
LLCC Board of Trustees Regular Meeting

August 28, 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
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, 2024
- 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. Reinstatement to Board Policy 1.6 and Revision of Board Policy 1.7 and 1.25
- B. Academic Services Division Items
- 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
 - d. Discussion of Issuing Bonds to Complete Phase 1 of Master Plan
 - 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. Academy of Lifelong Learning

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

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 28, 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 July, 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 months ending June 30, 2024, and July 31, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2024 and ratify the June 30, 2024, and July 31, 2024, Treasurer's Report.

AGENDA ITEM II.C.2**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	AccredX Conference	Indianapolis, IN	Professional Development	\$2,841
Watkins, Adam	Study Abroad Conference	Rome, Italy	Professional Development	\$4,484
Butzow, Dean	National Council of Geographic Education Conf.	Tempe, AZ	Professional Development	\$2,587
Clevenger, Julie	International College Learning Center Assoc Conf.	Salt Lake City, UT	Professional Development	\$2,329
Elliott, Tiffany	International College Learning Center Assoc Conf.	Salt Lake City, UT	Professional Development	\$1,965
Kruse, Kyla	NCMPR District 3 Conference	Cleveland, OH	Professional Development	\$1,614
O'Brien, Hannah	NCMPR District 3 Conference	Cleveland, OH	Professional Development	\$1,614

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary and O & M Restricted Funds

DATE: August 28, 2024

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. To close out the books for auditing purposes the transfers have been completed and Board ratification is requested.

At the February 28, 2007, meeting of the Board of Trustees, the establishment of a \$3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2024 in the amount of \$341,552.

Program support for Child Development Center and Community Education was budgeted in the Education Fund in the FY 2024 Budget. A transfer of \$322,082 was made on June 30th from the Education Fund to the Auxiliary Fund.

Transfers were made on June 30th from the Education Fund to the Restricted Fund totaling \$4,350,112 and to the Operations & Maintenance Restricted Fund totaling \$7,500,000.00. Transfers were made on June 30th from the Operating and Maintenance fund totaling \$775,000 to the Restricted Fund. The primary purposes of these transfers are to assist the College in providing for replacement of institutional equipment and furnishings, add to the Operating Sustainability, Activity Fee, Institutional Construction, Technology Initiatives.

MOTION: Move for ratification of the attached resolution permanently transferring from the Education Fund \$7,500,000 to Operations and Maintenance Restricted Fund, \$322,082 to the Auxiliary Fund, \$4,350,112 to the Restricted Fund and from the Operations and Maintenance Fund \$341,552 to the Operations and Maintenance Restricted Fund and \$775,000 to Restricted Fund.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Consortium of Academic and Research Libraries in Illinois (CARLI) Membership Fees and Electronic Resource/Service Purchases for Library

DATE: August 28, 2024

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's primary academic library consortium and acts as the Library's broker for database, electronic journal, electronic book, and streaming media purchased content. CARLI also provides the Library's unified management system (I-Share and Alma) and other resource services. This blanket purchase order represents the membership fee for the consortium, the I-Share assessment fee for the library unified management system, and 28 electronic resources and services.

Budget Impact:

Total Funds Requested: \$101,963
Source of Funds: Operational Funds
Projected Revenue: N/A
Projected Savings: N/A

Return On Investment: For each dollar invested in CARLI activities in FY23, LLCC's return was \$2.36 in services and resources. This is a \$0.25 per dollar increase from FY22.

Student Learning Impact:

How will proposed agenda item impact student learning?

Students can access reputable and scholarly information through electronic resources provided through the Library. Subscribing to electronic resources allows all students, including remote and face-to-face students, the same opportunities of accessing information for learning and enrichment.

How will proposed agenda item be measured?

Electronic resource usage statistics are regularly collected and evaluated. Library faculty members assess the effectiveness and usefulness of online

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 Purchases for Library

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
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students can access reputable and scholarly print and electronic books for research and information needs through the Library. All information resources purchased by the Library support LLCC's curriculum.

How will proposed agenda item be measured?

Review usage data and compare list prices of books purchased with discounted prices.

MOTION: Move to approve the purchase order in the total amount of \$85,320 for buying print and electronic books throughout FY25 from YBP.

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 28, 2024

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

The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an Intergovernmental Agreement with the Illinois Department of Children and Family Services. DCFS will rent space at the LLCC Medical District location during FY2025.

MOTION: Move to ratify the Intergovernmental Agreement with the Illinois Department of Children and Family Services for no more than \$19,999.

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.)	\$ 33,600
Network Administrator Conversion Fee	\$ 10,000
Total	\$ 43,600

By contracting the above services, LLCC will gain access to senior level Network Administration and Engineering through March of 2026 (480 hrs), and the right to hire a Network Administrator through a conversion fee.

Budget Impact:

Total Funds Requested: \$43,600
Source of Funds: Operational
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Help support the operation of the college.

How will proposed agenda item be measured?

Improving reliability and security of the college's computer network.

MOTION: Move to approve the contract with RL Canning for Network Administration Services for \$43,600.

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
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Help support the operation of the college by increasing our students' persistence and completion rates and resolving barriers to enrollment.

How will proposed agenda item be measured?

Improving student enrollment and retention rates.

MOTION: Move to approve the contract with Coastal Cloud for Salesforce support, consulting, and developing in the amount of \$31,200.

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 Institutional Construction Fund.

Budget Line	Grant Budget	Cost Identified	Additional Funds Needed
4. AE - Fees	\$70,000	\$70,000	\$0
5. AE - Other Services	\$23,000	\$23,000	\$0
7. Sitework - Contractor	\$265,675	\$265,675	\$0
9. Construction - Contractor	\$722,525	\$758,486	\$35,961
13. Contingency	\$36,800	\$50,000	\$13,200
Revised Budget Total	\$1,118,000	\$1,167,161	\$49,161

Budget Split	Total Amount	Percent
HUD - Community Project Funding	\$1,118,000	96%
Lincoln Land Community College	\$49,161	4%
Total Adjusted Project Budget	\$1,167,161	100%

MOTION: Move to approve the budget increase in the amount of \$49,161 for the CPF Grant Funded Project for Truck Driver Training Expansion at the Main Campus.

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.

Sealed proposals were requested for the Truck Driver Training Expansion Project and were received at the Construction Manager’s Office on July 30, 2024. The bid information and request for authorization to award the contract was submitted to the HUD on August 12th. Your recommendation of award is required to complete the process.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate Bid #1 (Clean Existing Joints)	Alternate Bid #12 (Patch Existing Concrete)
Kinney Contractors Inc. Raymond, IL	\$1,174,800	\$27,500	\$8,500
S&W Contractors of Illinois, Inc. Riverton, IL	\$1,025,987	\$97,542	\$7,700
Sangamo Construction Company Springfield, IL	\$1,024,161	\$41,050	\$23/LF

The following companies were issued bid documents but chose not to submit a proposal: Johnco Construction, Inc., Mackinaw, IL and Ron Furman’s Commercial Sweeping & Paving, Cantrall, IL.

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 (\$1,024,161 Bid Amount + \$50,000 Contingency)
Source of Funds:	CPF Grant & Restricted General Institutional Construction Fund
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 Base Bid in the amount of \$1,024,161 from Sangamo Construction Company and to establish a project contingency in the amount of \$50,000, for an aggregate amount of \$1,074,161.00 to complete the Truck Driver Training Expansion Project at LLCC's Main Campus.

MEMORANDUM

AGENDA ITEM II.I.3

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. Your recommendation of award is required to complete the process.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate Bid #1 (Concrete Drive South Side of Storage Building)
CAD Construction, Inc. Tremont, IL	\$5,495,500	\$79,100
Johnco Construction, Inc. Mackinaw, IL	\$4,918,000	\$79,000
Limbaugh Construction Co., Inc. Granite City, IL	\$6,115,978	\$78,125

The following companies were issued bid documents but chose not to submit a proposal: CCC Design-Build - CCC Holdings, Tinley Park, IL; O’Shea Builders,

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:	Economic Development Adjustment Assistance – CARES Act Grant and Restricted Funds
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 Base Bid in the amount of \$4,918,000 and Alternate Bid #1 in the amount of \$79,000 from Johnco Construction, Inc. and to establish a project contingency in the amount of \$185,602, for an aggregate amount of \$5,182,602 to complete the Renovate and Expand Campus Training Facilities Project at LLCC’s Main Campus pending EDA review and authorization to award the contract.

III. Action Agenda

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.

As the new regulations have already gone into effect, I am requesting that first reading of these policies be waived as all changes are directly related to compliance with applicable law.

Board Policy 1.6 – Non-Discrimination

Policy Statement

Lincoln Land Community College shall not discriminate against any student, employee, prospective employee, or any other person ~~on the basis of~~ because of their actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation, pregnancy, order of protection status, unfavorable discharge from military service or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. As such, it will not tolerate derogatory references by any student or employee with respect to differences regarding any such protected status. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The College shall designate a compliance officer to assure compliance with these provisions.

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 there has been unreasonable denial of an educational benefit due to such student's religious belief or practices may seek redress through the Student Grievance and Appeals Process as provided in Board Policy 5.40.

Legal citation:

775 ILCS 5/1-101, et seq.

110 ILCS 110/0.01

Board Policy 1.7 – ~~Sexual Harassment, Other~~ Prohibition of Harassment & Discrimination

Policy Statement:

Lincoln Land Community College (the “College”) is committed to maintaining a learning and working environment that is free from ~~sexual harassment and all other~~ forms of harassment and discrimination against a person because of their actual or perceived race, color, national origin, ancestry, religion, ~~sex, gender,~~ age, physical or mental disability, marital status, ~~pregnancy,~~ order of protection status, military status, unfavorable discharge from military service, political affiliation, ~~sexual orientation or~~ any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws. ~~In accordance with Illinois law, the College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. The College shall not discriminate against any current or prospective student or employee, or any other individual based on the aforementioned statuses and prohibits any form of harassment or discrimination in the learning and working environment, at any College sponsored events, and in all admissions and employment activities. For the purposes of this policy, the “learning and working environment” is not limited to a physical location to which an employee is assigned to perform his or her duties or a student is accessing instruction and/or resources. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent sexual harassment or any other form of harassment or discrimination.~~

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1975 and the Illinois Human Rights Act. Any individual who believes they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit based on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Claims of discrimination on the basis of sex that fall under Board Policy 1.25 – Prohibition of Sex Discrimination should be pursued under that policy and its accompanying procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The preponderance of evidence shall be used in

determining whether a violation of this policy has occurred. Retaliation for making a good-faith 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 up-to-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 well 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 in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-biased discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex discrimination will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

~~Lincoln Land Community College (the “College”) shall maintain a learning environment that is free from sexual violence, dating violence, domestic violence, and stalking (hereinafter collectively referred to as “sexual violence”). Sexual violence jeopardizes the physical and emotional welfare of the College’s students, diminishes individual dignity, and interferes with educational, social, and employment opportunities. Sexual violence is, therefore, expressly prohibited. The accompanying procedure for this policy sets forth the manner in which the College shall proceed once it is made aware of student sexual violence in accordance with the College’s institutional values and its legal obligations under Title IX, the Illinois Preventing Sexual Violence in Higher Education Act, and other relevant laws. Standards of appropriate sexual conduct shall apply equally to all~~

~~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 and 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.~~

~~H. — *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~~

~~undertaken via electronic means or methods):~~

- ~~1. Recording any person engaged in sexual or intimate activity without that person's consent.~~
- ~~2. Distributing sexual information, images, or recordings about another person without that person's consent.~~
- ~~3. Recruiting, harboring, or transporting another person for the purpose of sexual exploitation.~~
- ~~4. Inducing incapacitation in another person with the intent to engage in sexual misconduct.~~

~~C. Dating/Domestic Violence~~

~~Dating/domestic violence is intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone who is in a relationship with that person. In addition to offensive physical or sexual contact, dating/domestic violence may include psychological or emotional abuse.~~

~~For the purposes of this policy, dating violence may occur between persons who have or have had a dating relationship or persons who have or have had a social relationship of a romantic or intimate nature.~~

~~Domestic violence may occur between persons who are current or former spouses or domestic partners, intimate partners or dating partners who share or formerly shared a common dwelling, or persons who have a child in common.~~

~~D. Stalking~~

~~Stalking is a course of conduct that generally involves following a person on two or more occasions in circumstances that would cause such person to reasonably fear for his or her safety and may include.~~

- ~~1. Entering or remaining on or near a person's property, vehicle, or place of employment.~~
- ~~2. Being or remaining in close proximity to a person.~~
- ~~3. Monitoring or conducting surveillance of a person.~~
- ~~4. Giving unwelcome gifts or objects to a person.~~
- ~~5. Engaging in other repetitive contact is reasonably deemed to be unwelcome.~~

~~All forms of sexual violence/misconduct identified in this policy are also~~

~~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 Designer	08/01/2024

PROMOTIONS

Cathy Huffman	Assistant Director, Career Center	08/12/2024
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RESIGNATIONS

Christina Courier	Program Assistant, Aviation	08/15/2024
Binh Trinh	Information Technology Specialist	08/16/2024

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 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.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

<p style="text-align: center;">SEPTEMBER 2024</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/24 	<p style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/16/24 at LLCC Medical District 	<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/20/24 	<p style="text-align: center;">DECEMBER 2024</p> <ul style="list-style-type: none"> • Adopt CY24 Property Tax Levy • Board Meeting 12/16/24
<p style="text-align: center;">JANUARY 2025</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/22/25 	<p style="text-align: center;">FEBRUARY 2025</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/26/25 	<p style="text-align: center;">MARCH 2025</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/26/25 	<p style="text-align: center;">APRIL 2025</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/23/25
<p style="text-align: center;">MAY 2025</p> <ul style="list-style-type: none"> • Gala 5/3/25 • Student Recognition • Employee Recognition • Commencement 5/16/25 • Board Meeting 5/28/25 	<p style="text-align: center;">JUNE 2025</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/25/25 	<p style="text-align: center;">JULY 2025</p> <ul style="list-style-type: none"> • FY26 Tentative Budget • Board Meeting 7/23/25 	<p style="text-align: center;">AUGUST 2025</p> <ul style="list-style-type: none"> • Board Meeting 8/27/25

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.