
LLCC Board of Trustees Regular Meeting

June 28, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Rayna Herzog, Student Trustee

Charlotte Warren, President

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

Wednesday, June 28, 2023

5:15 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the June 28, 2023 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting

- 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. Facilities Services Union Contract
 - C. Pending/Imminent Legal Matters
- VII. Actions from Open/Executive Session
 - A. Approval of Personnel Matters
 - B. Approval of the Facilities Services Union Contract
- VIII. FY 2024 Budget Workshop
- IX. Adjournment

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren

Beckmier,
Craig +13
students

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY24 Bookstore Purchases

DATE: June 28, 2023

Board approval is requested to establish blanket purchase orders for the purchase

LLCC Jacksonville has entered into a contract with Manpower for Facilities Usage. Manpower will use space at the LLCC Jacksonville Campus between June and August.

LLCC Jacksonville has entered into a contract with the Morgan County Garden Club for Facilities Usage. The Morgan County Garden Club will use space at the LLCC Jacksonville Campus in September.

MOTION: Move to approve the membership agreement with the Network of Illinois Learning Resources in Community Colleges and the Upward Mobility Program intergovernmental agreement .

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Culinary Teams Training with American Family Insurance	The Culinary Institute has entered into a contract with American Family Insurance to provide a Culinary Teams Session. The session will be held June 20th at the Workforce Careers Center.	American Family Insurance	Culinary Institute	\$1,350	June 20, 2023
OSHA 10 Training with GEO Tech Construction Company	The Workforce Institute has entered into a contract with GEO Tech Construction Company to provide OSHA 10 Training. The training will be held from June 5-8 at LLCC, Litchfield.	GEO Tech Construction Company	Workforce Institute	\$5,400	June 5-8, 2023
Microsoft Office Training for Illinois Valley Economic Development Corporation	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Microsoft Office Training. Two training sessions will be held in June and July.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education Department	\$9,000	June 27- July 13, 2023
Computer Skills for the Workplace Training with Illinois Valley Economic Development Corporation	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Computer Skills for the Workplace training. The self-paced course will be offered online.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education Department	\$115	June 28- August 9, 2023
Facilities Usage Agreement with Manpower	LLCC Jacksonville has entered into a contract with Manpower for Facilities Usage. Manpower will use space at the LLCC Jacksonville Campus between June and August.	Manpower	LLCC Jacksonville	\$350	June 8 through August 31, 2023

Facilities Usage Agreement with Morgan County Garden Club	LLCC Jacksonville has entered into a contract with the Morgan County Garden Club for Facilities Usage. The Morgan County Garden Club will use space at the LLCC Jacksonville Campus in September.	Morgan County Garden Club	LLCC Jacksonville	\$50	September 8, 2023
			TOTALS	\$11,405	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Membership Agreement with the Network of Illinois Learning Resources in Community Colleges	The Library Services Department seeks approval to enter into a Membership Agreement with the Network of Illinois Learning Resources in Community Colleges. The agreement provides professional development and leadership opportunities for library staff, discounts on electronic resources, and shared book and magazine collections.	Network of Illinois Learning Resources in Community Colleges	Library Services	Date of Signing through Indefinite
FY2024 Upward Mobility Program Intergovernmental Agreement	Lincoln Land Community College seeks approval to enter into the Upward Mobility Program Intergovernmental Agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.	State of Illinois	Lincoln Land Community College	July 1, 2023 through June 30, 2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Professional Services Contract

DATE: June 28, 2023

Under the provisions of the Illinois Public Community College Act, professional services may c/ 12 0 0 12 90 474.12 Tm [(U)6 (nder)7 (t)2 (h)10 (e pr)7 (ov)4 (i)]TJ 12 0 046 757.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adobe Enterprise Term License Agreement

DATE: June 28, 2023

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 25 Named Licenses, 35 Shared Device Licenses, 119 Single App Licenses, and 125 Student Licenses for Adobe Acrobat Pro DC.

Budget Impact:

Total Funds Requested:	\$57,435.97	
Source of Funds:	Tech Fee:	\$22,012.28
Source of Funds:	Operating Funds:	\$32,905.07
Source of Funds:	Restricted Funds:	\$ 2,518.62
Projected Revenue:	N/A	
Projected Savings:	N/A	

Student Learning Impact:

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: June 28, 2023

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

The LLCC Foundation seeks ratification for the application to the Ellucian Path Scholarship Program. If awarded, LLCC will pass through funds to the Foundation. The funds will provide \$1,000 scholarships to LLCC TRIO students who applied for an LLCC Foundation Scholarship.

The Academic Services Division seeks ratification for the application for the FY2023 Trades School Grant. The grant has been awarded and will fund student programming and support for students exploring careers in Health Professions and Construction Trades.

The Students Success Department seeks ratification for the application for the FY2024 Illinois Cooperative Work Study Program Grant. If awarded, funds will be used to reimburse employers for student wages earned as paid participants of the Cooperative Work Study Program.

The Academic Services Division seeks ratification for the FY2024 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.

The Adult Education Department seeks ratification for the application for the FY2024 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.

The Adult Education Department seeks ratification for the application of the FY2024 Integrated English Language and Civics Adult Education Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students at LLCC.

MOTION: Move to ratify the application for the Ellucian Path Scholarship Program Grant in the amount of \$25,000 , the FY2023 Trades School Grant Program in the amount of \$306,765 , the application for the FY2024 Illinois Cooperative Work Study Program Grant in the amount of \$35,000 , the application for the FY2024 Carl D. Perkins Grant in the amount of \$520,566, the FY2024 Adult Education and Family Literacy Program Grant in the amount of \$460,949 and approve the FY2024 Integrated English Language and Civics Adult Education Grant in the amount of \$ 90,165.

GRANT SUMMARY
June 2023

FY2024 Carl D. Perkins Grant	The Academic Services Division seeks ratification for the FY2024 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.	Illinois Community College Board	Academic Services/ Career and Technical Education	\$520,566	\$0	Yes	July 1, 2023 through June 30, 2024
FY2024 Adult Education and Family Literacy Program	The Adult Education Department seeks ratification for the application for the FY2024 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.	Illinois Community College Board	Academic Services/ Adult Education	\$460,949	\$0	Yes	July 1, 2023 through June 30, 2024
FY2024 Integrated English Language and Civics Adult Education Grant	The Adult Education Department seeks ratification for the application for the FY2024 Integrated English Language and Civics Adult Education Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.	Illinois Community College Board	Academic Services/ Adult Education	\$90,165	\$0	Yes	July 1, 2023 through June 30, 2024
TOTAL				\$1,296,038	\$0		

Budget Impact:

Total Funds Requested: \$158,940
(\$151,340 Bid Amount + \$7,600 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 .003 To be t

III. Action Agenda

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: June 28, 2023

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)

Facilities Office Coordinator (FT)

Help Desk Specialist II (FT)

Program Assistant, Open Door WEI (FT)

Program Assistant, PATH Program (FT)

Professional

Academic Success Professional (FT)

Nursing Retention Specialist (FT)

Student Records Evaluator (FT)

Student Success Coach I (FT)

Administrator

Director, Adult Education & Literacy (FT)

Full Time Faculty

Air Conditioning, Refrigeration, and Heating Instructor

Basic Nurse Assistant Instructor

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: June 28, 2023

Att

Main Campus Parking Lot, Drives & Signage
The project is under way.

Doo

Kreher Greenhouse – (Informational Item)

We anticipate this project to be complete in the near future. The work left to be completed is electrical and is delayed due to a lead time issue with the electrical panel and breakers.

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

Phase 2 TDT Expansion, Storage Building, Logan Hall:

We have received approval of the submitted amendment to shift from TDT Expansion construction scope to equipment purchase of new trucks. This amendment is in response to notification of the Truck Driver Training Pad funding via FY2023 Economic Development Initiative/Community Project Funding. We are awaiting formal approval of Site Certification and will submit A/E Contract for approval after that.

Illinois Green Economy Network (IGEN) Project

Jacksonville Interior Lighting Upgrades

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

Restricted Space Configuration Funds

Diesel Lab Renovation

The project is underway.

HUD Economic Development Grant

Truck Driver Training Expansion

This project includes expansion of the truck driver training lot to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. We have submitted a budget and project narrative to HUD and are awaiting their review/response.

AGENDA MASTER CALENDAR

<p>JULY 2023</p> <ul style="list-style-type: none"> x FY24 Tentative Budget x Board Meeting 7/26/23 	<p>AUGUST 2023</p> <ul style="list-style-type: none"> x Board Meeting 8/23/23 	<p>SEPTEMBER 2023</p> <ul style="list-style-type: none"> x Budget Adoption/Public Hearing x Fall Adjunct Faculty Listing x Board Meeting 9/27/23 	<p>OCTOBER 2023</p> <ul style="list-style-type: none"> x PHS Projects x Board Meeting 10/25/23
<p>NOVEMBER 2023</p> <ul style="list-style-type: none"> x Financial Audit Review x Board Meeting 11/15/23 	<p>DECEMBER 2023</p> <ul style="list-style-type: none"> x Adopt CY23 Property Tax Levy x Board Meeting 12/11/23 	<p>JANUARY 2024</p> <ul style="list-style-type: none"> x Spring Adjunct Faculty Listing x General Obligation Alternate Bond Levy Abatement x Board Meeting 1/24/24 	<p>FEBRUARY 2024</p> <ul style="list-style-type: none"> x Sabbatical Leaves x Approval of Faculty Positions x Faculty Tenure & Continuing Employment Recommendations x Board Meeting 2/28/24
<p>MARCH 2024</p> <ul style="list-style-type: none"> x Administrative Positions x Board Meeting 3/27/24 	<p>APRIL 2024</p> <ul style="list-style-type: none"> x Seating of Student Trustee x Foundation Gala x Board Meeting 4/24/24 	<p>MAY 2024</p> <ul style="list-style-type: none"> x Student Recognition x Employee Recognition x Commencement 5/17/24 x Board Meeting 5/22/24 	<p>JUNE 2024</p> <ul style="list-style-type: none"> x Summer Adjunct Faculty Listing x Budget Workshop x Board Meeting 6/26/24

