
LLCC Board of Trustees Regular Meeting

February 26, 2025

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, February 26, 2025
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 February 26, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of January 21, 2025
- B. Ratify Payments of Cash Disbursements for January and the January 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. Truck for LLCC Litchfield
 - 2. Transit Van
 - 3. Sim Baby for Nursing Simulation Lab
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Accruent EMS Campus License Maintenance Contract
 - 3. Revised Salesforce CRM System Annual Agreement Renewal
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. FY25 Parking Lot and Sidewalk Improvements – Contractor Recommendation
 - 2. Logan Hall Roof Replacement – Contractor Recommendation
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
 - 1. Sabbatical Leave Recommendation for 2025-2026
- C. Student Services Division Items
- D. Administrative Services Division Items

1. Master Plan Implementation – Approval of Project
 2. Master Plan Implementation – Construction Management Services Recommendation
 3. Master Plan Implementation – Selection of Architectural/Engineering Firm
 4. Intergovernmental Agreement with CMS at LLCC-Medical District
- 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

VI. Executive Session

- A. Personnel Matters
- B. Faculty Tenure and Continuing Employment
- C. Faculty Positions
- D. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

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

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 January and the
January Treasurer's Report

DATE: February 26, 2025

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 January, 2025, (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 January 31, 2025.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2025, and ratify the January 31, 2025, 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:** February 26, 2025

| Name | Meeting | Location | Purpose | Amount |
|------------------------|---|---------------------|-----------------------------|---------------|
| Vaughn, George T. | Central States Communications Conference | Cincinnati, OH | Professional Development | \$1,532 |
| Conway, Gretchen | American Occupational Therapy Association Inspire Conf.& Expo | Philadelphia, PA | Professional Development | \$3,669* |
| Protz, Brenda | Central States Communications Conference | Cincinnati, OH | Professional Development | \$1,673 |
| Casey, Natasha | Central States Communications Conference | Cincinnati, OH | Professional Development | \$1,693 |
| Stachera, S. Alison | Conference on College Composition & Communication | Baltimore, MD | Professional Development | \$1,155 |
| Stachera, J. Eric | Conference on College Composition & Communication | Baltimore, MD | Professional Development | \$2,546 |
| Parton, Becky | American Association of Community Colleges | Nashville, TN | Professional Development | \$2,412 |
| Swafford, Cara | Popular Culture Association Convention | New Orleans, LA | Professional Development | \$1,000 |

| | | | | |
|-----------------------|--|-------------------------------|--------------------------|---------|
| Maskey, Cynthia | Accreditation Commission for Education in Nursing | Atlanta, GA | Professional Development | \$0** |
| Bivona, Diana | Teaching & Learning w/Al Conference | Orlando, FL | Professional Development | \$1,874 |
| McDonald, Christopher | Guest Lecture and Research | Amsterdam, Netherlands and UK | Professional Development | \$2,680 |
| O'Malley, Jennifer | Human Anatomy & Physiology Society Annual Conf. | Pittsburgh, PA | Professional Development | \$2,479 |
| Henry, Bobbi | Association for Institutional Research | Orlando, FL | Professional Development | \$2,320 |
| Kujawa, Tricia | Association for Institutional Research | Orlando, FL | Professional Development | \$2,480 |
| Mason, Clayton | Association for Institutional Research | Orlando, FL | Professional Development | \$2,320 |
| Bruntjen, Sarah | National Council for Marketing & Public Relations Conference | New Orleans, LA | Professional Development | \$1,935 |
| Kruse, Kyla | National Council for Marketing & Public Relations Conference | New Orleans, LA | Professional Development | \$2,192 |

**Applied for FDRC grant. If not awarded, will pay out of pocket.*

***Paid by Commission/Conference*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Truck – LLCC Litchfield

DATE: February 26, 2025

The College seeks approval to purchase a 2024 Ford F250 for our Litchfield campus. The truck will be used for day-to-day needs as well as plowing snow during the winter months. The truck will be outfitted to match the facility trucks already in use at our Springfield campus. This truck will be purchased through the Governmental Joint Purchasing Act (30 ILCS 525) and a master contract administered by Central Management Services (21-416CMS-BOSS4-P-29479).

Budget Impact:

| | |
|------------------------|----------|
| Total Funds Requested: | \$63,868 |
| Source of Funds: | FFE |
| 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 an agreement with Morrow Brothers Ford for the purchase of a 2024 Ford F250, with a total price of \$63,868.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Transit Van

DATE: February 26, 2025

The College issued an Invitation to Bid for a transit van that will be used to transport portable classroom training equipment in our Electrical Maintenance program. A summary of bidders and pricing is detailed below:

| Bidder | Bid Price |
|---------------------------------|------------------|
| Bob Ridings, Taylorville, IL | \$47,998 |
| Victory Lane, Litchfield, IL | \$48,785 |

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, February 2, 2025, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Anderson Ford, Clinton; B&B Motors, Havana; Landmark Ford East, Springfield; Lemar Ford, Bloomington; O'Brien Ford, Peoria; Jackson Ford, Decatur; Jim Xamis Ford, Lincoln; Landmark Ford, Springfield; Morrow Brothers; Greenfield; Roland Rich Ford, Delavan; Victory Lane Ford; Litchfield; Friendly Chevrolet, Springfield; Green Kia, Springfield; Green Hyundai, Springfield; Green Mazda, Springfield; Green Nissan, Springfield; Green Toyota, Springfield; Jennings, Beardstown; Trinity Chrysler, Taylorville; Uftring Chevrolet, Washington and East Peoria; Hawk Ford, Carol Stream; Hawk Mazda, Joliet; Hawk Nissan, St. Charles; Hawk Chrysler Dodge Jeep Ram, Forest Park; Hawk Chevrolet, Joliet, Ron Hopkins Ford, Elgin.

Budget Impact:

Total Funds Requested: \$47,998
 Source of Funds: ITAC Grant
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The van will transport portable trainers to our Outreach Centers, thus enhancing student learning in those locations.

How will proposed agenda item be measured?

N/A

| |
|--|
| <p>MOTION: Move to approve a purchase order to Bob Ridings Ford for a 2025 Ford Transit-150 E1C van at the total cost of \$47,998 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-10.</p> |
|--|

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Sim Baby for Nursing Simulation Lab
DATE: February 26, 2025

The College is seeking approval to enter into a sole source agreement with Laerdal Medical Corporation to provide a Sim Baby along with required hardware/software for our nursing simulation lab. Laerdal equipment and software is currently used in our simulation lab. Introducing a new brand in our simulation lab would be problematic because a non-Laerdal product would not interface with existing hardware and software and would adversely affect video capabilities.

Budget Impact:

Total Funds Requested: \$51,604
Source of Funds: Perkins
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be provided new equipment that will simulate situations they may encounter in their day-to-day nursing careers.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Laerdal Medical Corporation for a Sim Baby at the total cost of \$51,604.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: February 26, 2025

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

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with The Grove Health and Rehab Center for students enrolled in the College's Basic Nursing Assistant Program and to amend the Clinical Site Agreement with Memorial Health System to include the Cardiovascular Sonography.

The Health Professions Department seeks approval to enter into Clinical Site Agreements for students enrolled in the College's Occupational Therapy Assistant Program. The Agreements will be with Sparc, Springfield Suites Rehab and Nursing, LLC, Trinity Rehab – Mason City Area Nursing Home, Trinity Rehab – Rutledge Regency, Trinity Rehab – St. Clara's Manor, Trinity Rehab – Sunny Acres, Trinity Rehab – The Villas East and West, and Trinity Rehab – Henry and Jane Vonderleith Living Center.

The Academic Services Division seeks approval to enter into Internship Affiliation Agreements for students enrolled in various programs at LLCC. The agreements will be with Sangamon County Probation and Court Services, Parks Place Child Care Center, Sangamon County Sheriff's Department, and the Sangamon County State's Attorney.

The Community Education Department seeks approval to enter into a Memorandum of Understanding with Black Rocket Productions. Black Rocket Productions will offer online programming and materials for LLCC's summer College for Kids Programs.

The Workforce Institute seeks approval to enter into a contract with the Illinois Manufacturing Excellence Center to provide CDL training. Three people will attend training between April and June 2025.

The Community Education Department has entered into a contract with the Girl Scouts of Central Illinois to hold a Teen Cooking Class. A maximum of 18 participants attended in January.

The Community Education Department seeks approval to enter into a contract with Girls on the Run for a summer Girls on the Run day camp. Approximately 30 members will attend between June and July.

The Continuing, Corporate, and Professional Education Department has entered into a Contract with the Illinois Association of Housing Authorities to provide OSHA 10 Training. The training for up to 40 participants will be held at the Illinois Association of Housing Authorities annual conference in April; and a contract with Precision Tank to provide OSHA Confined Spaces Training. Training will be held at Precision Tank in February.

MOTION: Move to approve Clinical Site Agreements with The Grove Health and Rehab Center, Memorial Health System, Sparc, Springfield Suites Rehab and Nursing, LLC, Trinity Rehab – Mason City Area Nursing Home, Trinity Rehab – Rutledge Regency, Trinity Rehab – St. Clara’s Manor, Trinity Rehab – Sunny Acres, Trinity Rehab – The Villas East and West, and Trinity Rehab – Henry and Jane Vonderleith Living Center; approve Internship Affiliation Agreements with Sangamon County Probation and Court Services, Parks Place Child Care Center, Sangamon County Sheriff’s Department, and the Sangamon County State’s Attorney; approve the MOU with Black Rocket Productions and approve the contract with the Illinois Manufacturing Excellence Center.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Accruent EMS Campus License Maintenance Contract

DATE: February 26, 2025

Board approval is requested for a five-year license maintenance contract for the EMS Campus scheduling system in the amount of \$112,212.61. The new contract reduces the annual escalation rate from 11% to 4%, saving the college \$24,255.52 over the life of the contract. The college has no plans to migrate to another scheduling system.

| Calendar Year | Current Contract 11% Escalation Rate | New Contract 4% Escalation Rate | Savings |
|----------------------|---|--|---------------------|
| 2025 | \$ 21,912.73 | \$ 20,717.49 | \$ 1,195.24 |
| 2026 | \$ 24,323.13 | \$ 21,546.19 | \$ 2,776.94 |
| 2027 | \$ 26,998.67 | \$ 22,408.04 | \$ 4,590.63 |
| 2028 | \$ 29,968.53 | \$ 23,304.36 | \$ 6,664.17 |
| 2029 | \$ 33,265.07 | \$ 24,236.53 | \$ 9,028.54 |
| Total | \$136,468.13 | \$112,212.61 | \$ 24,255.52 |

Budget Impact:

Total Funds Requested: \$112,212.61
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: \$24,255.52

Student Learning Impact:

How will proposed agenda item impact student learning?

EMS Campus is critical to the college operation. EMS Campus allows LLCC to provide prompt and efficient academic space scheduling operations.

How will proposed agenda item be measured?

The college will be able to continue to use technology for the smooth logistics and operation of the institution classroom scheduling.

MOTION: Move to approve the five-year license maintenance contract for the EMS Campus scheduling system at a total cost of \$112,212.61.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revised Salesforce CRM System Annual Agreement Renewal

DATE: February 26, 2025

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 the revised cost of \$89,814.84.

Budget Impact:

| | |
|------------------------|----------------|
| Total Funds Requested: | \$89,814.84 |
| 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 revised cost of \$89,814.84.

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: February 26, 2025

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

Student Services seeks ratification of the application for the Project Access grant. If awarded, the grant will support the Workforce Equity Initiative by providing wrap around supports for students and a Navigator position to offset grant reductions.

MOTION: Move to ratify the application for the Project Access grant in the amount of \$300,000.

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY25 Parking Lot & Sidewalk Improvements – Contractor Recommendation

DATE: February 26, 2025

Sealed proposals were requested for the FY25 Parking Lot & Sidewalk Improvements Project and were received at the Construction Manager’s Office on February 4th. The scope of the project includes milling and paving parking lots 9 and 11 and repairing/replacing sections of damaged concrete sidewalks on the Main Campus.

A tabulation of those proposals are as follows:

| Contractor | Base Bid | Alternate A1 | Alternate A2 | Alternate B | Total Bid w/Alternates A2 & B |
|--|-----------------|---------------------|---------------------|--------------------|--|
| Kinney Contractors, Inc. Raymond, IL | \$270,465 | \$10,328 | \$12,690 | \$12,750 | \$295,905 |
| P.H. Broughton & Sons, Inc. Springfield, IL | \$253,385 | \$3,720 | \$12,690 | \$12,750 | \$278,825 |
| Ron Furman's Commercial Sweeping & Paving Cantrall, IL | \$368,110 | \$4,305 | \$34,925 | \$40,055 | \$443,090 |
| Truman L. Flatt & Sons Springfield, IL | \$309,509.93 | \$8,372.70 | \$23,100 | \$27,500 | \$360,110 |

Alternate Bids:

- Alternate A1: 1.5” mill & resurface existing asphalt pavement at the top of the Sangamon South driveway.
- Alternate A2: Remove existing asphalt pavement and subgrade at the top of the Sangamon South driveway. Grade, recompact and replace with 7” thick PCC pavement.
- Alternate B: Take down handrail along the pond at the west end of the Workforce Center. Remove and replace existing sidewalk.

The following companies were issued bid documents but chose not to submit a proposal: DeLaurent Construction Co., Inc., Wilsonville, IL; Otto Baum Company, Inc., Morton, IL; Vision Infrastructure Construction Corporation, Jacksonville, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 16, 2025, edition of the Illinois Times.

The lowest responsive bid is within the project budget approved during the FY25 budgeting process.

Budget Impact:

| | |
|------------------------|---|
| Total Funds Requested: | \$306,725 (\$253,385 Bid Amount + \$12,690 Alt. A2 + \$12,750 Alt. B + \$27,900 Contingency) |
| Source of Funds: | Infrastructure & Excess PHS |
| 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 \$253,385, Alternate Bid A2 in the amount of \$12,690, Alternate Bid B in the amount of \$12,750 from P.H. Broughton & Sons, Inc. and to establish a project contingency in the amount of \$27,900, for an aggregate amount of \$306,725 to complete the FY25 Parking Lot & Sidewalk Improvements at LLCC's Main Campus.

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Logan Hall Roof Replacement – Contractor Recommendation

DATE: February 26, 2025

Sealed proposals were requested for the Logan Hall Roof Replacement Project and were received at the Construction Manager’s Office on Feb 4th. The scope of the project includes removing and replacing the roof and upgrading the drain system to remediate water infiltration issues on Logan Hall.

A tabulation of those proposals are as follows:

| Contractor | Base Bid |
|--|------------------|
| CAD Construction, Inc. 150 S. Baer Rd Tremont, IL 61568 | \$717,000 |
| Designed Roofing 4850 Jeffory St. Springfield, IL 62703 | \$604,348 |
| Henson Robinson Company 3550 Great Northern Ave. P.O. Box 13137 Springfield, IL 62791 | \$605,250 |
| Joiner Sheet Metal & Roofing 205 Madison Street Highland, IL 62249 | \$688,587 |

The following companies were issued bid documents but chose not to submit a proposal: DE Martin Roofing, Mascoutah, IL; Midwest Construction and Consulting Services, LLC, Girard, IL; River City Roofing Co., Peoria, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 16, 2025, edition of the Illinois Times.

The lowest responsive bid is within the project budget established during the project development process.

Budget Impact:

| | |
|------------------------|--|
| Total Funds Requested: | \$664,848 (\$604,348 Bid Amount + \$60,500 Contingency) |
| 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, 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 \$604,348 from Designed Roofing and to establish a project contingency in the amount of \$60,500, for an aggregate amount of \$664,848 to complete the Logan Hall Roof Replacement Project at LLCC's Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sabbatical Leave Recommendation for 2025-2026

DATE: February 26, 2025

Two (2) faculty members submitted a sabbatical leave request for the academic year 2025-2026. The Sabbatical Leave Committee, comprised of tenured faculty members, reviewed the requests, and forwarded their review and comments.

The following sabbatical leave request for the spring semester of the 2025-2026 Academic Year is submitted for your approval.

Samantha Reif, Professor of Geology, requests sabbatical leave for the spring 2026 semester. Professor Reif proposes to participate in an expedition to Antarctica to study the effects of climate change as well as the glaciology, oceanography, and the geology of the region. This project will allow her to build her knowledge and expertise in the area of climate change which she will use to impact not only her courses but also her involvement with efforts to provide educational experiences to the LLCC district's community. She intends to incorporate her experiences into her courses, workshops, and seminars that she offers to the larger LLCC community and in her volunteer work at the Illinois State Museum. This is a unique opportunity to witness the effects of climate change that cannot be replicated without a sabbatical opportunity.

MOTION: Move to approve the sabbatical leave for Samantha Reif for Spring Semester 2026.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Plan 2024 Implementation – Approval of Project

DATE: February 26, 2025

Tonight, we are asking you to approve the Master Plan 2024 Implementation Project at the Main Campus. This project will include Short-Term Projects identified in the Master Plan 2024 report approved by the Board in July 2024. The project will consist of multiple phases to complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall. The estimated project costs include all anticipated hard construction costs (including asbestos abatement where anticipated), contingencies, architectural/engineering fees, and furnishings/ equipment costs. The project will be funded with proceeds from the sale of the Taxable General Obligation Refunding Bonds, Series 2025A and General Obligation Bonds, Series 2025B authorized by the Board in January 2025.

Budget Impact:

| | |
|------------------------|--------------|
| Total Funds Requested: | \$30,000,000 |
| Source of Funds: | 2025 Bonds |
| Projected Revenue: | N/A |
| Projected Savings: | N/A |

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the Master Plan 2024 Implementation Project at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Plan Implementation – Construction Management Services
Recommendation

DATE: February 26, 2025

The Master Plan 2024 Implementation Project consists of multiple phases to complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall. Due to the complexity and duration of the project, we have determined there is a need for additional Construction Management services to streamline schedules, improve the bidding process and limit interruptions to college activities as much as possible. Due to the size of the project, The College decided to utilize the Request for Qualifications (RFQ) process in lieu of an amendment to the 2025 Master Service Agreement with O’Shea Builders approved in October 2024.

The Request for Qualifications (RFQ) process was reviewed with Attorney Rick Grenzebach and the RFQ for Construction Management Services was published in the Illinois Times on December 19, 2024. As a result of the RFQ, five proposals were received. The College, with assistance from Demonica Kemper Architects, reviewed the proposals and selected four companies for interviews.

After the four companies were interviewed, the College is recommending Harold O’Shea Builders, Inc., d/b/a O’Shea Builders (O’Shea), Springfield, IL. to provide Construction Management services for the Master Plan Implementation project. This recommendation is made after careful consideration of both our belief in O’Shea’s ability to deliver the project the college desires along with preconstruction, construction staffing, CM fee and other cost considerations. O’Shea has proposed a fee of 2.5% based on bid results of each phase. The services for this project are outside the 2025 Master Service Agreement with O’Shea Builders and the CM fee is specific to Master Plan 2024 Implementation Project.

As the phased projects progress through bidding and construction, we will bring the (included but not limited to) costs following to the board for approval by phase:

- Bid results from subcontractors
- O’Shea preconstruction staffing services

- O'Shea direct supervision/overhead staffing costs
- O'Shea CM Fee at 2.5% of construction costs
- Reimbursables
- General Liability Construction Insurance costs

The following companies submitted proposals for Construction Management services:

| Company | Interviewed |
|---|--------------------|
| CORE Peoria, IL | Yes |
| Limbaugh Construction Co., Inc. Granite City, IL | No |
| O'Shea Builders Springfield, IL | Yes |
| Poettker Construction Breese, IL | Yes |
| SM Wilson St. Louis, MO | Yes |

Budget Impact:

Total Funds Requested: N/A
 Source of Funds: 2025 Bonds
 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 accept the proposal from Harold O'Shea Builders, Inc., d/b/a O'Shea Builders (O'Shea), Springfield, IL to provide Construction Management services for the Master Plan Implementation Project at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Plan Implementation – Selection of Architectural/
Engineering Firm

DATE: February 26, 2025

Demonica Kemper Architects (DKA), Chicago, IL, has agreed to provide design services for the Master Plan Implementation project. DKA completed a space utilization study and created Master Plan 2024 Report that reflects the College’s current and future needs. This project will include Short-Term Projects identified in the Master Plan 2024 Report approved by the Board in July 2024. The project will consist of multiple phases to complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall.

DKA will be working with Berners Schober (BSA) to provide design, construction administration, and engineering services for this project. DKA is proposing a fee of \$2,445,922 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: | \$2,445,922 |
| Source of Funds: | 2025 Bonds |
| 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 \$2,445,922 to provide design and engineering services for the Master Plan Implementation Project at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Intergovernmental Agreement with CMS at LLCC-Medical District

DATE: February 26, 2025

Central Management Services leases office space at our Medical District location that includes the operation of their testing center. The current agreement expires on February 28, 2025. This proposed agreement includes a 5.5% rent increase over the current rate and is for another five-year term. This agreement also includes 180-day early termination language for both parties. The specific terms of the new agreement are outlined below:

| | |
|------------------------|----------------------|
| Square Footage Leased: | 7,285 |
| Rate per Square Foot: | \$13.45/square foot |
| Total Yearly Income: | \$97,983.24 per year |
| Term of Lease: | 3/1/25-2/28/30 |
| Utilities: | Included |
| Custodial Services: | Included |

I recommend the approval of the intergovernmental agreement as requested.

MOTION: Move to approve the Intergovernmental Agreement to rent space at LLCC-Medical District to the Department of Central Management Services based on the terms presented.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: February 26, 2025

POSITION VACANCIES

Classified

Program Assistant, Community Education (FT)

Professional

IT Project Manager (FT)
Staff Training & Development Coordinator (FT)
Workforce Development Program Coordinator (FT)

Full-time Faculty

Instructor, Cardiovascular Sonography Instructor,
Computer Science

NEW HIRES

| | | |
|----------------|-------------------------|------------|
| Akshaya Amin | Application Developer I | 02/24/2025 |
| Charles Duff | Building Custodian | 01/30/2025 |
| Rachel Wirsing | Building Custodian | 01/30/2025 |

RESIGNATIONS

| | | |
|-------------|-----------------------------|------------|
| Rachel Shew | Donor Relations Coordinator | 02/28/2025 |
|-------------|-----------------------------|------------|

RETIREMENTS

| | | |
|--------------|---------------------------------------|------------|
| Marcy Koches | Administrative Asst, LLCC Taylorville | 03/31/2025 |
|--------------|---------------------------------------|------------|

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: February 26, 2025

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.

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 complete.

PHS Projects – FY25

Exterior Door Upgrades

Development of construction documents is underway.

Eyewash Station Upgrades Phase 1

Development of construction documents is underway.

Fire Alarm System Upgrades

This PHS project is to fund a portion of an upcoming CDB project to replace fire alarm systems on all campuses. When CDB notifies us on project updates, we will update the board below under Deferred Maintenance Capital Project (CDB Managed).

Interior Wayfinding Phase 2

Development of construction documents is underway.

Logan Hall Roof Replacement

Our recommendation is before you this evening.

Main Campus Exterior & Interior Lighting Upgrade Phase 4

Development of construction documents is underway.

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.

Small Projects – FY25

FY25 Parking Lot & Sidewalk Improvements

Our recommendation is before you this evening.

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.

Fire Alarm System Upgrades

This project is partially funded with FY25 PHS funds as noted above. We are awaiting official award notification from the CDB and will update the board as the project progresses.

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.

HUD Economic Development Grant

Truck Driver Training Expansion

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

DCEO Energy Transition Community Grant

Litchfield Science Lab Renovation

The project is under way.

Illinois Green Economy Network (IGEN) Grant

Child Development Center Solar

The project is under way.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

| | | | |
|---|--|--|--|
| <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 Reorganization • Student Recognition 4/28/25 • Board Meeting 4/23/25 | <p style="text-align: center;">MAY 2025</p> <ul style="list-style-type: none"> • Gala 5/3/25 • Employee Recognition 5/15/25 • 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 | <p style="text-align: center;">JANUARY 2026</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/28/26 |

V. Strategic Discussion