
LLCC Board of Trustees Regular Meeting

December 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**

**BOND ISSUE NOTIFICATION ACT HEARING
MONDAY, DECEMBER 16, 2024
5:30 P.M.**

**AGENDA
REGULAR MEETING**

Monday, December 16, 2024
5:30 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Bond Issue Notification Act Hearing
- D. Adoption of Agenda of the December 16, 2024 Meeting
- E. Regular Board Meeting Dates from January 2025 through December 2025
- F. Introductions and Recognitions
- G. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of November 20, 2024
- B. Ratify Payments of Cash Disbursements for November and the November 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. Child Development Center Playground Equipment
 - 2. Spring 2025 Forward Magazine
 - 3. X-Ray Machine
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Salesforce
 - 3. Coastal Cloud - Salesforce Education Cloud Phase 2 Development
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Child Development Center Solar – Contractor Recommendation
 - 2. Exterior Doors Upgrades & Eyewash Station Upgrades Phase 1 – Selection of Architectural/Engineering Firm
 - 3. Logan Hall Roof Replacement - Selection of Architectural/

- Engineering Firm
- 4. Interior Wayfinding Phase 2 – Selection of Architect
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Establishment of 2024 Tax Levy
- 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 Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

- A. Student Well-being

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Gordon Gates
Chairman

SUBJECT: Bond Issue Notification Act Hearing

DATE: December 16, 2024

The purpose of this hearing is to receive public comments on the proposal to sell bonds in the amount not to exceed \$31,000,000 for the purpose of funding and paying outstanding and unpaid claims against the District.

All persons desiring to be heard have an opportunity to present written or oral testimony with respect thereto.

MOTION: Move to adjourn the hearing.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Regular Board Meeting Dates from January 2025 through
December 2025

DATE: December 16, 2024

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month. I am requesting that we hold the January meeting on January 21, 2025, October meeting on October 15, 2025, November meeting on November 19, 2025 , and the December meeting on December 15. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:30 p.m. in the Robert H. Stephens Room.

MOTION: Move to approve the schedule of meetings from January 2025 through December 2025 as the fourth Wednesday of each month, except for January, October, November, and December. All regular meetings of the Board shall commence at 5:30 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois.

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 November and the
November Treasurer's Report

DATE: December 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 November, 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 November 30, 2024.

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

Name	Meeting	Location	Purpose	Amount
Dockter, Jason	American Association of Community Colleges	Nashville, TN	Professional Development	\$3,225
Harmon, Bill + 10 Students	National Professional Agriculture Student Conference	Sheridan, WY	Student Trip	*\$14,554
Avendano, Lisa	Midwest Writing Center Association Conference	Brooklyn, MN	Professional Development	\$1,047
Garceau, Jeannette	Midwest Writing Center Association Conference	Brooklyn, MN	Professional Development	\$987
Stamberger, Elizabeth	National Professional Agriculture Student Conference	Sheridan, WY	Student Trip	*\$1,575
Hinton, Corrine	Two Year English College Association & Conference on College Composition and Communication	Baltimore, MD	Professional Development	\$2,872

Myers, Laurie	Midwest Writing Center Association Conference	Brooklyn, MN	Professional Development	\$1,182
Roberts, Ryan	Library & Humanities Research Travel	England and Ireland	Professional Development	**\$7,289
Phi Theta Kappa – 8 Students	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	***\$10,570
Roberts, Ryan	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	\$1,610
Gillian Bauer	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	\$1,610
Harmon, Bill+ 20 Students	Agriculture Abroad	Italy	Student Trip	****\$94,300
Parton, Rebecca	Instructional Technology Council Annual Conference	Charleston, SC	Professional Development	\$2,585
Goers, Bryan	Ellucian Live	Orlando, FL	Professional Development	\$3,202
Cruz, Esteban	Ellucian Live	Orlando, FL	Professional Development	\$3,202
Enz, Samantha	ACCT National Legislative Summit	Washington, DC	Trustee Travel	\$2,681
Warren, Charlotte	ACCT National Legislative Summit	Washington, DC	Administrative Travel	\$2,681

Fulgenzi, Jeff	ACCT National Legislative Summit	Washington, DC	Trustee Travel	\$2,681
Davis, Vicki	ACCT National Legislative Summit	Washington, DC	Trustee Travel	\$2,681
Rosenthal, Wayne	ACCT National Legislative Summit	Washington, DC	Trustee Travel	\$2,681

* *Kreher Farm Perpetual Charitable Trust*

** *\$5,469 paid from Fund 01, Roberts to pay remaining balance of \$1,820*

*** *Student club account*

**** *Each participant will pay \$2,000; Kreher Farm Perpetual Charitable Trust will pay the remaining balance*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Child Development Center Playground Equipment

DATE: December 16, 2024

The College issued a Request for Proposal for new playground equipment to be installed at the Child Development Center. The review committee evaluated proposals on the following criteria: naturalistic design, safety elements, diversity of components proposed, value for proposed cost, uniqueness, diversity of skill levels, durability of materials used, ability to supervise children, utilization of playground space, and visual appeal.

A summary of bidders, their proposal score, and proposed price is detailed below.

Vendor	Overall RFP Score	Price
Spaces for Play	399	\$98,880.00
All Inclusive Play	368	\$97,784.93
Play Illinois (Proposal 2)	366	\$94,001.00
Play Illinois (Proposal 1)	362	\$90,794.00
Molanda (Proposal 1)	338	\$95,971.67
Molanda (Proposal 2)	321	\$92,011.67
RD Lawrence	319	\$100,000.00
Play Design Scapes	300	\$98,989.00
Kompan	299	\$99,174.35
Playground Equipment Professionals (Proposal 2)	299	\$50,502.00
Playground Equipment Professionals (Proposal 1)	299	\$51,714.00

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, October 27, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: NuToys Leisure Products, Westchester; Miracle Recreation, Monett, MO; APCPlay, McKinney, TX; Bears Playground, Lima, NY; EarthScape Play, Wallenstein, Ontario, Canada; Northwest Playground Equipment, Issaquah, WA; Construct Connect, Cincinnati, OH; Team REIL Inc, Union, IL.

Budget Impact:

Total Funds Requested:	\$98,880
Source of Funds:	Foundation Gift Funds - \$75,000
	Operating Funds - \$23,880
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Spaces for Play for playground equipment and installation at the total estimated cost of \$98,880 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2025-06.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2025 Forward Magazine

DATE: December 16, 2024

The College issued a Request for Proposals for the printing, mailing, and delivering of the Forward Magazine for the Spring 2025 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

Bidder	Total Fixed Costs, including delivery 160,000 Forward Magazines (1 issue) (32 pages)	% Mark-up on Paper Cost
FCL Graphics (Harwood Heights, IL)	\$13,378	8.75%
Grace Printing & Mailing (Chicago, IL)	\$39,733	15%

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, November 14, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan’s Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-

Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA; Premier Printing, Champaign.

Budget Impact:

Total Funds Requested:	\$55,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to FCL Graphics for the printing, mailing, and delivering of the Spring 2025 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-08.
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: X-Ray Machine for RAD
DATE: December 16, 2024

The College issued an Invitation to Bid for a Carestream FIT X-ray machine for the Radiography Department. A summary of bidders and their responses are below.

Bidder	Bid Price
Interstate Imaging (Evansville, IN)	\$104,900
Central Illinois X-Ray, Inc. (Bloomington, IL)	\$139,888

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 13, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Electromek Diagnostic Systems, Troy; Cuattro Imaging, Golden, CO.

Budget Impact:

Total Funds Requested: \$104,900
Source of Funds: Perkins Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Our radiography students will be provided with equipment similar to what they will use in the workplace, thus enhancing their preparedness to join the workforce.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Interstate Imaging for a Carestream FIT X-ray machine at the total estimated cost of \$104,900 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-07.

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: December 16, 2024

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

The Culinary Institute has entered into a contract with Sgro, Hanrahan, Durr, Rabin, & Reinbold, LLP to hold a Holiday Cooking Class. A maximum of 28 people will attend at the Workforce Careers Center in December.

The Workforce Institute seeks approval to enter into a Cooperative Agreement with the Association of Illinois Electric Cooperatives. The AIEC will provide lineman instruction to students enrolled in the program at LLCC.

The Continuing, Corporate, and Professional Education Department seeks approval to enter affiliation agreements with Cass Veterinary Services and Millers Most Valued Pets for externship/internship opportunities within LLCC programs.

The Health Professions Department seeks approval to enter into articulation agreements with Blessing Rieman College of Nursing and Health Sciences for students enrolled in the college's Respiratory Care Program. The agreement will enhance transfer opportunities for respiratory care students to move seamlessly to a Bachelor of Science in Respiratory Care and Litchfield Health & Rehab Center to include practical nursing students. And the Health Professions Department is seeking to amend the current clinical site agreement with Litchfield Health & Rehab Center to include the practical nursing students.

The Academic Services Division seeks approval to enter an affiliation agreement with Millikin University for students enrolled in degree programs at LLCC. This overarching agreement will allow the colleges to create degree program plans to enhance transfer opportunities for students to move seamlessly to a baccalaureate degree. This articulation agreement also contains a reverse transfer policy to ensure students complete their degree from LLCC.

The Academic Services Division seeks approval to enter affiliation agreements for externship/internship opportunities within LLCC Programs with Beard Implement, CIT Trucks, Coe Equipment, Inc., Cummins Sales and Service, Flynn's Shop,

Green Kia Subaru, JX Enterprises, Martin Equipment of Illinois, Miles Chevrolet, Roland Machinery, Rt. 66 Truck Repair, Rush Truck Centers, Sloan Implement, Truck Centers, Inc. and Jacksonville Walmart

MOTION: Move to approve the Cooperative Agreement with Association of Illinois Electric Cooperatives, the Articulation Agreements with Millikin University, Blessing Rieman College of Nursing and Health Sciences, the Clinical Site Amendment with Litchfield Health & Rehab Center, the Affiliation Agreements with Beard Implement, Cass Veterinary Services, CIT Trucks, Coe Equipment, Inc., Cummins Sales and Service, Flynn's Shop, Green Kia Subaru, JX Enterprises, Martin Equipment of Illinois, Miles Chevrolet, Millers Most Valued Pets, Roland Machinery, Rt. 66 Truck Repair, Rush Truck Centers, Sloan Implement, Truck Centers, Inc. and Jacksonville Walmart.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Salesforce CRM System Annual Agreement Renewal

DATE: December 16, 2024

Board approval is requested for a one-year software agreement with Salesforce for the use of Salesforce CRM System in Recruiting/Admissions, Student Success, Adult Education, and Workforce Careers at a cost of \$48,000.

Budget Impact:

Total Funds Requested: \$48,000
Source of Funds: Operating Fund
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Salesforce CRM system will allow the college to provide better enrollment services for prospective and current students.

How will proposed agenda item be measured?

Better recruiting process for the college and students.

MOTION: Move to approve the one-year agreement for the Salesforce CRM system at a total cost of \$48,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Coastal Cloud - Salesforce Education Cloud Phase 2 Development

DATE: December 16, 2024

Board approval is requested to contract with Coastal Cloud for development of phase 2 of the Salesforce Education Cloud project in the amount of \$72,500. The scope of work is as follows:

- Goal Tracking Config & Metrics/Enrollment Report Enhancements
- External Partner Communication History
- External Partner Data Entry Process for Non-SF Users
- External Partner Account Configuration
- Scholarship Award Processes

The vendor hourly rate is \$200. A total of 363 hours is expected to be used to develop Salesforce Education Cloud Phase 2.

Budget Impact:

Total Funds Requested:	\$72,500
Source of Funds:	Operational
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

Improving student enrollment and retention rates.

MOTION: Move to approve the contract with Coastal Cloud for development of phase 2 of the Salesforce Education Cloud project in the amount of \$72,500.

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: December 16, 2024

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

Health Professions seeks ratification for the Nursing Educator Fellowship grant. If funded this grant will be used to support the doctoral studies of Assistant Professor of Nursing, Travis Rath.

Health Professions also seeks ratification for the Trade School grant. If funded, this grant will be used to promote the new Introduction to Health Professions course and provide tuition, fees, and books to students. The project will target graduates of the GED, basic nursing assistant, and certified medical assistant programs.

Adult Education seeks ratification for the Digital Instruction for Adults grant application. Funds will be used to purchase laptops for Adult Education at the main campus in Springfield, Jacksonville and Hillsboro outreach locations.

MOTION: Move to ratify the grant application for the Nursing Educator Fellowship Grant in the amount of \$10,000, the Trade School Grant in the amount of \$94,310 and the Digital Instruction Grant for Adults in the amount of \$75,000.

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Child Development Center Solar – Contractor Recommendation
DATE: December 16, 2024

Sealed proposals were requested for the Child Development Center Solar project and were received by the Construction Manager’s office on December 5th. The scope of the project includes installation of a 54kW ground mount solar array at the Child Development Center on the Main Campus in Springfield.

A tabulation of those proposals are as follows:

Contractor	Base Bid
B&B Electric, Inc. Springfield, IL	\$279,195

The following companies were issued bid documents but chose not to submit a proposal: Senergy Electric, Inc., Williamsville, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, November 14, 2024, edition of the Illinois Times.

This project’s budget was originally approved at the September 2024 Board meeting at \$249,628 funded with an Illinois Green Economy Network (IGEN) grant and Restricted Solar Incentive Funds. The bids received came in higher than originally anticipated due to ongoing inflation. The project has exceeded the original budget as follows:

Advertising	\$552
Base Bid (listed above)	\$279,195
Project Contingency	\$20,000
Revised Budget Total	<u>\$299,747</u>

The \$50,119 increase in the project budget will be funded by Restricted Solar Incentive Funds.

Budget Impact:

Total Funds Requested: \$299,195
(\$279,195 Bid Amount + \$20,000 Contingency)
Source of Funds: Illinois Green Economy Network (IGEN) and
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, 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 \$279,195 and to establish a project contingency in the amount of \$20,000, for an aggregate amount of \$299,195 to complete the Child Development Center Solar Project at LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Exterior Doors Upgrades & Eyewash Station Upgrades Phase 1 –
Selection of Architectural/Engineering Firm

DATE: December 16, 2024

John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for the Exterior Door Upgrades and Eyewash Station Upgrades Phase 1 projects. The Exterior Door Upgrades project includes replacing exterior doors at Trutter Center, Montgomery Hall, Millennium Center, and A. Lincoln Commons. The Eyewash Station Upgrades Phase 1 project includes replacing existing eyewash/shower stations with code compliant fixtures and upgrading plumbing as needed in high priority locations in Sangamon Hall.

JSA will be working with Berners Schober (mechanical & electrical engineering) to provide design and construction administration for these projects. JSA is proposing a fee of \$79,800 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:	\$79,800
Source of Funds:	Protection, Health, and Safety
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 \$79,800 to provide design services for the Exterior Doors Upgrades & Eyewash Station Upgrades Phase 1 Projects at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Logan Hall Roof Replacement – Selection of
Architectural/Engineering Firm

DATE: December 16, 2024

Green Associates (Green), Springfield, IL, has agreed to provide design services for the Logan Hall Roof Replacement project. The project scope includes removing and replacing the roof and upgrading the exterior drain system to remediate water infiltration issues at the site.

Green will be working with Martin Engineering Company (civil engineering) to provide site drainage design and construction administration for this project. Green is proposing a fee of \$81,400 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:	\$81,400
Source of Funds:	Protection, Health, and Safety
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 Green Associates in the amount of \$81,400 to provide design services for the Logan Hall Roof Replacement Project at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Interior Wayfinding Phase 2 – Selection of
Architectural/Engineering Firm

DATE: December 16, 2024

Demonica Kemper Architects (DKA), Chicago, IL, has agreed to provide design services for the Interior Wayfinding Phase 2 project. The Interior Wayfinding Phase 2 project includes installing new interior wayfinding in Cass Gymnasium, Logan Hall, Maintenance Facility, Mason Hall, Millennium Center (through design development only based on new floor plan in next Master Plan phase of construction, Montgomery Hall, Trutter Center, Workforce Careers Center, Kreher Ag Center, Records Storage Facility and new Vehicle Storage Building currently being constructed south of Workforce.

DKA will be working with Cardosi Kiper Design Group (CKDG) to provide design and construction administration for these projects. DKA is proposing a fee of \$106,250 to provide architectural signage and wayfinding 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:	\$106,250
Source of Funds:	Protection, Health, and Safety
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 Demonica Kemper Architects in the amount of \$106,250 to provide design services for the Interior Wayfinding Phase 2 Project at the Main Campus.

III. Action Agenda

AGENDA ITEM III.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Establishment of CY2024 Tax Levy

DATE: December 16, 2024

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening is the resolution to adopt the local property tax levy for calendar year 2024. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2025 and FY 2026.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.99% over CY23 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2024, exclusive of debt retirement, includes an "aggregate levy" of 104.98% in excess of the estimated prior year's extension.

LLCC's 2023 extension, exclusive of debt service, was \$36,261,209. The levy recommended to you tonight, exclusive of debt service, is estimated at \$38,067,015. The proposed tax rate is equal to \$0.48712 cents per \$100 EAV which represents an increase in the tax rate of 0.00271 as compared to last year's rate. After the abatement of the 2019 Bond the new tax rate would be \$0.48232 which is a decrease of \$0.0021 from the prior year final tax rate.

The total levy for debt service includes \$2,890,166 for the retirement of principal and interest for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series, 2019 and General Obligation Refunding Bonds, Series 2020. The Alternative Revenue Source General Obligations Bonds, Series 2019 will be abated in January 2025.

The total estimated 2024 levy of \$40,957,181, including debt service, represents a 5.57% increase over the 2023 extension of \$38,793,808.

I have attached (1) the formal resolution necessary to establish the 2024 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a truth in taxation notice and hearing will not be required for the 2024 tax levy.

I'll be happy to provide clarification or any additional information.

MOTION: Move to approve the establishment of a 2024 tax levy of \$22,701,453 for educational purposes; \$5,885,562 for operations and maintenance purposes; \$6,290,000 for liability, protection and settlement purposes; \$610,000 for social security and Medicare insurance purposes; \$80,000 for audit purposes; \$2,500,000 for protection, health and safety purposes; and \$2,890,166 for Bond and Interest purposes; for a total of \$40,957,181.

RESOLUTION ON ESTIMATED TAX LEVY FOR 2024

**LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2024**

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2023 was:

Educational Purposes.....	\$21,385,317
Operations and Maintenance Purposes.....	5,555,607
Protection, Health and Safety Purposes	2,031,618
Auditing Purposes	80,176
Tort Immunity Purposes	6,588,994
Social Security & Medicare Insurance Purposes	619,497
TOTAL	\$36,261,209

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2024 is as follows:

Educational Purposes.....	\$22,701,453
Operations and Maintenance Purposes.....	5,885,562
Protection, Health and Safety Purposes	2,500,000
Auditing Purposes	80,000
Tort Immunity Purposes	6,290,000
Social Security & Medicare Insurance Purposes	610,000
TOTAL	\$38,067,015

And, that the amount of taxes levied for the year 2024 be allocated 50 percent for FY 2025 and 50 percent for FY 2026.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes levied for the bond and interest purposes for 2023 was \$2,888,616 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2024 is \$2,890,166. Of which, \$403,806 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2024 is \$38,067,015.

SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2024 **does not** exceed 105% of the taxes extended by the district in the year 2023.

SECTION 3: The amount of taxes estimated to be levied for the year 2024 for debt service is \$2,890,166 which is 0.05% increase of the taxes levied for debt service for 2023.

SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.

SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, **does not** exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:

Chairman, Board of Trustees

Secretary, Board of Trustees

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: December 16, 2024

POSITION VACANCIES

Classified

Building Custodian - 2 (FT)

Grounds Maintenance Worker (FT)

Professional

Adult Education Coordinator (FT)

Application Developer I - 2 (FT)

IT Project Manager (FT)

Staff Training & Development Coordinator (FT)

NEW HIRES

Denise Arias-Rogers

Course Materials Coordinator

12/09/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: December 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 – 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 plan on combining this with other project scope to rebid in early 2025.

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

The project is complete.

HUD Economic Development Grant

Truck Driver Training Expansion

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

Excess PHS & Insurance

Baseball Dugout Code Compliance Upgrades

The project is complete.

DCEO Energy Transition Community Grant

Litchfield Science Lab Renovation

The project is under way.

Illinois Green Economy Network (IGEN) Grant

Child Development Center Solar

Our recommendation is before you this evening.

AGENDA MASTER CALENDAR

<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 1/21/25 	<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 10/15/25 	<p style="text-align: center;">NOVEMBER 2025</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/19/25 	<p style="text-align: center;">DECEMBER 2025</p> <ul style="list-style-type: none"> • Adopt CY25 Property Tax Levy • Board Meeting 12/15/25

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Student Well-Being

DATE: December 16, 2024

Kellee Phillips, Student Care Coordinator, will provide the board members an overview of the student well-being and mental health initiatives during 2024.