

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

A Public Hearing on the Lincoln Land Community College FY 2025 Operating Budget was held on Wednesday, September 25, 2024 at 5:30 p.m. in the Robert H. Stephens Room.

Chairman Gates convened the Public Hearing, opening the floor for public comment. With there being no remarks, the Public Hearing was declared closed.

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 commenced at 5:31 p.m. with Chairman Gates presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Mr. Fulgenzi was absent.

B. Pledge of Allegiance

C. Adoption of Agenda of the September 25, 2024 Meeting

MOTION NO. 09-25-24-1:

Mr. Rosenthal moved to adopt the agenda of the September 25, 2024, meeting. Mr. Holaway seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 09-25-24-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of August 28, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during August 2024 and ratify the August Treasurer's Report;
- approve out of state travel;
- 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;
- 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 and 2028 program years as per the terms, conditions, and specifications of Request for Proposal #FY2025-04;
- approve the clinical site agreement with Naperville Community Unit School District 203;
- approve the contract with Angle Coaching and Communications for leadership training not to exceed \$43,900;
- approve the one-year agreement for E2E Advising at a total cost of \$31,500;
- ratify the contract with Entrinsik for Enrole SaaS implementation at a total cost of \$67,900;
- engage Grad Comm for the College's digital marketing services for October 2024 through July 2025 for a total cost of \$47,300;
- ratify the IGEN grant award in the amount of \$125,800;
- and approve the Child Development Center Solar project at the Main Campus.

Ms. Enz seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items* - None

C. *Student Services Division Items* – None

D. *Administrative Services Division Items*

1. FY 2025 Budgets

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 FY2025 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.

MOTION NO. 09-25-24-3:

Mr. Elmore moved (1) to adopt the resolution approving the FY2025 Operating Budget and (2) to approve the FY2025 Capital Budget as presented seconded by Mr. Holaway.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

2. Adoption of Debit Certificate Resolution

As discussed at 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 NO. 09-25-24-4:

Trustee Elmore moved 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. Seconded by Trustee Rosenthal.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

3. Underwriter & Placement Agent Recommendation for the College's Series 2024 Debt Certificates

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: Fees, Outreach to potential purchasers, and Indicative interest rate for the Debt Certificates. 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. 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 09-25-24-5:

Trustee Rosenthal moved 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. Trustee Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

E. Information Technology Items

1. Six-Year Colleague Modernization Contract to Upgrade to Colleague SaaS Service

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, Student Forms, 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.

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.

MOTION 09-25-24-6:

Trustee Davis moved to approve the six-year Colleague Modernization contract with Ellucian to upgrade to the Colleague SaaS Service in the amount of \$4,648,817. Trustee Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

F. Executive Division Items – None

IV. Information Items

A. Staff Reports

1. Academic Services – None
2. Student Services – None
3. Administrative Services
 - a. Position Vacancies and Hires

The item has been updated.

- b. Construction Progress Update
 - c. Monthly Financial Report
4. Information Technology
5. Advancement Office – None

6. Executive Division

a. Review of Agenda Master Calendar

B. President's Report

As the needs of our students and communities continue to evolve, we need to do our best to stay at least one step ahead. With this in mind, the cabinet and president created several workgroups to help us in this process. Topics for the workgroups are Early Alert, Non-Traditional Course Delivery, Learning Resources for Students, Choosing a Health Care Career: Pathways & Entry Barriers, and Just-in-Time Programming. Three of the kick-off meetings have been held, and two are scheduled in October. The goal is for workgroups to lead actionable progress in these areas by the end of this academic school year — to think beyond what currently is, in order to determine what could be so that we can bring about changes that will truly make a difference.

Effective October 15th, the student success coach position title will change to student success advisor. This decision was based on feedback received over the past few years from the LLCC community, particularly students. While the student success coach role has had a significant advising component, students were often confused as they would want to speak with their “advisor.” We hope this change will help to improve the student experience.

The Ag & Workforce Careers Expo was held September 19th here on campus. Nearly 1,700 high school students and 100 vendors participated. The event featured an outdoor expo with several large equipment displays. Students visited employers’ exhibits to learn about jobs available in ag, health care, and the skilled trades; took tours of LLCC facilities; and also got to see the line worker safety rodeo!

An Internship Fair was held yesterday for students to learn about internship opportunities from organizations with openings right now and future openings in 2025. Approximately 12 businesses participated, with representation from IT, business, accounting, marketing, graphic design, communications, engineering, the public sector and more.

LLCC’s annual honey harvest was held earlier this month. The event drew a great crowd. It began at the West Lake Nature Grove where Dave Cox, professor of biology, and members of the Prairie State and Lincoln Land Beekeepers Associations collected the screens. The screens were then brought to A. Lincoln Commons where students, staff and volunteers helped scrape and sample the honey.

LLCC-Medical District has partnered with Memorial Health to upskill Memorial colleagues by offering our clinical medical assistant program onsite at Memorial Learning Center. On September 6th, a recognition ceremony was held to honor the first cohort of Memorial colleagues who completed LLCC’s CMA program. As students pass their certification exam, they are being placed into medical assistant roles throughout Memorial Health.

We are celebrating National Hispanic Heritage Month September 16th-October 16th with a variety of events, including the kickoff event last week, Hispanic-inspired chef specials at Bistro To Go, and “Cultural Conversations” with Latino author John Paul Jaramillo.

We are featuring select works from the college's permanent collection in the Trutter Museum / Murray Gallery through November 1st. The exhibit displays a selection of two-dimensional works, which have circulated through LLCC's campus hallways and offices over the years. This exhibit offers a brief spotlight for a few of these pieces before they resume their tour across the campus. The mission of LLCC's permanent collection is to offer the college and its community a public display of art, aimed at broadening visual knowledge, increasing aesthetic awareness and celebrating creativity; to provide students with the opportunity to view, study and appreciate original works of art; and to create an aesthetically pleasing environment that enhances both learning and work.

Our Department of English and Humanities is hosting Lit Fest, today through October 3rd. It includes a series of live author readings, panel discussions, interactive workshops, and a vendor fair. The events are being held to recognize Banned Books Week, which is this week, and October's National Book Month.

Loggers Athletics hosted a Volleyball Super Fan game on September 18th. Attendees enjoyed free popcorn, and there were fun prize giveaways. The Loggers got a win versus John Wood Community College! The next Super Fan game will be Monday, Sept. 30, at 4 p.m. as LLCC Soccer takes on Morton College.

Some additional upcoming events:

Cardboard Boat Regatta will be held this Friday (weather permitting).

Multicultural Fest is coming up on October 9th

There will be an Open House for prospective students and their families on October 14th

Bistro To Go is open Tuesdays through Thursdays for lunch through October 3rd. Then on October 22nd, Bistro Verde will begin providing a full-service lunch experience (*through November 21st*).

C. Report from Faculty Senate

Jennie O'Malley, Faculty Senate President reported that Senate had its first meeting on Monday and voted on a proposal from the Faculty Development Recognition Team.

D. Report from Faculty Association – None

E. Report from Classified Staff – None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report - None

I. Secretary's Report

Secretary Enz reported that ICCTA held meetings on September 13-14, which included a seminar on conducting effective CEO searches. The next meeting is scheduled for November 15-16 in Schaumburg.

J. Foundation Report

Ms. Sanders invited board members to attend the upcoming Scholarship Donor Appreciation Reception on October 30th and reminded them of the upcoming Take and Create Gourmet at Home Dinner event on November 1st.

K. Other Board Members' Reports

Mr. Nicoll reported that PTK continues to work on their project involving preserving Black history in Springfield. They have applied for a grant to help in this process. He recently attended the SAC meeting with ICCB and reported on the many activities of the SGA.

Mr. Holaway reported that he attended the Jacksonville Promise Scholarship reception and noted the majority of scholarship recipients were from LLCC.

Trustee Rosenthal attended the Workforce Expo and remarked about the cleanliness and well-maintained buildings across campus.

V. Strategic Discussion

VI. Executive Session

MOTION NO. 09-25-24-4:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Ms. Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

MOTION NO. 09-25-24-5:

Trustee Rosenthal moved to return to open session at 6:26 p.m. Trustee Davis seconded.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 09-24-24-6:

Trustee Davis moved to approve the attached personnel items and to grant tenure beginning with Spring 2025 semester to Deborah Tomko and to re-employ Amy Branham for the spring 2025 and fall 2025 semesters. Seconded by Trustee Enz.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:40 p.m.

Chairman Gates

Secretary Enz

AGENDA ITEM II.A

MEMORANDUM

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

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve the employment of Diana Couch as Director, Athletics, pending successful completion of a criminal background check and drug screen. Diana received a Master of Science in Coaching and Athletic Administration from Concordia University. Diana has over 26 years of collegiate athletics experience in both coaching and administration. Diana's employment will be effective October 14, 2024 with placement in salary grade K.