
LLCC Board of Trustees Regular Meeting

September 25, 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**

**PUBLIC HEARING ON FY2025 COLLEGE BUDGET
WEDNESDAY, SEPTEMBER 25, 2024
5:30 P.M.**

**AGENDA
REGULAR MEETING**

Immediately Following Public Hearing on the Budget
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the September 25, 2024 Meeting
- D. Introductions and Recognition
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of August 28, 2024
- B. Ratify Payment of All Cash Disbursements for August and the August 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. Diesel Technology Tractor
 - 2. Elderhostel
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Angle Coaching & Communications LLC
 - 3. E2E Advising
 - 4. Entrinsik Enrole SaaS Implementation
 - 5. Digital Marketing Vendor Selection
- G. Monthly Grant Status Report.
- H. Facility Leases
- I. Construction Items
 - 1. Approval of Grant Funded Project – Child Development Center Solar

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items

- D. Administrative Services Division Items
 - 1. FY 2025 Budgets
 - 2. Adoption of Debt Certificate Resolution
 - 3. Underwriter & Placement Agent Recommendation for the College's Series 2024 Debt Certificates
- E. Information Technology Items
 - 1. Six-Year Colleague Modernization Contract to Upgrade to Colleague SaaS Service
- 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. Faculty Tenure and Continuing Employment Recommendations
- C. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval of Faculty Tenure and Continuing Employment Recommendations

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 August and the August Treasurer's Report

DATE: September 25, 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 August, 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 August 31, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during August 2024, and ratify the August 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: September 25, 2024

Name	Meeting	Location	Purpose	Amount
Sweet, Nancy	National Council for Workforce Education	Minneapolis, MN	Professional Development	\$1,982
Maskey, Cynthia	Organization for Associate Degree Nursing	Tampa, FL	Professional Development	\$2,335
Smith, Kalith + 5 Students	Honors Program Student Council	Kansas City, MO	Student Club Travel	\$8,275*
Eades, Barbara	Conference for Community College Advancement	Baltimore, MD	Professional Development	\$2,685**
Burger, Michelle	Conference for Community College Advancement	Baltimore, MD	Professional Development	\$2,385
Harmon, Andrew	Radiography Educators of the Midwest	Davenport, IA	Professional Development	\$20
Hovey, Christie	Best Practices and Innovation in CTE Conference	Portland, OR	Professional Development	\$2,328***

Hinton, Corrine	CBExchange Conference	Colorado Springs, CO	Professional Development	\$3,513
Murphy, Janelle	Radiography Educators of the Midwest	Davenport, IA	Professional Development	\$266
Murphy, Janelle	Joint Review Committee on Education in Radiologic Technology	West Burlington, IA	Site Visit	\$0****
Searcy, Scott	Special Interest Group Computer Science Education Conference	Pittsburgh, PA	Professional Development	\$2,070
Emmons, Marlene	Bard College Institute for Writing and Thinking	Annandale on Hudson, NY	Professional Development	\$2,345
Rothering, Anthony	2024 Inland Bird Banding Association Conference	Little Rock, AR	Professional Development	\$714
Lamb, Jolene +30 Students	CEW Amish Country Tour	Shipshewana, IN	Student Trip	\$16,454*****
Schierer, Misty	NCMPR District 3 Conference	Cleveland, OH	Professional Development	\$1,614*****
Alarcon, Luis	American Association of Collegiate Registrars and Admissions Officers	Boston, MA	Professional Development	\$2,166

* *Kalith Smith and Chris McDonald will also be attending. Their travel request was approved at the July Board Meeting. This request is for the five students and to use club funds.*

** *Foundation Funding*

*** *College is paying \$1,757 and Christie Hovey is paying \$571*

**** *Paid by Review Committee*

***** *Participant fees are expected to cover all costs*

***** *Misty Schierer is attending instead of Hannah O'Brien. Hannah's travel was approved last month.*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Diesel Technology Tractor

DATE: September 25, 2024

The College issued a Request for Proposal (RFP) for a diesel tractor that will be utilized in the Diesel Technology program. The RFP committee sought to balance academic and classroom teaching needs with financial value for the College. Below is a summary of the offerings and prices from vendors, ordered in the RFP review committee’s purchase preference.

Bidder	Make/Model	Price
CIT Trucks Springfield, IL	2019 Kenworth T680	\$31,468
CIT Trucks Springfield, IL	2018 International LT625	\$37,968
Truck Centers, Inc. Springfield, IL	2019 Freightliner Cascadia 126	\$55,500

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, August 25, 2024 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Arrow Trailer and Equipment Company, Springfield; Chicago Trailer Pool Corp., Chicago; Fleetco, Nashville, TN; ILoca Services, Aurora; Jim Hawk Truck Trailers, Morton; Pace Transportation Services, Indianapolis, IN; Quality Trailer Sales, Morton; Mack Trucks, Quincy; Rush Truck Center, Springfield; Springfield Tractor and Trailer Sales, Inc., Springfield; Tri-State International, Murray, KY; Penske Truck Leasing, Springfield.

Budget Impact:

Total Funds Requested: \$31,468
 Source of Funds: FFE
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students in the Diesel Technology program will have access to this truck and will be provided with a hands-on learning experience that supplements their classroom learning.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the purchase of a 2019 Kenworth T680 at the total estimated cost of \$31,468 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-05.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Lodging & Meals for Elderhostel
DATE: September 25, 2024

The College recently sought proposals to select a hotel to accommodate the Elderhostel/Road Scholar program events for the 2026 calendar year. As the Board is aware, the College has been an Elderhostel program sponsor for several years. The number of Lincoln sites and the presence locally of well-known Lincoln scholars has made “The Life and Legacy of Abraham Lincoln,” a very popular and successful program.

Criteria for selection of a hotel included availability of rooms for the program dates, meeting room space to accommodate 50 individuals, close proximity to Downtown Springfield and historical sites, as well as the cost and quality of meals.

The following is a tabulation of that proposal:

Criteria	President Abraham Lincoln Springfield
Conference Dates Available	Yes
Meeting Room Space for at least 50	Complimentary
Est. Cost of Evening Meals	Not to exceed \$40/participant
Room Rate	\$116 plus tax*
Proximity to historical sites	Located within walking distance. No other transportation required.

*Prices are not guaranteed to remain firm.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, August 23, 2024, edition of the State Journal Register.

The following companies were mailed a request for proposal, but chose not to respond: The Statehouse Inn, Springfield.

Budget Impact:

Total Funds Requested:	\$100,000
Source of Funds:	Reimbursed from Elderhostel, Inc.
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This type of program offered for Elderhostel students adds a continued learning opportunity to the district's population and provides a positive economic impact to our community.

How will proposed agenda item be measured?

The number of participants and the net promoter score derived from participant evaluations.

MOTION: Move to approve entering into an agreement with the President Abraham Lincoln Springfield for lodging and meal accommodations for the Elderhostel 2026 Program Year, renewable in one-year terms through the 2027 & 2028 Program Years as per the terms, conditions, and specifications of Request for Proposal #FY2025-04.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: September 25, 2024

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

The Culinary Institute has entered into a contract with Agrisompo to provide a Culinary Team Building Class. Approximately 18 Agrisompo employees will attend at the Workforce Careers Center in September.

The Continuing, Corporate, and Professional Education Department has entered into a contract with SIU to hold a virtual Employability Skills Training. The training will be held for approximately 20 people in December.

LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will use rooms and facilities at the LLCC Jacksonville Campus between November and January.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Office of the Senate President to provide Microsoft Office Training. Approximately 56 people will be trained in September.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Naperville Community Unit School District 203 for students enrolled in the College's Occupational Therapy Assistant Program. Naperville Community Unit School District 203 has facilities suitable for the educational needs of the students.

MOTION: Move to approve the Clinical Site Agreement with Naperville Community Unit School District 203.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Angle Coaching & Communications LLC
DATE: September 25, 2024

Board approval is requested to contract with Angle Coaching & Communications LLC to provide curriculum and instruction for the Small Business Leadership Development Bootcamp taking place throughout FY25.

Budget Impact:

Total Funds Requested:	\$43,900
Source of Funds:	Noncredit Workforce Training Initiative Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have quality instruction aligned with their learning goals.

How will proposed agenda item be measured?

Curriculum and instruction delivered according to program schedule.

MOTION: Move to approve the contract with Angle Coaching & Communications for leadership training not to exceed \$43,900.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: E2E Advising
DATE: September 25, 2024

Board approval is requested for a one-year software agreement with E2E Advising. This advising management software will allow advisors and students to use appointment scheduling, online booking, student self-check-in kiosks, and queue and case management.

Budget Impact:

Total Funds Requested:	\$31,500
Source of Funds:	Operating
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

E2E Advising will provide advisors and students with critical advising appointment management tools.

How will proposed agenda item be measured?

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

MOTION: Move to approve the one-year agreement for E2E Advising at a total cost of \$31,500.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Entrinsik Enrole SaaS Implementation

DATE: September 25, 2024

Approval was obtained from the Board Chair to contract with Entrinsik to implement Enrole SaaS to manage class scheduling and student registration for Community Education, LLCC Medical District and Workforce programs. Implementation and license cost is \$67,900. Ratification of this implementation is requested this evening.

Enrole plus Integrated Add-Ons ~20 Staff Users	One Time Fees	Annual Subscription Support Fees
Enrole Platform	\$ 17,500	\$ 21,100
Canvas Integration	\$ 2,000	\$ 1,000
Colleague Connector Integration	\$ 12,000	\$ 5,500
40 hrs. Additional Services, Discounted	\$ 8,800	No Expiration
Total	\$ 40,300	\$ 27,600
Total Initial Cost	-	\$ 67,900

Budget Impact:

Total Funds Requested: \$67,900
 Source of Funds: Operating Funds
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Entrinsik Enrole SaaS will allow the college to provide better class management and enrollment services for prospective and current students in programs and classes offered by Community Education, LLCC Medical District and Workforce.

How will proposed agenda item be measured?

Student enrollment and student engagement in Community Education, LLCC Medical District and Workforce programs.

MOTION: Move to ratify the contract with Entrinsik for Enrole SaaS implementation at a total cost of \$67,900.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Digital Marketing Vendor

DATE: September 25, 2024

The college recently advertised and received responses to a Request for Proposal for Digital Marketing Services for a 10-month period covering October 2024 through July 2025. The bid provides for a single year renewal option that would potentially cover July 1, 2025 through June 30, 2026. Digital marketing services to be provided to the college include social media, search engine marketing and online advertising.

Respondents and their prices are detailed below:

Vendor	Management Fee	Total Cost
GradComm	15%	\$47,300
Adtaxi	25%	\$65,000
ManicZ	5%	\$90,000
Clarus	28%	\$50,500

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Tuesday, August 6, 2024, edition of the Springfield State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Up&Up, Grand Rapids, MI; Paskill, Glenside, PA; Caylor Solutions, Indianapolis, IN.

The Vendors were evaluated based on the following criteria:

- Familiarity with result driven community college digital marketing campaigns
- Experience with using digital media marketing approaches for reaching prospective students, as well as difficult target audiences such as prospective under-served and non-traditional students
- Expertise in driving traffic to various landing pages, establishing re-targeting campaigns for college websites and increasing the number of online enrollment applications

- Provided monthly recap report of metrics that illustrate results of the campaign and recommendations for improved results
- Real-time online dashboard
- Experience with Illinois Community Colleges
- Additional available services

Each firm possesses the needed skills to supply digital marketing services for the college. The final decision came down to demonstrated results, experience with data reporting, amount of media spend and management fees.

Budget Impact:

Total Funds Requested:	\$47,300
Source of Funds:	Operating Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning? Digital marketing increases the knowledge and awareness of college programming and learning opportunities and enhances engagement with perspective students, clarifying avenues to reach their educational goals.

How will proposed agenda item be measured? By monitoring campaign effectiveness through a real-time online dashboard and monthly recap reports of metrics that illustrate the results of the campaign and recommendations for improved results.

MOTION: Move to engage GradComm for the College's digital marketing services for October 2024 through July 2025 for a total cost of \$47,300.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Monthly Grant Status Report
DATE: September 25, 2024

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

Administrative Services seeks ratification for the IGEN grant. Funds will be used to support the installation of solar array at the Child Development Center.

MOTION: Move to ratify the IGEN grant award in the amount of \$125,810.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Child Development Center Solar

DATE: September 25, 2024

Tonight, we are asking you to approve an Illinois Green Economy Network (IGEN) project for installation of a solar array at the Child Development Center. This project has been made possible by the award of an IGEN grant in the amount of \$123,818. We will supplement the project with Restricted Solar Incentive Funds of \$125,810 to achieve a total project budget of \$249,628. The project will consist of installation of a 53kW ground mount solar array at the Child Development Center (CDC) on the Main Campus in Springfield. The solar array will include 106 solar panels, 4 inverters, AccuEnergy monitoring, and ground cover under the solar array. The solar array will offset approximately 96% of the electrical usage at the CDC. Match total will be offset by Direct Pay - 30% ITC, \$63,171 (claimed at project completion) and Illinois ABP Incentive, \$44,639 (paid out over 15 years).

Budget Impact:

Total Funds Requested: \$125,810
Source of Funds: Restricted Solar Incentive 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 and leisure activities take place.

How will proposed agenda item be measured?

Each of these projects 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 Child Development Center Solar project at the Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fiscal Year 2025 Budgets

DATE: September 25, 2024

Included under separate cover is the final draft of the Fiscal Year 2025 Operating Budget. There have been no changes to the Tentative Budget except for updating FY2024 fund balances at year end. The FY 2025 Final Operating Budget in draft form, is balanced and provides for revenues of \$57,739,403 and expenditures of \$57,739,403.

The tax levy that will come before the Board in December of 2024 will provide for the extension of property tax in the calendar year 2024. In accordance with GASB 34, the FY 2025 budget reflects 50% of the revenue from the calendar year 2023 levy as well as 50% of the projected revenues from the calendar year 2024 levy.

Budgets are also included for the following funds, which are supported by the annual tax levy:

- Liability Protection & Settlement (Fund 12) is used to fund insurance, risk management, safety and security expenditures.
- Audit (Fund 11) provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety annual tax levy funds and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self-sufficient, such as the bookstore, food service, LLCC-Medical District, Child Development Center and Community Programming.

- Employee Benefit (Fund 16) serves as the College’s self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state grants, federal grants and internal College restrictions.
- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the “internal bank” which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2025 Final Budget includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations & Maintenance Restricted Fund and Restricted Purposes Fund which all have sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

MOTION: Move (1) to adopt the attached resolution approving the FY 2025 Operating Budget and (2) to approve the FY 2025 Capital Budget as presented.

FISCAL YEAR 2025 BUDGET RESOLUTION

WHEREAS, the Board of Trustees of Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and

WHEREAS, the Secretary of said Board of Trustees has made such budget in tentative form conveniently available to public inspections for at least 30 days prior to final action thereon; and

WHEREAS, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 25, 2024; and

WHEREAS, report availability for public inspection on such budget and of such public hearing was given by publication in (a) newspapers published in said district at least 30 days prior to the time of such hearing; and

WHEREAS, it appears that all legal requirements for the adoption of such budget have been done and performed;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the fiscal year for the district is declared as being July 1, 2024 and ending June 30, 2025.

Section 2. That the budget containing a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year is adopted as the budget for this district for the aforesaid fiscal year, a copy of said budget being attached hereto and by reference made a part hereof.

Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

AGENDA ITEM III.D.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adoption of Debt Certificate Resolution

DATE: September 25, 2024

As we discussed in the August Board meeting, the process for the College to sell bonds must occur over a series of Board meetings. The first step in this process is the adoption of the Debt Certificate resolution to authorize the sale of Debt Certificates. The proceeds the College receives from the sale of the Debt Certificates will allow us to complete the renovations outlined as short-term projects in the updated Master Plan. These renovations encompass nearly 73,000 square feet and include work in Menard Hall, Sangamon Hall, the Trutter Center, and the Millennium Center.

MOTION: Move to approve the adoption of a resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving, renovating, repairing, equipping, and constructing additions to, existing buildings of the District, and authorizing and providing for the issue of not to exceed \$30,300,000 General Obligation Debt Certificates (Limited Tax), Series 2024 of the District evidencing the rights to payment under an Installment Purchase Agreement, prescribing the details of such Agreement and Certificates, and providing for the security for and means for payment under the Agreement of the Certificates.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Underwriter & Placement Agent Recommendation for the College’s Series 2024 Debt Certificates

DATE: September 25, 2024

On September 4th PMA, on behalf of the College, sent a request for proposals (“RFP”) for placement agent services for the sale of the District’s Series 2024 Debt Certificates to three firms. All three firms submitted proposals by the September 12th deadline, which were thoroughly reviewed by our team. The following criteria were evaluated in each proposal:

1. Fees
2. Outreach to potential purchasers
3. Indicative interest rate for the Debt Certificates

Provided below is a summary of the fees for each firm:

Placement Agent	Proposed Fee (per \$1,000)	Total Fee for 2024 Certificates*
Mesirow – Placement	\$0.59-\$0.76	\$17,259-\$22,876
Mesirow – Limited Offering	\$0.76	\$22,876
JP Morgan	Flat Fee	\$60,000
Stifel	Flat Fee	\$15,000

Stifel’s fees are the lowest at \$15,000. While it is important to understand each firm’s fee proposal, the more significant variable is its ability to secure the lowest possible interest rate for the College. The Debt Certificates can ultimately be sold through one of two processes – a private placement or a limited public offering. Both will make the Debt Certificates available to a limited number of investors, but the official role of the firm engaged to sell them is different in each scenario. In a private placement the selected Placement Agent Proposed Fee (per \$1,000) Total Fee for 2024 Certificates* Mesirow - Placement \$0.59 - \$0.76 \$17,759 - \$22,876 Mesirow - Limited Offering \$0.76 \$22,876 JP Morgan flat fee \$60,000 Stifel flat fee \$15,000 firm is known as an underwriter and during a limited offering it is called a placement agent. Based on our review of the proposals Mesirow’s approach to selling the Debt Certificates as a limited offering will generate the lowest interest cost for the College. Neither Stifel nor JP Morgan offered a limited offering scenario.

The estimated interest costs from the proposals are as follows:

Placement Agent	Estimated Interest Cost on Funding Date (if Indicative Rate was provided)
Mesirow – Placement	\$342,388
Mesirow – Limited Offering	\$266,301
JP Morgan	\$342,388
Stifel	\$418,474

As a limited offering, we anticipate the College's total borrowing cost will be the lowest with Mesirow as the underwriter. Please note, however, that the final interest rate will not be determined until the Debt Certificates are sold on October 30th. Headquartered in Chicago, Mesirow is a top-ranked underwriter and placement agent of municipal bonds in Illinois. PMA recommends that the College select Mesirow as underwriter/placement agent for its Series 2024 Debt Certificates at fee of \$22,876. Should market conditions evolve over the next several weeks such that switching to a private placement is warranted, based on the indicative rate feedback the College's total borrowing cost would still be less than the other two firms with Mesirow's engagement.

MOTION: Move to select Mesirow's Limited Offering proposal to serve as the College's Underwriter/Placement Agent for the Series 2024 Debt Certificates at a fee of \$22,876.

AGENDA ITEM III.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Six-Year Colleague Modernization Contract to Upgrade to Colleague SaaS Service

DATE: September 25, 2024

Board approval is requested for a six-year license Colleague Modernization contract with Ellucian to upgrade to the Colleague SaaS Service in the amount of \$4,648,817. The new Modernization contract replaces the existing License Exchange model adopted on May 27, 2021, for the on-premises Colleague ERP system with a subscription license for the Colleague SaaS service.

The new contract will add the following new software Colleague SaaS modules and features: Ellucian Insights, Ellucian Experience, StudentForms, and Intelligent Processes. The contract will continue to include the existing Colleague ERP System modules and systems on the SaaS Colleague service: Colleague Enterprise, Colleague Student & Financial Aid, Colleague Student Planning, Colleague Self-Service Financial Aid, Colleague Finance, Budget Management, Fixed Assets, Projects Accounting, Colleague Human Resources, Payroll, Position Management, and System Management. Ellucian Elevate CE/WFD Pro Plus and Unrestricted Colleague Perpetual Licenses will be terminated.

Fiscal Year	Cloud Software (5% annual increase)	Cloud Software Discounts	Professional Services	Transitioning Software	Terminating Software	Continuing Cloud Software	Totals
FY25	\$268,821*	-\$144,000	\$198,661	\$0	\$0	\$0	\$323,482
FY26	\$564,523	-\$132,500	\$331,102	\$385,382	\$27,800	\$0	\$1,176,307
FY27	\$592,749	-\$271,500	\$132,441	\$371,857	\$29,746	\$76,949	\$932,242
FY28	\$622,387		\$0	\$0	\$0	\$80,797	\$703,184
FY29	\$653,506		\$0	\$0	\$0	\$84,837	\$738,343
FY30	\$686,181		\$0	\$0	\$0	\$89,078	\$775,259
	\$3,388,167	-\$548,000	\$662,204	\$757,239	\$57,546	\$331,661	\$4,648,817

*Prorated amount (January-June 2025)

The Colleague Modernization contract will provide the college with a more reliable and capable ERP system. A SaaS environment will eliminate ERP system

administration and customization tasks. Ellucian invoices for all modules, including those from third party vendors. The college has no plans to migrate to another ERP system.

Budget Impact:

Total Funds Requested:	\$4,648,817
Source of Funds:	Operating Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Ellucian ecosystem is critical to the college operation. Colleague modules and systems allow LLCC to provide critical services to students.

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 six-year Colleague Modernization contract with Ellucian to upgrade to the Colleague SaaS Service in the amount of \$4,648,817.
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IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: September 25, 2024

POSITION VACANCIES

Classified

Building Custodian – 3 (FT)
Donor Relations Coordinator (FT)
Facilities Office Coordinator (FT)
Program Assistant, Aviation (FT)

Professional

Career Coach & Internship Coordinator (FT)
Instructional Designer (FT)
Network Administrator (FT)
Student Success Coach I (FT)

Administrator

Associate Vice President, Finance (FT)
Director, Athletics (FT)

Full-time Faculty

Instructor, Construction Technologies

INTERIM ASSIGNMENTS

Steve Torricelli, Assistant Director-Athletics, will take on additional responsibilities of the vacant Director, Athletics position. This assignment will be effective September 1, 2024 and continue until the position is filled. This assignment comes with a 10% of base pay stipend.

Tiffany Sunderlin, Athletics Program Specialist, will take on additional responsibilities in Athletics while the Director, Athletics position is vacant. This assignment will be effective September 3, 2024 and continue until the position is filled. This assignment comes with a 10% of base pay stipend.

RESIGNATIONS

Denise Arias-Rogers	Purchasing Coordinator	09/18/2024
Jay Denton	Building Custodian	08/28/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: September 25, 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 substantially complete. We are awaiting completion of punchlist items and closeout documents.

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

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

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

Capital Renewal

Renovate and Expand Student Services (CDB Managed)

This project is nearly complete. We have begun to move in furniture as the contractor works on completing the project.

Restricted O & M

Construction Training Lab

The project is under way.

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

Contract documents have been submitted to the EDA. The project will start once approval of the contract documents and authorization to begin construction is received from the EDA.

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

The project is under way.

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;">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 	<p style="text-align: center;">SEPTEMBER 2025</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/24/25

V. Strategic Discussion