
LLCC Board of Trustees Regular Meeting

October 16, 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, October 16, 2024
5:30 P.M.

Lincoln Land Community College- Medical District
130 West Mason, Springfield, IL

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the October 16, 2024 Meeting
- D. Introductions and Recognition
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of September 25, 2024
- B. Ratify Payment of All Cash Disbursements for September and the September 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
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Annual Data Cookbook System Subscription and Support Services Contract
 - 3. BNW Consulting
 - 4. Master Service Agreement for Construction Management – Recommendation
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Approval of FY25 Protection, Health & Safety Projects
- 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

- A. LLCC- Medical District

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 September and the
September Treasurer's Report

DATE: October 16, 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 September, 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 September 30, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during September 2024, and ratify the September 30, 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: October 16, 2024

Name	Meeting	Location	Purpose	Amount
Murphy, Janelle +15 Students	Association of Collegiate Educators in Rad Tech	Las Vegas, NV	Student Trip	\$13,248*
Warren, Charlotte	American Association of Community Colleges	Washington, D.C.	Administrative Travel	\$2,294
Riemann, Randi	Association on Higher Education and Disability	New Orleans, LA	Professional Development	\$2,342
Gardner, Jeff	Associated Equipment Distributors Foundation Instructor's Conf.	Orlando, FL	Professional Development	\$1,746
Houseman, Rebekah	Organization for Associate Degree Nursing	Tampa, FL	Professional Development	\$1,935
Fulgenzi, Jeff	ACCT Leadership Congress	Seattle, WA	Board Travel	\$3,300
Gleckler, Bryan	Leadership Institute	Tempe, AZ	Professional Development	\$5,250

**\$1,613 from Fund 01, \$11,635 from club account.*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: October 23, 2024

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

The Culinary Institute has entered into a contract with the Illinois State Board of Education to provide a Breakfast Training Course. The course will be held in October at the LLCC Main Campus.

The Culinary Institute has entered into a contract with Christian County CEO to provide an Etiquette Program. The program was held in September at LLCC-Taylorville.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois House of Representatives to provide Microsoft Excel training. Three training courses will be held in December at the LLCC Medical District.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Jonna Phelps Consulting to provide an Alzheimer's Disease and Dementia Care Seminar. The seminar will be held in March 2025, at the LLCC Medical District.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into an affiliation agreement with the Macoupin County Department of Public Health for students enrolled in the college's Dental Assistant Program. The Macoupin County Department of Public Health has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical site agreement with Brains in Motion for students enrolled in the college's Occupational Therapy Assistant Program. Brains in Motion has facilities suitable for the educational needs of the students.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into an affiliation agreement with Mid Illinois Dental for students enrolled in the college's Dental Assistant Program. Mid Illinois Dental has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into an affiliation agreement with SSM Healthcare Corporation for students enrolled in the college's Neurodiagnostic Technology Program. SSM Healthcare Corporation has facilities suitable for the educational needs of the students.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into a contract with Steinacher Ag Group to develop and deliver the Agronomy Journey Conference for certified crop advisors. Both classroom and field training development will be held between September 2024, and August, 2025.

MOTION: Move to approve the affiliation agreement with Macoupin County Department of Public Health, the clinical site agreement with Brains in Motion, the affiliation agreement with Mid Illinois Dental, the affiliation agreement with SSM Healthcare Corporation and the contract with Steinacher Ag.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Annual Data Cookbook System Subscription and Support Services Contract

DATE: October 16, 2024

Board approval is requested for the annual Data Cookbook System subscription and support services, a SaaS data management platform, from iData, a leading data management firm for Higher Education.

Budget Impact:

Total Funds Requested:	\$39,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Data Cookbook builds trust in and facilitates access to the College's data, which ultimately supports the use of data when making decisions about our student experiences and what changes may be needed to help students' persistence to goal attainment.

How will proposed agenda item be measured?

Project impact will ultimately be measured by the metrics designed as the different functions (such as data quality rules, monitoring and assessment) are implemented.

MOTION: Move to approve the annual Data Cookbook System subscription and support services in the amount of \$39,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: BNW Consulting

DATE: October 16, 2024

With the redrawing of Lincoln Land Community College's District 526, the college now has fifteen state house members, and 5 state Senate members with which to work. That contact is important as we talk with them about legislation and funding that could greatly impact college operations. The need for access has grown beyond the scope of what the president and staff can do alone. Therefore, I am recommending to the board approval to hire a consultant firm for lobbying services. The firm that I recommend is BNW Consulting, LLC. Nick Williams is a graduate of Lincoln Land Community College, has extensive experience in working within state government and has built many relationships which allow us to have a better avenue to tell our story.

MOTION: Move to approve an agreement with BNW Consulting, LLC for lobbying services at the rate of \$5,000/month, commencing November 1, 2024 and continuing through October 31, 2025.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Service Agreement for Construction Management –
Recommendation

DATE: October 16, 2024

Due to the large number of in-progress and upcoming construction projects, we have determined the need for additional administrative support to streamline project schedules, improve the bidding process and limit interruptions to college activities as much as possible. With multiple projects at our various campuses, coordinating the work with multiple General Contractors (and their subcontractors) has become extremely difficult.

The college has reviewed Construction Management Services offered by Harold O’Shea Builders, Inc., d/b/a O’Shea Builders (O’Shea), Springfield, IL along with Attorney Rick Grenzebach to arrive at agreeable contract language for a Master Services Agreement (MSA). We have also discussed with architects and engineers we regularly engage for design services to best understand the process.

As a result of these discussions, we are recommending an MSA with O’Shea that would begin with the approval of this agenda item and would run through the end of 2025. We thought this length of contract to be important so we could weigh the pros and cons of the MSA. We believe O’Shea will bring value in the way of better understanding the marketplace and subcontractor schedules as well as making suggestions on constructability and coordination to maximize college funds and limit interruptions to college activities.

If approved, the MSA will be utilized by the Construction Management Office noting the following:

- The cost of O’Shea’s services will be determined by project amendments that will come to the board for approval.
- The services provided under the MSA are of a professional character and all “brick and mortar” work will be subject to competitive bidding and performed by subcontractors and vendors. O’Shea will (in essence) replace the need for a General Contractor on projects and will not self-perform any work.
- By accepting this agreement, the administration and board maintain the ability to use our traditional bidding methods should we choose. The college will

decide which projects, if any, will be administered under the O'Shea MSA, and each project will be subject to an Amendment to the MSA that will require board approval.

- The college will continue to engage the services of architects and engineers to design projects as we have in the past under separate contracts and advise the college on design decisions, scope, material selection, changes in the work, closeout, etc.
- All board policies and applicable laws will continue to be followed for construction projects (including but not limited to) public advertisement for bid, prevailing wage, Title VI Civil Rights Act, apprenticeship programs, equal employment opportunity, etc.

Budget Impact:

Total Funds Requested:	N/A
Source of Funds:	N/A
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 a Master Service Agreement for Construction Management Services with Harold O'Shea Builders, Inc., d/b/a O'Shea Builders (O'Shea), Springfield, IL through December 31, 2025.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: October 23, 2024

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

Academic Services seeks ratification for the Strengthening Community College grant application. Funds will be used to support the manufacturing consortium in the development of statewide curriculum in the following career paths in manufacturing—welding, industrial maintenance, mechatronics, and machining.

MOTION: Move to ratify the grant application for the Strengthening Community Colleges Grant in the amount of \$5,750,000.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of FY25 Protection, Health, and Safety Projects

DATE: October 16, 2024

In your agenda you will find a resolution for each of the projects listed below to approve them as Protection, Health and Safety Projects. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced.

Project Title	Cost Estimate
Exterior Door Upgrades: Replace exterior doors at Trutter Center, Montgomery Hall, Millennium Center, and A. Lincoln Commons.	\$286,800
Eyewash Station Upgrades Phase 1: Replace existing eyewash stations with code compliant fixtures and upgrade plumbing as needed. Phase 1 includes high priority locations in Sangamon Hall.	\$405,400
Fire Alarm System Upgrades: Partial funding of cost share for state funded Deferred Maintenance project Fire Alarm System Upgrades on Main Campus, CDB project #810-062-030, as approved by the Board at the January 2023 meeting.	\$350,000
Interior Wayfinding Phase 2: Install new interior wayfinding in Cass Gymnasium, Millennium Center, Workforce Careers Center, Logan Hall, Montgomery Hall, Kreher Agriculture Center, Trutter Center, and Mason Hall.	\$236,700
Logan Hall Roof Replacement Remove and replace roof and upgrade drain system to remediate water infiltration issues.	\$940,500

Project Title	Cost Estimate
Main Campus Exterior & Interior Lighting Upgrade Phase 4: Upgrade exterior lighting in parking lots east and north of Cass Gym, exterior building lights at Sangamon and Menard overhang areas at the Main Campus, upgrade interior lighting in Cass Gymnasium and Murray Art Gallery to LED and connect to lighting control system.	\$280,600
Total PHS Projects	\$2,500,000

Budget Impact:

Total Funds Requested: \$2,500,000
Source of Funds: Protection, Health and Safety 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 resolutions authorizing the above listed projects to be undertaken as Protection, Health and Safety (PHS) projects for Fiscal Year 2025.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: October 16, 2024

POSITION VACANCIES

Classified

Building Custodian – 3 (FT)
Course Materials Coordinator (FT)
Donor Relations Coordinator (FT)
General Maintenance Technician, LLCC-Litchfield (FT)
IT Support Specialist I – 3 (FT)
Program Assistant, Adult Education & Literacy (FT)
Program Assistant, Aviation (FT)
Purchasing Coordinator (FT)

Professional

Career Coach (FT)
Career Coach & Internship Coordinator (FT)
Network Administrator I (FT)
Truck Driver Training Specialist (FT)

Administrator

Director, Continuing Education & Business Solutions (FT)

Full-time Faculty

Instructor, Construction Technologies
Instructor, Nursing

NEW HIRES

Diane Green	Facilities Office Coordinator	10/01/2024
Clayton Mason	Research & Analytics Associate II	11/04/2024

RETIREMENTS

Vanessa Avery	Administrative Assistant, LLCC-Jacksonville	04/30/2025
Megan McCann	Database & Financial Reporting Analyst	12/31/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: October 16, 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 complete.

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)

The project is substantially complete and we have begun moving back in. We are awaiting completion of punchlist items and closeout documents.

Restricted O & M

Construction Training Lab

The project is under way.

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

Authorization to begin construction was received on September 25th. The contractor has mobilized, and the project is under way.

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

Construction bids will be received on October 29th. We plan to bring bid results for approval at the November Board Meeting.

Illinois Green Economy Network (IGEN) Grant

Child Development Center Solar

Development of construction documents is underway.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

<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 	<p style="text-align: center;">OCTOBER 2025</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/22/25

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC -Medical District

DATE: October 16, 2024

Laurel Bretz, Assistant Vice President, Continuing, Corporate & Professional Education will provide the board members an overview of the programs offered at LLCC Medical District.