

# LLCC Board of Trustees Regular Meeting

March 27, 2024

Gordon Gates, Chair

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

Wednesday, March 27, 2024

5:30 P.M.

Lincoln Land Community College  
Robert H. Stephens Room

- I. Preliminary Matters
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Adoption of Agenda of the March 27, 2024 Meeting
  - D. Introductions and Recognitions
  - E. Hearing of Citizens
  
- II. Consent Agenda
  - A. Approval of Minutes of the Regular Meeting of February 28, 2024 and the Minutes of the Decennial Committee Meeting
  - B. Ratify Payment of All Cash Disbursements for February and the February 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. EMS Equipment
    - 2. Aviation Components
    - 3. Ultrasound Machine
  - F. Contracts/Agreements
    - 1. Monthly Training Contract/Clinical Agreement Status Report
    - 2. Professional Development Workshop
  - G.

- C. Student Services Division Items
- D. Administrative Services Division Items
- 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

- A. Police Department Presentation.

VI. Executive Session

- A. Personnel Matters
- B. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

## I. Preliminary Matters

## II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren





Warren, Charlotte	Springfield Sangamon Growth Alliance	Washington, D.C.	Professional Development	\$1,841
Wiediger, Beth	North American Society for the Psychology of Sport Central Society of	New Orleans, LA	Professional Development	\$1,987
Smock, Cynthia	Electroneurodiag nostic Technologists			

## MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: EMS Equipment

DATE: March 27, 2024

The College provided notice of our intent to enter into a sole source agreement with Stryker Sales Corporation to provide equipment that will be utilized in our recently purchased ambulance and in the classroom. Stryker Sales Corporation will provide a cot/stretchers, a cardiac monitoring machine, and a mechanical chest compression/CPR device.

The ambulance that was recently purchased came equipped with a Stryker loading plate



MOTION: Move to approve a purchase order to

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Ultrasound Machine

DATE:



MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: March 27, 2024

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

The Community Education Department has entered into a contract with the Chaine des Rotisseurs to host the Chaine Bistro Dinner. Approximately 45 people will attend the dinner at the Bistro Verde in April.

LLCC Jacksonville has entered into a Facilities Usage agreement with the Jacksonville Public Library. Jacksonville Public Library will utilize space at the Jacksonville Campus in February 2024.

LLCC Jacksonville has entered into a Facilities Usage agreement with the National Safety Council. National Safety Council will utilize space at the Jacksonville Campus in December 2023 and January and February 2024.

LLCC Jacksonville has entered into a Facilities Usage agreement with the National Safety Council. National Safety Council will utilize space at the Jacksonville Campus in April, May, and June 2024.

The Continuing, Corporate, and Professional Education Department seeks ratification for the contract for Nestle Lubrication Training. LLCC will provide training on site at Nestle in Jacksonville in March.

The Community Education Department seeks approval to enter into a contract with Girls on the Run to hold their Summer Girls on the Run Camp at LLCC. LLCC will host the camp July 8-11, 2024.

MOTION: Move to ratify the Nestle Lubrication Training contract in the amount of \$16,900 and approve the contract with Girls on the Run.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Professional Development Workshop

DATE: March 27, 2024

The College will partner with Unchartered Leadership to customize and deliver the Navigating Disruption workshop. The workshop goes beyond traditional leadership skills to build advanced, adaptive, and complex thinking skills needed by administrators to work collectively to make progress on the college's most challenging problems. The workshop accommodates up to 24 administrators and consists of 3 virtual sessions and a 4-day face-to-face workshop.

Budget Impact:

Total Funds Requested:	\$38,369
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will the proposed agenda item impact student learning?

By improving participating administrators' ability to adapt to change and work collaboratively to address student needs.

How will the proposed agenda item be measured?

The project will be measured by participation of the attendees, and then by satisfaction surveys of the attendees and stakeholders.

MOTION: Move to approve the agreement with Unchartered Leadership to customize and deliver the Navigating Disruption workshop in the amount of \$38,369.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM:



This project's budget was originally approved on October 25, 2023, at \$400,000 funded with Projection, Health, and Safety. The above JOC proposal came in higher than originally anticipated due to ongoing inflation. The project has exceeded the original budget by \$44,350. The \$44,350 increase in the project budget will be funded by Excess PHS Funds.

**Budget Impact:**

Total Funds Requested:	\$444,350 (\$425,090 JOC Proposal Amount + \$19,260 Contingency)
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study, 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 JOC Proposal from CORE Construction Services of IL, Inc. in the amount of \$ 425,090 and establish a project contingency in the amount of \$ 19,260, for an aggregate amount of \$444,350 to complete the Softball Dugout Code Compliance Upgrades Project at LLCC's Main Campus .

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT

### III. Action Agenda



The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.

Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate, including the withholding of grades or transcripts

Legal Citation:

110 ILCS 805/3-5 and 110 ILCS 805/6-4

5.18 -Tuition and Fee Refund

Policy Statement

Students who officially drop a course(s) during the first week of any semester term will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, etc. and for semesters that have an irregular start (e.g., have a holiday within the first week) will receive a 00% refund.

1. Enrolling in Course(s): Students may enroll before a term begins. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given

#### IV. Information Items





MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Construction Progress Update

DATE: March 27, 2024

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. 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 – FY21

Water Infiltration Remediation Main Campus Phase 2

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

PHS Projects – FY22

Medical District Lighting, Flooring, Water Infiltration

The project is complete.

Sangamon Hall Chiller Repairs and Upgrades

The project is under way.

PHS Projects – FY23

Main Campus Exterior Lighting Upgrade Phase 3

The project is under way.

Door Access & Security Alarm Upgrades

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

Sangamon Hall Dust Collection & Gas Safety

The project is substantially complete.

## PHS Projects – FY24

Interior Wayfinding Phase 1  
The project is under way.

Jacksonville Storefront & Exterior Wayfinding  
Development of Construction documents is underway.

Mechanical Upgrades  
Development of construction documents is underway.

Security Alarm & Secure Access Upgrades Phase 2  
Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades  
Our recommendation is before you tonight.

## Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring  
Replacement  
The project is substantially complete. We are awaiting completion of  
punchlist items and closeout documents.

## Small Projects – FY24

Electric Vehicle Charging Stations Phase 1  
The project is under way.

Jacksonville & Main Campus Classroom Upgrades  
The project is under way.

Main Campus Parking Lots 5 & 7 Improvements  
We anticipate work to start in May.

## Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus  
This project is substantially complete. We are awaiting completion of  
punchlist items and closeout documents.

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. Ceiling and door/window frame  
installation has commenced.

Restricted O & M

Renovate Millennium and Lower -

## AGENDA MASTER CALENDAR

APRIL 2024	MAY 2024	JUNE 2024	JULY 2024
<ul style="list-style-type: none"> <li>x Seating of Student Trustee</li> <li>x Foundation Gala 4/27/24</li> <li>x Board Meeting 4/24/24</li> </ul>	<ul style="list-style-type: none"> <li>x Student Recognition 5/8/24</li> <li>x Employee Recognition 5/16/24</li> <li>x Commencement 5/17/24</li> <li>x Board Meeting 5/22/24</li> </ul>	<ul style="list-style-type: none"> <li>x Summer Adjunct Faculty Listing</li> <li>x Budget Workshop</li> <li>x Board Meeting 6/26/24</li> </ul>	<ul style="list-style-type: none"> <li>x FY25 Tentative Budget</li> <li>x Board Meeting 7/24/24</li> </ul>

### AUGUST 2024

- x Board Meeting 8/28/24

## V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: LLCC Police Department

DATE: O D U F K , 2024

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