

LLCC Board of Trustees Regular Meeting

August 28 , 2024

Gordon Gates, Chair

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

Wednesday, August 28, 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 August 28, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of July 24, 202
- B. Ratify Payment of All Cash Disbursements for July and the June and July 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
 - 1. Ratification of Transfers to/from Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund
- E. Purchasing
 - 1. Consortium of Academic and Research Libraries in Illinois (CARLI) Membership Fees and Electronic Resource/Service
 - 2. YBP Book Purchases
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. RL Canning Network Administration Services
 - 3. Coastal Cloud - Salesforce Support, Consulting, and Developing Services
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Approval of Budget Increase for CPF Grant Funded Project for Truck Driver Training Expansion
 - 2. Truck Driver Training Expansion-Contractor Recommendation
 - 3. Renovate and Expand Campus Training Facilities – Contractor Recommendation

III. Action Agenda

A. Policies

1.

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: August 28, 2024

Name	Meeting	Location	Purpose	Amount
Rosenthal, Wayne	Association of Community College Trustees Leadership Congress	Seattle, WA	Board Travel	\$3,445
Warren, Charlotte	Association of Community College Trustees Leadership Congress	Seattle, WA	Administrative Travel	\$3,495
Davis, Vicki	Association of Community College Trustees Leadership Congress	Seattle, WA	Board Travel	\$3,445
Gates, Gordon	Association of Community College Trustees Leadership Congress	Seattle, WA	Board Travel	\$3,445
Enz, Samantha	Association of Community College Trustees Leadership Congress	Seattle, WA	Board Travel	\$3,445
Penning, Tamar	JAMF Nation User Conference	Nashville, TN	Professional Development	\$3,028
Marsaglia, John + 26 coach/students	Softball	St. Charles, MO	Athletic Travel	\$832

Marsaglia, John + 26 coach/students	Softball	Park Hills, MO	Athletic Travel	\$832
Dykstra, Joel	CB Exchange 2024 Conf.	Colorado Springs, CO	Professional Development	\$3,947

Smith, Nichole

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: ChM:



SUBJECT:

resources annually and make changes to the subscription package based on curricular needs and collection development criteria.

MOTION: Move to approve the purchase order in the total amount of \$101,963 for payment of the CARLI membership fee, I-Share assessment fee, and 28 electronic resources and services

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: YBP Book Purchase
How will proposed agenda item impact student learning?

DATE: August 28, 2024

YBP is the Library's primary book vendor for print and electronic formats, and LLCC benefits from discounts negotiated by the University of Illinois Libraries. The 18% discount is based on volume ordered by the University of Illinois, and this discount is offered to all CARLI member libraries regardless of their own purchase volume. This blanket purchase order also represents access to YBP's online ordering interface.

Budget Impact:

Total Funds Requested: \$85,320
Source of Funds: Operational Funds
Projected Revenue: N/A



MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: RL Canning, Network Administration Services

DATE: August 28, 2024

Board approval is requested to contract for Network Administration services with RL Canning in the amount of \$43,600.

Service	Cost
Engineering on Demand 2025 Extension (240Hrs.)	

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Coastal Cloud - Salesforce Support, Consulting, and Developing Services

DATE: August 28, 2024

Board approval is requested to contract with Coastal Cloud for Salesforce support, consulting, and development in the amount of \$31,200. Salesforce will be integrated with Colleague and Business Contacts will be implemented as part of Support Services.

Phase	Estimated Hours	Estimated Cost
Support Services (Waves) - 3 months	120 hours	\$24,000
Integration Development	36 hours	\$ 7,200
Estimated Total	156 hours	\$31,200

The vendor hourly rate is \$200. A total of 156 hours is expected to be used to complete Salesforce integration with Colleague and implementation Business Contacts functionality.

Budget Impact:

Total Funds Requested: \$31,200
Source of Funds: Operational
Projected Revenue: N/A

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 28, 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 FAFSA grant. Funds will be used to support FAFSA completion events to encourage and help students complete the FAFSA.

MOTION: Move to ratify the grant award for the FAFSA Grant in the amount of \$5,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Budget Increase for CPF Grant Funded Project for
Truck Driver Training Expansion

DATE: August 28, 2024

Tonight, we are asking you to approve an increase in the budget for the Truck Driver Training Expansion project. This project is funded with FY 2023 Community Project Funding (CPF) grant which is administered by the Department of Housing and Urban Development (HUD).

Although the lowest responsive bid is under the total project budget established during the grant award process, an increase to the budget is needed due to budget line restrictions within the grant. The lowest responsive bid, presented in a separate memo tonight, exceeded the combined Sitework and Construction budget lines, and we feel additional contingency is needed due to unknown soil conditions. LLCC received \$1,118,000 in CPF funding based on the below budget lines and \$49,161 in additional funding is needed as shown below. The increase to the budget will be funded with the Restricted General Fund [(ddi9].6048 Tw 0.1(oc.006 Tw 2 0 To

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Truck Driver Training Expansion – Contractor Recommendation

DATE: August 28, 2024

At the May 24, 2023, Board Meeting the Truck Driver Training Expansion project was approved. This project is made possible by the Consolidated Appropriations Act, 2023 (Public Law 117-328 “the FY2023 Act”). These “Community Project Funding” or “CPF” awards are administered by the Department of Housing and Urban Development (HUD).

The project scope includes expansion of the truck driver training lot (behind Workforce) to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, July 11, 2024, edition of the Illinois Times.

The above proposals are within the increased project budget requested in a separate memo before you tonight.

Budget Impact:

Total Funds Requested: \$1,074,161
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Renovate and Expand Campus Training Facilities – Contractor Recommendation

DATE: August 28, 2024

At the October 19, 2022, Board Meeting the Renovate and Expand Campus Training Facilities project was approved to make renovations to build a new storage building to support the Diesel, Truck Driver Training, and Agricultural programs, and renovations in Logan Hall to upgrade and expand emergency medical services labs. This project is funded by an Economic Development Adjustment Assistance – CARES Act Supplemental grant from the U.S. Department of Commerce's Economic Development Administration (EDA).

Sealed proposals were requested for the Renovate and Expand Campus Training Facilities Project and were received at the Construction Manager's Office on July 31, 2024. The bid information and request for authorization to award the contract was submitted to the EDA for review on August 13th. We expect to receive authorization to award from the EDA in late August or early September.

Springfield, IL; P.J. Hoerr, Inc., Peoria, IL; RD Lawrence, Springfield, IL; RL Vollintine, Springfield, IL.

Per EDA requirements, and as required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, June 27, 2024, editions of the Breeze-Courier, Illinois Times, and State Journal Register papers.

The lowest responsive bid is within the project budget approved at the October 2022 Board meeting. Contingency for this project was established and approved by the EDA during the budgeting process.

Budget Impact:

Total Funds Requested: \$5,182,602
(\$4,918,000 Bid Amount + \$79,000 Alternate Bid #1 +
\$185,602 Contingency)

Source of Funds:



MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Reinstatement to Board Policy 1.6 and Revision of Board Policy
1.7 and 1.25

DATE: August 28, 2024

In April of 2024, the U.S. Department of Education released final Title IX regulations to go into effect August 1, 2024. A team of employees, in collaboration with legal counsel, have reviewed the new regulations and made recommendations for compliance. Due to the more prescriptive, stringent procedures required for the adjudication of Title IX claims, we are recommending that all sex-based harassment and discrimination be moved from board policy 1.7 to board policy 1.25 to avoid confusion as to what procedures apply to what type of discrimination/harassment. With this separation, it became necessary to resurrect board policy 1.6 to have one, unified non-discrimination policy. Any deletions you see on board policy 1.7 reflect language that now resides in either board policy 1.6 or 1.25. Deletions in board policy 1.25 will be moved to procedure. Additions to policy ensure all required language is present bsc0 Tw (n)10 (d)10 (boSdJ6)Tj EMC

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 their religious beliefs or practices may be affected through the Student Grievance and Appeals Process as provided in Board Policy 5.4

Legal citation:
775 ILCS 5/1-101, et seq. 110 ILCS 110/0.01

tement:

Lincoln Land Community College (the "College") is committed to maintaining a learning and w

determining whether a violation of this policy has occurred. Retaliation for making a goodfaith 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 upto-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 the title, address, email address, and telephone number of the employees designated as compliance officers.

Board Policy 1.25 – ~~Sexual Violence, Dating Violence, Domestic Violence & Stalking~~ Prohibition of Sexual Harassment and Sex Discrimination

Policy Statement:

Lincoln Land Community College (the “College”) is committed to maintain a safe and healthy educational and employment environment that is free from sexual violence, dating violence, domestic violence, stalking (hereinafter collectively referred to as “sexual violence”) and sex discrimination, which includes discrimination and harassment based on sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity and expression. Sexual violence jeopardizes the physical and emotional welfare of the College’s faculty, staff and students, diminishes individual dignity, and interferes with educational, social and employment opportunities. This policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the College’s program or activities, including education and employment.

It is the policy of Lincoln Land Community College to comply with Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act (“VAWA”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Illinois Preventing Sexual Violence

students regardless of their sex, gender, sexual orientation, or gender identity.

~~Policy Purpose:~~

~~In furtherance of the College's commitment to foster an educational environment in which all members of the College community are safe and secure, the College expects that all interpersonal relationships and interactions shall be grounded upon mutual respect, open communication, and clear consent. Upon learning of conduct that may not meet these standards, College students and staff are expected to take an active role in enforcing this policy.~~

As required under Title IX, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. The College's commitment not to discriminate and prohibition on discrimination extends to admission and employment.

The College has designated the Associate Vice President, Human Resources as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX, 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

~~Jurisdictional Statement:~~

~~The College has jurisdiction to investigate any alleged violations of this policy that occur in the context of College programs or activities or that otherwise affect the College's working or learning environments, regardless of whether that conduct occurs on or off campus. In circumstances where alleged sexual violence occurs outside of the context of College programs or activities or off campus, and where one or more of the parties are not members of the College community, the College's ability to investigate and/or impose appropriate disciplinary sanctions may be limited. In such circumstances the College reserves the right to take such steps as it shall deem appropriate to investigate allegations of misconduct and provide appropriate resources to any student who is an alleged victim of sexual violence. Such resources shall include referral to appropriate medical facilities, community-based crisis centers, and law enforcement authorities.~~

~~Policy Definitions:~~

~~I. — Consent~~

~~The College encourages students to communicate openly, honestly, and clearly in respect to their actions, wishes, and intentions regarding sexual behavior and to do so before engaging in intimate conduct. It is a requirement of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity. For the purposes of this policy consent is a freely given agreement to sexual activity and may be withdrawn at any time. The following do not constitute consent:~~

~~A. — A person's lack of verbal or physical resistance or submission resulting from the use or threat of force.~~

~~B. — A person's manner of dress.~~

~~C. A person's consent to past sexual activity does not constitute consent to future sexual activity.~~

~~D. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.~~

~~A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including, without limitation, the following:~~

~~A. A person is incapacitated due to the use of alcohol or drugs.~~

~~B. The person is asleep or unconscious.~~

~~C. The person is a minor or is incapacitated due to a mental disability.~~

~~If a person demonstrates signs of incapacitation, then that person shall be deemed to lack the capacity to give consent regardless of what is said or done by that person. Indicators of lack of capacity to give consent due to consumption of drugs or alcohol may include:~~

~~A. Lack of control over physical movements (e.g., inability to walk or stand without stumbling or assistance).~~

~~B. Lack of awareness of circumstances or surroundings.~~

~~C. Inability to effectively communicate (e.g., slurred speech, demonstration of difficulty in choosing words).~~

~~D. In a circumstance where a person may appear to be giving consent but does not have the capacity to do so, apparent consent is not effective. In such circumstances it should be assumed that the person does not have the capacity to knowingly give consent to sexual activity. A state of intoxication or impairment by drugs or alcohol does not excuse any individual from responsibility to obtain consent.~~

~~II. Prohibited Conduct~~

~~The College prohibits the actions set forth below. An attempt to commit any such act or to assist or willfully encourage any such act is deemed to be a violation of this policy.~~

~~A. Any sexual act initiated by one person without consent of the other.~~

~~B. Sexual Exploitation~~

~~Sexual exploitation is taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including actions~~

~~prohibited under the College's sexual harassment policy (Number 1.7). For purposes of this policy, the determination of whether any offensive conduct is of a sexual or violent nature shall be reasonably determined by the College's Equal Employment Opportunity Compliance Officer/Title IX Coordinator, taking into account the context in which the offensive conduct occurred and the relationship between any person accused of violating this policy and the victim of the alleged misconduct.~~

MOTION: Waive the second reading and approve the reinstatement of Board Policy 1.6 and the revision of Board Policy 1.7 and Board Policy 1.25.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: July 24, 2024

POSITION VACANCIES

Classified

Accounting Technician, Disbursements - 2 (FT)

Building Custodian (FT)

Child Development Assistant (FT)

General Maintenance Technician (FT)

Professional

Instructional Designer (FT)

Recruitment Specialist (FT)

Student Success Coach I (FT)

Truck Driver Training Coordinator (FT)

Administrator

Director, Athletics

Program Director, Medical Laboratory Technician

Full-time Faculty

Instructor, Construction Technologies

NEW HIRES

Justen Appelquist Accounts Receivable/Collection Specialist 08/05/2024

Shelly Hinds Admin Asst to Dean, Arts & Communication 08/26/2024

Beau Murray Building Custodian 08/05/2024

Carissa Reichert Education Services Rep, LLCC Jacksonville 08/12/2024

Matthew Trueblood Instructional Design12 0 Td ()Tj EM</MCID 34 >>BDC Ful0t9arissa Reic

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 28, 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

Sangamon Hall Chiller Repairs and Upgrades

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

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. We are awaiting completion of punchlist items and closeout documents.

PHS Projects – FY24

Interior Wayfinding Phase 1

The project is under way.

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

Mechanical Upgrades
The project is under way.

Security Alarm & Secure Access Upgrades Phase 2
One bid was received on June 25th, the bid exceeded the project budget and was rejected. We are reviewing the scope and budget to determine next steps.

Softball Dugout Code Compliance Upgrades
The project is under way.

Small Projects – FY24

Jacksonville & Main Campus Classroom Upgrades
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Main Campus Parking Lots 5 & 7 Improvements
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Deferred Maintenance Capital Project (CDB Managed)

Exterior Door Security Upgrades
The project is under way.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
Finishes, cabinetry, doors, and hardware are being installed. The current schedule has the construction complete with a punchlist scheduled in late August 2024.

Restricted O & M

Construction Training Lab
The project is under way.

EDA CARES Act Grant

Renovate and Expand Campus Training Facilities
Our recommendation is before you tonight.

Restricted Space Configuration Funds

Diesel Lab Renovation

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

HUD Economic Development Grant

Truck Driver Training Expansion

Our recommendation is before you tonight.

Excess P HS & Insurance

Baseball Dugout Code Compliance Upgrades

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

DCEO Energy Transition Community Grant

Litchfield Science Lab Renovation

Development of construction documents is underway.

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Academy of Lifelong Learning

DATE: August 28, 2024

Jolene Lamb, Director of Community Education will discuss the Academy of Lifelong Learning including its structure, membership and enrollment data, programming and community involvement.