mechanical Upgrades

DATE: January 22, 2024

At the October 2023 Board Meeting, PHS project Mechanical Upgrades was
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AGENDA ITEM III.A. 1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy – Board Policy 4.18 - Dual Credit

DATE: January 22, 2024

The following is a proposed new Board Policy required by ICCB:

Policy Statement:

Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled February 2024 meeting of the Board.

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Gleckler

CERTIFICATE OF ABATEMENT OF THE 20 23 TAX LEVY FOR THE LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL OBLIGATION BONDS (ALTERNATE REVENUE

IV. Information Items

AGENDA ITEM IV.A.3.a

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 22, 2024

POSITION VACANCIES

Classified
Administrative Assistant to the Chief Communications Officer (FT)
Assistant to the Vice President, Academic Services (FT)
Building Custodian (FT)
Donor Relations Coordinator (FT)

Professional
Admissions Specialist (FT)
Application Developer I (FT)
Community Education Culinary Coordinator (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Student Records Evaluator (FT)

Administrator

Faculty
Instructor, Nursing – 2 (FT)
Instructor, Basic Nurse Assistant (FT)

HIRES

James Collins	Building Custodian	01/03/2024
Nicholas Johnson	Program Assistant, Open Door WEI	01/16/2024
Lisa Lang	Program Assistant	01/02/2024
Andre Taylor	Building Custodian	01/03/2024
Angela Try	Communications Manager	01/02/2024

PROMOTIONS

Jeff Eason	Help Desk Specialist II	01/01/2024

RESIGNATIONS

Lucas Ostendorf	Police Officer	01/17/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

Exterior Door Security Upgrades
The project is under way.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
The project is under way. Metal stud and drywall installation, mechanical, electrical, and plumbing rough-in continues.

Restricted O & M

Renovate Millennium and Lower -level Sangamon
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

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QUARTERLY BUDGET TRANSFER REPORT
December 31, 2023

EDUCATIONAL FUND	
Budget	$48,122,827
Transfers	$17,922
Percentage	.04%
O&M FUND	
Budget	$6,484,723
Transfers	$12,600
Percentage	.19%
OTHER FUNDS	
Budget	$34,558,748
Transfers	$0
Percentage	0%

TOTAL OPERATING BUDGET

Revenue	
Original Budget	$54,607,550
Adjusted Revenues	$54,607,550
Additional Funds Available	$0
Expenditures	
Original Budget	$54,607,550
Adjusted Expenditures	$54,607,550
Additional Expenditures	$0
Net Change	$0

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Police Department

DATE: January 22, 2024

Chris Russell, Chief of Police, will present information about the LLCC Police Department.

Gleckler