

---

***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 Recording Matters

#### **VIII. Adjournment**

***I. Preliminary Matters***

***II. Consent Agenda***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratify Payments of All Cash Disbursements for June and the June Treasurer's Report

**DATE:** July 24, 2024

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and wire transactions issued during June, 2024, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending June 30, 2024, will be delayed until August due to closing the FY'24 books and preparation for audit.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2024.**

**AGENDA ITEM II.C.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Ratification of Out-of-State Travel  
**DATE:** July 24, 2024

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

**AGENDA ITEM II.C.2**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Out-of-State Travel

**DATE:** July 24, 2024

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Beckmier, Craig + 20 Students	Livestock Judging	Hutchinson, KS & Grand Island, NE	Student Trip	\$3,664*
Beutke, Kyle	Livestock Judging	Hutchinson, KS & Grand Island, NE	Student Trip	\$0**
Beckmier, Craig + 20 Students	Livestock Judging	Cloverdale, IN	Student Trip	\$1,428*
Beutke, Kyle	Livestock Judging	Cloverdale, IN	Student Trip	\$0**
Beckmier, Craig + 20 Students	Livestock Judging	West Lafayette, IN	Student Trip	\$1,924*
Beutke, Kyle	Livestock Judging	West Lafayette, IN	Student Trip	\$0**
Beckmier, Craig + 20 Students	Livestock Judging	Tulsa, OK & Dallas, TX	Student Trip	\$3,856*
Beutke, Kyle	Livestock Judging	Tulsa, OK & Dallas, TX	Student Trip	\$0**
Beckmier, Craig + 20 Students	Livestock Judging	Milwaukee, WI	Student Trip	\$1,808*
Beutke, Kyle	Livestock Judging	Milwaukee, WI	Student Trip	\$0**
Beckmier, Craig + 9 Students	Livestock Judging	Fayetteville, AR	Student Trip	\$1,200*



Beckmier, Craig + 9 Students	Livestock Judging	Louisville, KY	Student Trip	\$1,308*
Beckmier, Craig + 9 Students	Livestock Judging	Austin, MN	Student Trip	\$2,377*
Beckmier, Craig + 9 Students	Livestock Judging	Ames, IA	Student Trip	\$1,165*
Beckmier, Craig + 9 Students	Livestock Judging	Kansas City, MO	Student Trip	\$1,213*
Meyer, David + 23 players/coaches	Women's Soccer	Hillsboro, MO	Athletic Travel	\$768
Meyer, David + 23 players/coaches	Women's Soccer	Davenport, IA	Athletic Travel	\$2,886
Phillips, Kellee + 14 players/coaches	Volleyball	Cedar Rapids, IA	Athletic Travel	\$2,460***
Phillips, Kellee + 14 players/coaches	Volleyball	Overland Park, KS	Athletic Travel	\$480
Phillips, Kellee + 14 players/coaches	Volleyball	Madison, WI	Athletic Travel	\$2,460
Shanklin, Chuck + 17 players/coaches	Men's Basketball	Hillsboro, MO	Athletic Travel	\$576
Shanklin, Chuck + 17 players/coaches	Men's Basketball	Wauwatosa, WI	Athletic Travel	\$576
Jones, Chad + 16 players/coaches	Women's Basketball	West Burlington, IA	Athletic Travel	\$544
Jones, Chad + 16 players/coaches	Women's Basketball	Hillsboro, MO	Athletic Travel	\$544
Marsaglia, John + 25 players/coaches	Softball	Orlando, Florida	Athletic Travel	\$23,774***
Marsaglia, John + 25 players/coaches	Softball	Moberly, MO	Athletic Travel	\$832***
Torricelli, Steve + 31 players/coaches	Baseball	Indianapolis, IN	Athletic Travel	\$2,274
Torricelli, Steve + 31 players/coaches	Baseball	Millington, TN	Athletic Travel	\$7,122

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)*

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Athletic Travel

**DATE:** July 24, 2024

The College issued an invitation to bid for transportation services, covering the 2024-2025 academic calendar, for the athletic department. The bid contained a one-year renewal option that will cap 2025-2026 price increases at the US Department of Labor Statistic’s Consumer Price Index as of June 30, 2025. The bids we received are summarized below:

<b>Bidder</b>	<b>Bid Price</b>
Timi’s Tours	\$134,400
Peoria Charter	\$166,855
Vandalia Bus Lines	\$188,195
Windstar	\$213,316

Pricing above includes all currently scheduled regular season games for our men’s and women’s teams. Pricing above does not include travel to regional or other postseason events. The estimated amount of \$165,000 is intended to account for these additional potential expenses.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, June 19, 2024, edition of the Springfield State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Bales Unlimited, Shumway; Doc and Norm Direct, Hamel; Life Harvest Ministries, Wilsonville; STM Ground, Inc, Waterloo, IA.

**Budget Impact:**

Total Funds Requested: \$165,000  
Source of Funds: Operating Funds  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

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

**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 #FY2025-02.**

**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
<b>FCL Graphics (Harwood Heights, IL)</b>	<b>\$13,378</b>	<b>8.75%</b>
Premier Print Group (Champaign, IL)	\$18,989	3%
Marketing.Com (Eureka, MO)	\$27,500	10%
Sheridan Random Lake (Random Lake, WI)	\$39,643	10%

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

**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 #FY2025-01.**

**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, LLCC Beardstown, LLCC Jacksonville, LLCC Litchfield, LLCC Medical District, LLCC Springfield (Main Campus), St. Johns, and LLCC Taylorville.

Additionally, Board approval is requested for 95 laptops to maintain the employee Laptop lifecycle replacements across the staff and faculty of LLCC.

**Classroom Lifecycle Maintenance**

Device	Qty.	Unit Cost	Total	Fund
PC	333	\$ 867.00	\$288,711.00	Tech Fee
Monitor	333	\$ 139.99	\$ 46,616.67	Tech Fee

**Employee Laptop Lifecycle**

Device	Qty.	Unit Cost	Total	Fund
Laptop	95	\$ 812.04	\$77,144.00	FFE

**Budget Impact:**

Total Funds Requested: \$ 412,471.67  
 Source of Funds: Tech Fee: \$ 335,327.67  
 FFE: \$ 77,144.00  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

**How will the proposed agenda item impact student learning?**

Replacing the computers will provide faculty and students with critical up-to-date technology for improved student learning.

**How will the proposed agenda item be measured?**

The effectiveness of student learning through new technology.

**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.



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** July 24, 2024

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

The Workforce Institute has entered into a contract with the Illinois Department of Natural Resources to hold a Forklift Training. Approximately three IDNR Employees will be trained on the LLCC Campus in September.

The Continuing, Corporate, and Professional Education department has entered into a contract with the Illinois House of Representatives to hold Excel Levels 1-3 training. Training will be held at the LLCC Medical District in July.

LLCC Jacksonville has entered into a facilities usage agreement with the National Safety Council. The National Safety Council will use space at the LLCC Jacksonville Campus in August, September, and October.

The Continuing, Corporate, and Professional Education department has entered into a contract with Nestle to provide Arc Flash Training. The training was held in April at the Nestle Facility in Jacksonville.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with McDonough County Hospital for students enrolled in the Diagnostic Medical Sonography and Cardiovascular Sonography Programs. McDonough County Hospital has facilities suitable for the educational needs of the students.

**MOTION: Move to approve the Clinical Site Agreement with McDonough County Hospital**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Microsoft Server and Campus Agreement Renewal  
**DATE:** July 24, 2024

Board approval is requested for the renewal of our Microsoft Campus Software/ Server Agreement for one year through CDW-G as part of the Illinois Community College Consortium.

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft’s Windows desktop operating systems, and Visual Studio development software for our faculty, staff, and students. Microsoft 365 A5 subscription, which includes Teams Voice and all individual online services such as Office, Exchange, and SharePoint, is included as well.

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers.

**Budget Impact:**

Total Funds Requested:	\$121,948.06
Source of Funds:	Operating Fund: \$49,942.06
	LPS: \$72,006.00
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Microsoft software products are critical to college operations. They are used to provide services to our students and are important tools for instruction.

**How will proposed agenda item be measured?**

The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.

**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:	\$53,998.90	
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 smooth operation of the institution, and to improve learning.

**MOTION: Move to approve the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost of \$53,998.90.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Turnitin - Similarity and Originality Reporting Enterprise License

**DATE:** July 24, 2024

Board approval is requested for a three-year contract for Turnitin Similarity and Originality Reporting Enterprise license, a plagiarism prevention system that integrates with Canvas learning management system to protect against copy/paste plagiarism, student collusion, and research misconduct. Originality reporting within the Turnitin system, an AI writing detection system, provides support in ensuring originality of student work. The integration of a plagiarism prevention system with Turnitin Similarity was originally approved through the FY22 budget and planning process, and the addition of Originality Reporting was approved as part of the 25 budget and planning process.

FY2025	\$ 14,952.71 (Similarity \$11,505.71, Originality \$3,447.00)
FY2026	\$ 15,849.87 (Similarity \$12,196.05, Originality \$3,653.82)
FY2027	\$ 16,642.36 (Similarity \$12,805.85, Originality \$3,836.51)
Total Funds	\$ 47,444.94

**Budget Impact:**

Total Funds Requested: \$47,444.94  
 Source of Funds: Operating Fund  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Using Turnitin will support writing assignments through verification of academic integrity while also serving as a teaching tool for students still learning the importance of original writing.

**How will proposed agenda item be measured?**

Monitoring system data and reviewing originality report data.

**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:** Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

**DATE:** July 24, 2024

The following is a proposed revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. The College’s Chemical Hygiene Officer has reviewed this board policy and its procedures and has recommended these changes to strengthen the protocols that govern the handling of hazardous materials and chemicals.

***Policy Statement:***

*All hazardous ~~materials and toxic~~ chemicals utilized on campus shall be stored and disposed of properly.*

*A training program shall be established for all employees who may come in contact with hazardous materials.*

*Formal plans for exposure control and chemical hygiene shall be developed which include minimally:*

- *safety procedures for work areas, classrooms, and laboratories*
- *identification of responsibilities of **the college**, employees and students*
- *identification of hazards*
- *procedures to follow in the event of ~~accident~~ **accidental release or exposure** and:*
- *annual training programs*

These changes were presented last month for a first reading and are submitted for Board approval this evening.

**MOTION: Move to approve revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene.**

**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.

**MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2025 Operating Budget.**

**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**

- **Cass Gymnasium** (Cost \$7,620,000):
  - 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.
  - Renovate Lockers Rooms in the Lower Level.
  - Renovate office area in Main Level
- **Jacksonville** (Cost: \$1,920,000):
  - Renovate/Reconfigure spaces to allow for the enclosure of a Classroom Space.
- **Litchfield** (Cost: \$125,000):
  - 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.
- **Medical District** (Cost: \$2,825,000):
  - 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

- **Menard Hall** (Cost: \$24,125,650):
  - 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.
  - Renovate Lower Level to enlarge Student Life & Government offices, relocate Information Technology department offices, and upgrade Student Union, Logger Lair, Foodservice spaces.
  - 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).
  
- **Millennium Center** (Cost: \$9,567,060):
  - Renovate Main Level to relocate Human Resources suite and the Foundation / Advancement Office suite / Career Center, collaborative classroom and meeting spaces.
  - Renovate Upper level to relocate Adult Education and Community Education, collaborative classroom space, computer labs.
  
- **Sangamon Hall** (Cost: \$35,571,000):
  - Renovate Library and provide larger Collaborative Classrooms and student lounge and group study space.
  - 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.
  - Renovate Lower Level of Sangamon North to provide additional Library seating/study on this level, and space reconfiguration and upgrades for Center for Academic Success, the Writing Center, and Math Tutoring. In addition to these functions, the Academic Innovation & e-Learning Department will be expanded and reconfigured on this level and a Recording Studio along with Virtual Reality (VR) Studios will be created.
  
- **Trutter Center** (Cost \$207,000):
  - Renovate former Museum space to create flexible classrooms / meeting spaces to support Adult Education and Community Education programs.

## **New Construction**

- **Child Development Center** (Cost \$10,320,000):

- 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.
- **Conference Center (Cost \$15,298,000):**
  - 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 provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence the projects are administered by the Capital Development Board on the college’s behalf. This year, the requests are due by August 1st. The projects listed below are included in the Facilities Master Plan presented to the Board of Trustees tonight.

At this time, we are recommending the below long-term priority projects be submitted for state funding. The total estimated cost for each project reflects construction, design and engineering fees, contingency, furniture, equipment, and the CDB Construction Administration Fee in 2026 dollars. Note that these estimated project totals vary from the Master Plan totals due to an escalation factor that is allowed by ICCB/CDB. The recommended projects are as follows (listed in priority order):

1. **MENARD HALL AND SANGAMON HALL RENOVATIONS**  
 Master Plan 2024, Long-Term Priority Project - Phase A: Project will consist of renovating the Main and Upper Levels of both buildings to improve student services and college function. The renovation in Menard Hall will include Main Level Finance and VP Suite and Upper-Level renovations to Faculty, Dean’s and Adjunct Offices. The renovation in Sangamon will include Main Level Faculty Offices and Upper-Level Faculty and Dean’s Offices.

<b>Total Cost Estimate</b>	<b>State Share (75%)</b>	<b>LLCC Share (25%)</b>
\$10,100,000	\$7,575,000	\$2,525,000

2. **SANGAMON HALL AND CASS GYMNASIUM RENOVATIONS**  
 Master Plan 2024, Long-Term Priority Project - Phase B: Project will consist of renovating the Main Level and Lower Level at Sangamon Hall and Main and Lower Levels of Cass Gymnasium to improve Library and academic functions as well as athletic support spaces. The scope in Sangamon Hall

will include a complete renovation of the Main Level Library and classroom spaces. Lower-Level renovations in Sangamon Hall include AIEL, Tutoring, Writing Center, Math Center, and Library seating and study area. The renovation in Cass Gymnasium will include additional offices on the Main Level and a complete renovation of the Lower Level for updated locker rooms and support/storage needs. Cass Gymnasium will also have an addition to the North side of the building for multi/purpose practice space and additional storage needs.

<b>Total Cost Estimate</b>	<b>State Share (75%)</b>	<b>LLCC Share (25%)</b>
\$24,500,000	\$18,375,000	\$6,125,000

**3. NEW CHILD DEVELOPMENT CENTER**

Master Plan 2024, Long-Term Priority Project - Phase C: Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing CDC. 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.

<b>Total Cost Estimate</b>	<b>State Share (75%)</b>	<b>LLCC Share (25%)</b>
\$10,800,000	\$8,100,000	\$2,700,000

**MOTION: Move to authorize the request for state funding for fiscal year 2026 of the projects defined herein.**

***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)  
 Accounts Receivable/Collection Specialist (FT)  
 Administrative Assistant to the Dean, Arts & Communication (FT)  
 Building Custodian (FT)  
 Child Development Assistant (FT)  
 Education Services Representative, LLCC Jacksonville (PT)

**Professional**

Instructional Designer – 2 (FT)  
 Student Success Coach I (FT)

**Administrator**

Director, Athletics  
 Program Director, Medical Laboratory Technician

**Full-time Faculty**

Commercial Electrical/Industrial Maintenance Instructor  
 Construction Technologies Instructor

**NEW HIRES**

Delaney Patton	Nursing Skills Lab Professional	08/01/2024
Hannah Smith	Police Officer	07/01/2024

**PROMOTIONS**

Tiffany Luxner	Database & Financial Reporting Analyst	07/01/2024
Kassie Thompson	Accounting Specialist	07/01/2024

**RESIGNATIONS**

Zachary Norris	Building Custodian	07/02/2024
----------------	--------------------	------------

**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 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 25<sup>th</sup>, 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 under way.

**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 July 2024.

**Restricted O & M**

**Construction Training Lab**

The project is under way.

**EDA Cares Act Grant**

**Renovate and Expand Campus Training Facilities**

Construction bids will be received on July 31<sup>st</sup>. We plan to bring bid results for approval at the August Board Meeting.

**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**

Construction bids will be received on July 30th. We plan to bring bid results for approval at the August Board Meeting.

## **Excess PHS & 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.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Information Security Program

**DATE:** July 24, 2024

The Information Security Program Annual Update FY2024 is provided to you this evening.

### AGENDA MASTER CALENDAR

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

## ***V. Strategic Discussion***