
LLCC Board of Trustees Regular Meeting

November 20, 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, November 20, 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 September 25, 2024 Meeting
- D. Introductions and Recognition
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of October 16, 2024
- B. Ratify Payment of All Cash Disbursements for October and the October 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. Sonography Equipment
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Lightcast Subscription Annual Renewal
 - 3. TechGuard Security
 - 4. Landis Contact Center Service
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Budget Increase for DCEO Grant Funded Project for Litchfield Science Lab Renovation
 - 2. Litchfield Science Lab Renovation – Contractor Recommendation
 - 3. FY25 Small Projects – Selection of Architectural/Engineering Firm

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
 - 1. Approval of 2026-2029 Academic Calendars
- C. Student Services Division Items
- D. Administrative Services Division Items

1. FY24 External Audit
 2. Adoption of Debt Certificate Resolution
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
1. Academic Services
 2. Student Services
 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 4. Information Technology
 5. Advancement Office
 6. Executive Division
 - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Pending/Imminent Legal Matters
- C. Board Self Evaluation

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 October and the
October Treasurer's Report

DATE: November 20, 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 October, 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 October 31, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during October 2024, and ratify the October 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: November 20, 2024

Name	Meeting	Location	Purpose	Amount
Stalter, Leslie	Foundations in Art: Theory & Education Conference	Fairfax, VA	Professional Development	\$2,000
Williams-Wilson, Kimberly + 10 Students	National Black Student Union Conference	Madison, WI	Student Trip	\$5,667*
Warren, Charlotte	American Association of Community Colleges Annual Conference	Nashville, TN	Administrative Travel	\$3,004
Warren, Charlotte	American Association of Community Colleges Workforce Development Institute	Coronado, CA	Administrative Travel	\$2,470
Beutke, Kyle	Houston Livestock Show	Houston, TX	Student Trip	\$525**
Beckmier, Craig +9 Students	Houston Livestock Show	Houston, TX	Student Trip	\$5,187**

Beutke, Kyle	Blue Dragon Classic Livestock Judging	Hutchinson, KS	Student Trip	\$252**
Beckmier, Craig + 15 Students	Blue Dragon Classic Livestock Judging	Hutchinson, KS	Student Trip	\$3,585**
Beutke, Kyle	North Central Meat Evaluation	West Lafayette, IN	Student Trip	\$207**
Beckmier, Craig + 18 Students	North Central Meat Evaluation	West Lafayette, IN	Student Trip	\$2,511**
Beutke, Kyle	Cattleman & National West Livestock Judging	Oklahoma City, OK & Denver, CO	Student Trip	\$675**
Beckmier, Craig + 9 Students	Cattleman & National West Livestock Judging	Oklahoma City, OK & Denver, CO	Student Trip	\$7,485**
Beutke, Kyle	San Antonio Livestock Show	San Antonio, TX	Student Trip	\$345**
Beckmier, Craig +9 Students	San Antonio Livestock Show	San Antonio, TX	Student Trip	\$4,211**
Beutke, Kyle	Dixie International Livestock Judging	Jackson, MS	Student Trip	\$189**
Craig Beckmier + 24 Students	Dixie International Livestock Judging	Jackson, MS	Student Trip	\$3,639**
Letterle, Kody	Associated Equipment Distributors Summit	Orlando, FL	Professional Development	\$2,096

Maskey, Cynthia	Accreditation Commission for Education in Nursing site visit	Canton, NY	Professional Development	\$0***
Dockter, Jason	Workforce Development Institute	Coronado, CA	Professional Development	\$3,917
Sweet, Nancy	Workforce Development Institute	Coronado, CA	Professional Development	\$2,491
Bretz, Laurel	Workforce Development Institute	Coronado, CA	Professional Development	\$3,189
Tanke, Damon	National Electric Vehicle Consortium	Oakland, CA	Professional Development	\$1,654
Sweet, Nancy	National Electric Vehicle Consortium	Oakland, CA	Professional Development	\$1,654
Gardner, Jeffrey	National Electric Vehicle Consortium	Oakland, CA	Professional Development	\$1,654
Earley, Brian	National Electric Vehicle Consortium	Oakland, CA	Professional Development	\$1,654

*Paid through student club funds

**Kreher Farm Perpetual Charitable Trust

*** Paid by Commission

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Sonography Equipment
DATE: November 20, 2024

The College is seeking Board approval to enter into a sole source agreement with Elevate Healthcare to provide an abdominal ultrasound simulator unit, an OB/GYN ultrasound simulator unit, multiple related transducers, all necessary software, four hours of in-person set up and training, and installation.

The sole source is in the best interest of the College because the sonography department already has equipment that this equipment will be compatible with; therefore, it would be economically unfeasible to pursue another course of action. Additionally, compatibility will ensure continuity of student learning.

Budget Impact:

Total Funds Requested: \$176,000
Source of Funds: Perkins
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students in the new cardiac sonography department will be provided with equipment that they'll be using in the field upon graduation.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the purchase of an abdominal and OB/GYN simulator as well as all necessary support equipment and software from Elevate Healthcare.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 20, 2024

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

The Culinary Institute has entered into a contract with the Chaine des Rotisseurs to provide their annual dinner. A maximum of 49 people will attend at the LLCC Bistro Verde in November.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into an Affiliation Agreement with Santarelli & Feller Dental Group for students enrolled in the Dental Assistant Program. Santarelli & Feller Dental Group 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 Farrow Dental Group for students enrolled in the Dental Assistant Program. Farrow Dental Group has facilities suitable for the educational needs of the students.

MOTION: Move to approve the affiliation agreement with Santarelli & Feller Dental Group and the affiliation agreement with Farrow Dental Group.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Lightcast Subscription Annual Renewal
DATE: November 20, 2024

Board approval is requested for the annual subscription for the following Lightcast solutions: Analyst (labor market data tool), Career Coach (career exploration tool), and Widget Builder (real-time job market data tool). Collectively, these allow for staff to better understand the labor market needs within our region and for students to explore career options and to better understand job availability and wages within specific fields.

Solution	Cost
Career Coach	\$ 13,987
Analyst	\$ 12,000
Widget Builder	\$ 8,000
Total	\$ 33,987

Budget Impact:

Total Funds Requested: \$33,987
Source of Funds: Perkins and WEI grant funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

These help staff to make data-driven decisions for program development and review and help students to make more informed decisions about enrollment.

How will proposed agenda item be measured?

Successful implementation of this system will be measured by student use in career exploration and staff use in program development and review.

MOTION: Move to approve the annual subscription to Lightcast for \$33,987.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: TechGuard Security
DATE: November 20, 2024

Board approval is requested to contract with TechGuard Security to perform Vulnerability Assessment and Network Penetration Test services. These services are GLBA compliance requirements expected to be reported on the college's annual IT audit and cybersecurity questionnaire.

Service	Cost
Vulnerability Assessment	\$ 3,198
Network Penetration Test	\$ 29,402
Total	\$ 32,600

Budget Impact:

Total Funds Requested: \$32,600
Source of Funds: LPS
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 identifying and mitigating Information Security risks and vulnerabilities.

How will proposed agenda item be measured?

Improving security of network computer system.

MOTION: Move to approve the contract with TechGuard Security for Vulnerability Assessment and Network Penetration Test services for \$32,600.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Landis Contact Center Service

DATE: November 20, 2024

Board approval is requested for a one-year contract for Landis Contact Center service, a cloud-based, SaaS call center system to replace CallTower. The Call Center System allows the college to manage incoming/outgoing calls, enhancing quality, routing, and response by providing Call Center Queues, Call Center Group, Quality Management, Workforce Management, and Reporting & Analytics.

Budget Impact:

Total Funds Requested:	\$37,400
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	\$15,000

Student Learning Impact:

How will proposed agenda item impact student learning?

The Landis Contact Center system will help staff receive and respond to student phone calls more efficiently.

How will proposed agenda item be measured?

Student satisfaction when contacting LLCC and number of calls attended.

MOTION: Move to approve a one-year contract for the Landis Contact Center service in the amount of \$37,400.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: November 20, 2024

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

Adult Education seeks ratification for the Innovative Bridge grant application. Funds will be used to provide comprehensive wrap-around support services for adult education students such as career and academic planning, offering Bridge and ICAPS courses, assisting with course registration and explaining financial aid options.

Academic Services seeks ratification for the Rev Up Community College Initiative grant. If funded this grant will be used to build capacity of the LLCC auto program by expanding the curriculum on Electric Vehicle Technology. Academic Services also seeks the ratification of the Non-Credit Workforce Grant application. This noncompetitive grant will increase responsiveness to employer needs and workforce shortages through building capacity and increase offerings of noncredit workforce training at community colleges.

Student Services seeks ratification for Mental Health Early Action on Campus Support Expansion Project. If funded, this grant will be used to create a supportive environment for students through trained peer advocates, increase access to student resources and empower students to engage in help-seeking behaviors.

MOTION: Move to ratify the grant application for the Innovative Bridge grant in the amount of \$400,000, the Rev Up Community College Initiative grant in the amount of \$90,000, the grant application for the Non-Credit Workforce grant in the amount of \$105,000 and the grant application for the Mental Health Early Action on Campus Support Expansion Project grant in the amount of \$150,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Budget Increase for DCEO Grant Funded Project for Litchfield Science Lab Renovation

DATE: November 20, 2024

Tonight, we are asking you to approve an increase in the budget for the Litchfield Science Lab Renovation project. This project is funded with a grant from the Department of Commerce and Economic Opportunity (DCEO) Energy Transition Community Grant and Space Configuration Funds.

This project’s budget was originally approved on May 22, 2024, at \$703,100 funded with CPF grant in the amount of \$600,000 and Space Configuration funds in the amount of \$103,100. During the design phase it was determined extensive mechanical, plumbing, and electrical upgrades to the building were needed to support the new science lab equipment and meet safety codes. The lowest responsive bid, presented in a separate memo tonight, includes the building upgrades identified during the design phase.

The \$132,084 increase to the budget and the \$103,100 shown on the May 22, 2024, memo will be funded with Restricted General Institutional Construction Fund.

Cost Description	Amount
Project Engineering Fee	\$82,750
Advertising	\$544
Air Testing	\$1,540
Base Bid (listed above)	\$619,350
Science Lab Equipment/Supplies	\$75,000
Furniture, Fixtures, Equipment	\$25,000
Project Contingency	\$31,000
Revised Budget Total	\$835,184

Budget Split	Total Amount	Percent
DCEO Energy Transition Community Grant	\$600,000	72%
Lincoln Land Community College	\$235,184	28%
Total Adjusted Project Budget	\$835,184	100%

MOTION: Move to approve the budget increase in the amount of \$132,084 for the DCEO Grant Funded Project for Litchfield Science Lab Renovation.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield Science Lab Renovation – Contractor Recommendation

DATE: November 20, 2024

At the May 22, 2024, Board meeting the Litchfield Science Lab Renovation project was approved. This project is made possible by a grant from the Department of Commerce and Economic Opportunity (DCEO) Energy Transition Community Grant to renovate and equip the science lab at the Litchfield Campus. The grant is administered through the Montgomery County Board with LLCC as a Sub-Recipient.

The project scope includes renovating L-106, L-107 and L-108 to convert the space to a more functional science lab. The project will include new science lab tables with water and gas, fume hood, prep room, IT, plumbing, electric, new science equipment, lab supplies, etc.

Sealed proposals were requested for the Litchfield Science Lab Renovation Project and were received at the Construction Manager’s office on October 29, 2024.

A tabulation of those proposals are as follows:

Contractor	Base Bid
CAD Construction, Inc. Tremont, IL	\$659,900
Johnco Construction, Inc. Mackinaw, IL	\$644,000
Limbaugh Construction Co., Inc. Granite City, IL	\$619,350
Midwest Construction and Consulting Services, LLC Girard, IL	\$716,000
Vollintine Construction Co., Inc. Springfield, IL	\$645,000

The following companies were issued bid documents but chose not to submit a proposal: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, October 3, 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:	\$650,350.00 (\$619,350 Bid Amount + \$31,000 Contingency)
Source of Funds:	DCEO 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 \$619,350 from Limbaugh Construction Co., Inc. and to establish a project contingency in the amount of \$31,000, for an aggregate amount of \$650,350 to complete the Litchfield Science Lab Renovation.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY25 Small Projects – Selection of Architectural/Engineering Firm

DATE: November 20, 2024

John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for FY25 Small Projects that include flooring replacement, secure access upgrades, lighting upgrades, painting, and renovations at Jacksonville, Litchfield, Taylorville, and the Main Campus.

JSA will be working with Berners Schober (mechanical & electrical engineering) to provide design and construction administration for this project. JSA is proposing a fee of \$95,300 to provide architectural and engineering services, which is within the fee structure range for a project of this scope and complexity.

Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

Total Funds Requested:	\$95,300
Source of Funds:	Protection, Health, and Safety, Small Projects, and Infrastructure
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?

This project will be 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 accept the proposal from John Shafer & Associates, Inc. in the amount of \$95,300 to provide design services for the FY25 Small Projects at Jacksonville, Litchfield, Taylorville, and Main Campus.

III. Action Agenda

AGENDA ITEM III.B.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of 2026-2029 Academic Calendars

DATE: November 20, 2024

The Curriculum and Academic Standards Committee is submitting the proposed 2026-2029 Academic Calendars for your approval. These draft calendars, which are attached as a separate document, were developed by a workgroup under the Curriculum and Academic Standards Committee, chaired by Dr. Natasha Casey. They were then reviewed by the Faculty Senate, Cabinet and ultimately approved by Jason Dockter, Vice President of Academic Services.

MOTION: Move to approve the 2026-2029 Academic Calendars.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2024 External Audit

DATE: November 20, 2024

The FY 2024 Annual Comprehensive Financial Report (ACFR) is included as a separate attachment for your review. Sikich, LLP performed the audit for the first year of their five-year contract. A member of the auditing firm will be available for questions during the meeting.

Annual Comprehensive Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2024 and 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment reports. The Single Audit report is also presented with information on federal awards.

This year’s audit resulted in no findings for the Annual Comprehensive Financial Report. The Single Audit did identify two findings. These findings have been reviewed and corrected.

Once again, this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence

in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

I would like to mention that during the exit conference, personnel with Sikich were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

MOTION: Move to approve the Fiscal Year 2024 and 2023 Annual Comprehensive Financial Report, Fiscal Year 2024 Single Audit Report, Consolidated Year-End Financial Report and Auditor's Communication to the 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: November 20, 2024

The next step in our bonding process is to adopt a resolution of intent to issue the bonds to pay off the debt certificates that have been issued. This resolution also calls for a Bond Issue Notification Act hearing that will occur at our December Board meeting.

MOTION: Move to adopt a resolution of intent and to call a Bond Issue Notification Act hearing which will be set for December 16, 2024.

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, State of Illinois, and directing that notice of such intention be published as provided by law

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "Act"), Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District") is authorized to issue bonds (the "Bonds") to fund and pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims as herein described in an aggregate amount not exceeding \$31,000,000 (the "Claims"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "Board") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be funded and paid from proceeds of the Bonds in the principal amount not to exceed \$31,000,000; and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims; and

WHEREAS, the Board finds and determines that the number of registered voters of the District on the date registration closed before the last regular election determined in accordance with 10 ILCS 5/3-1.3 is not less than 234,539.

Now, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims.

The Claims are the outstanding principal and interest with respect to the District’s General Obligation Debt Certificates (Limited Tax), Series 2024 (the “Claims”), and it is hereby found, determined and declared that the Claims were heretofore authorized and allowed for proper community college purposes and constitute valid and binding unpaid obligations of the District.

Section 3. Declaration of Intent.

The Board does hereby determine and declare its intention to avail of the provisions of Article 3A of the Act and to issue the Bonds in the amount not to exceed \$31,000,000 for the purpose of paying the Claims.

Section 4. Notice of Intent.

Notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in *The State Journal-Register*, the same being the newspaper having general circulation within the District.

Section 5. Form of Notice.

The notice of intention to issue the Bonds shall be in substantially the following form:

NOTICE OF INTENTION OF
LINCOLN LAND COMMUNITY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 526),
COUNTIES OF SANGAMON, BOND, CASS, CHRISTIAN, DEWITT,
FAYETTE, GREEN, LOGAN, MACON, MACOUPIN, MASON, MENARD,
MONTGOMERY, MORGAN AND SCOTT,
STATE OF ILLINOIS
TO ISSUE \$31,000,000 OF FUNDING BONDS

PUBLIC NOTICE is hereby given that on November 20, 2024, the Board of Trustees (the “Board”) of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the “District”) did adopt a resolution declaring its intention and determination to issue bonds in the aggregate amount not to exceed \$31,000,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of funding and paying said unpaid claims.

A petition may be filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice signed by not less than 23,453 voters of the District, being equal to ten percent (10%) of the voters of the District, requesting that the proposition to issue said bonds be submitted to the voters of the District. If such petition is filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on April 1, 2025. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election

Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois.

DATED this November 20, 2024.

/s/ Gordon Gates
Chairman, Board of Trustees, Lincoln Land
Community College (Community College District
No. 526), Counties of Sangamon, Bond, Cass,
Christian, DeWitt, Fayette, Green, Logan, Macon,
Macoupin, Mason, Menard, Montgomery, Morgan
and Scott, and State of Illinois

/s/ Samantha Enz
Secretary, Board of Trustees, Lincoln Land
Community College (Community College District
No. 526), Counties of Sangamon, Bond, Cass,
Christian, DeWitt, Fayette, Green, Logan, Macon,
Macoupin, Mason, Menard, Montgomery, Morgan
and Scott, and State of Illinois

Section 6. Further Proceedings.

If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after publication of said notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issuance of the Bonds and provide for the levy of a tax to pay principal and interest on the same.

Section 7. Public Hearing.

In connection with issuance of the Bonds, the Board directs that a public hearing be held on December 16, 2024 at 5:30 p.m. at the Robert H. Stephens room at the Board's office located at 5250 Shepherd Road, Springfield, Illinois, or such other date, time and location as the Chairman may order, in accordance with the Bond Issue Notification Act, 30 ILCS 352/1 *et seq.* and the Secretary is directed to publish notice of the public hearing in accordance with such act.

Section 8. Severability.

If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

Section 9. Repealer and Effective Date.

All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted: November 20, 2024.

Chairman

ATTEST:

Secretary

AYES:

NAYS:

ABSENT:

CERTIFICATE

I, Samantha Enz , Secretary of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the District”), hereby certify that the foregoing Resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois, and directing that notice of such intention be published as provided by law

is a true copy of an original Resolution which was duly adopted by the recorded affirmative votes of a majority of the members of the Board of Trustees of the District (the “Board”) at a meeting thereof which was duly called and held on November 20, 2024, and at which a quorum was present and acting throughout, and that said copy has been compared by me with the original Resolution signed by the Chairman and Secretary of the District and recorded in the records of the District and that it is a correct transcript thereof and of the whole of said Resolution, and that said Resolution has not been altered, amended, repealed or revoked, but is in full force and effect.

I do further certify that the deliberations of the Board on the adoption of said resolution were taken openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended, and the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Acts and with all of the procedural rules of the Board.

I do further certify that the Notice of Intention to Issue Funding Bonds contained therein was published in *The State Journal-Register*, on _____, 2024 and that no petitions were filed with the District requesting that the proposition to issue the Bonds described in the Resolution be submitted to the voters of the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal this _____, 2025.

Secretary

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: November 20, 2024

POSITION VACANCIES

Classified

Building Custodian – 2 (FT)
Course Materials Coordinator (FT)
Grounds Maintenance Worker (FT)

Professional

Adult Education Coordinator (FT)
Application Developer I - 2 (FT)
Staff Training & Development Coordinator (FT)

Administrator

Director, Continuing Education & Business Solutions (FT)

Full-time Faculty

Instructor, Nursing

NEW HIRES

Nicholas Ellis	IT Support Specialist I	12/02/2024
Brianna Lakin	Purchasing Coordinator	12/02/2024
Kirsten Langley	Program Assistant, Adult Ed. & Literacy	11/11/2024
Kellie Mast	IT Support Specialist I	12/02/2024
Hunter Mathis	IT Support Specialist I	12/02/2024
Austin Rule	Network Administrator	12/02/2024
Joshua Stephens	Truck Driver Training Specialist	10/28/2024
Bethany Szamocki	Program Assistant, Aviation	11/04/2024

TRANSFERS

Sarah Payne	Admissions Specialist	11/18/2024
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RESIGNATIONS

Williemae Stephens	Building Custodian	10/11/2024
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PROMOTIONS

Luke Wright	General Maintenance Tech, Litchfield	10/29/2024
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 20, 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 complete.

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.

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. 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

The project is under way.

Restricted Space Configuration Funds

Diesel Lab Renovation

Gleckler

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

Our recommendation is before you this evening.

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;">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 	<p style="text-align: center;">NOVEMBER 2025</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/26/25

V. Strategic Discussion