
LLCC Board of Trustees Regular Meeting

April 23, 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, April 23, 2025
5:30 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Introductions and Recognitions
 - 1. Student Elections
- D. Seating of Student Trustee/Oath of Office
- E. Board Reorganization and Election of Officers
- F. Adoption of Agenda of the April 23, 2025 Meeting
- G. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of March 26, 2025
- B. Ratify Payments of Cash Disbursements for March and the March 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. Dell Laptop Purchase
 - 2. Construction Training Lab Furniture-Kreuger
 - 3. Construction Training Lab Furniture-Henricksen
 - 4. Laerdal Simulation Manikins
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Annual Zogotech BI System Enhancement and Support Services Contract
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. FY25 Small Projects – Budget Increase
 - 2. 2025 Master Service Agreement Amendment #1 – FY25 Small Projects – Change Order #1
 - 3. Exterior Door & Eyewash Station Upgrades – Combined Projects & Budget Increase
 - 4. 2025 Master Service Agreement Amendment #2 – Exterior Door & Eyewash Station Upgrades
 - 5. Welding Lab Expansion – Selection of Architectural/Engineering Firm

J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene (1st read)
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Health Insurance Rates for FY26
- 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
 - d. Quarterly Budget Transfer 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. Tour New Innovation Center

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: Charlotte J. Warren
President

SUBJECT: Student Elections and Seating of Student Trustee/Oath of Office

DATE: April 23, 2025

Student Government Association elections were held April 8th -10th. Shanda Byer, Vice President of Student Services, will introduce students elected to office. Elected students include:

Student Trustee

Addy Blimling

SGA President

Marques Robinson

SGA Vice-President of Leadership & Advocacy

Madison McMillin

SGA Vice-President of Engagement

Shandyll Colantino

SGA Secretary

Kaydence Richardson

AGENDA ITEM I.E

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Board Organization and Election of Officers

DATE: April 23, 2025

Board reorganization includes election of the following officers:

Chair – The Chair presides at all meetings, rules on questions of order and performs such other duties as are imposed by law or Board action. The Chair or Chair’s designee signs district contracts and other official documents.

Vice Chair – The Vice Chair performs the duties of the Chair in the Chair’s absence.

Secretary – The Secretary is responsible for maintaining an accurate record of Board proceedings and Board correspondence and for overseeing elections as required by the Illinois Public Community College Act and the Illinois Election Code. The Secretary is also responsible for notices required from time-to-time to conduct business of the district.

After voting, it is appropriate for the newly elected Chair to assume their seat.

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 March and the
March Treasurer's Report

DATE: April 23, 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 March, 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 March 31, 2025.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2025, and ratify the March 31, 2025, Treasurer's Report.

MEMORANDUM

AGENDA ITEM II.C.2

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: April 23, 2025

Name	Meeting	Location	Purpose	Amount
Butzow, Dean	IL Geographical Society Annual Conference	Vincennes, IN	Professional Development	\$607
Giles-Brown, Leigh	CCI Educator's Forum	Houston, TX	Professional Development	\$352
Giles-Brown, Leigh	IFSER Ultrasound Educator's Summit 2025	Milwaukee, WI	Professional Development	\$1,655
Norris, Crystal	52 nd Annual Administrative Professional Course	Nashville, TN	Professional Development	\$3,353
Vaughan, Shelley	Max Fest Conference	Louisville, KY	Professional Development	\$2,035
Warren, Charlotte	AACC Board Meeting	Dallas, TX	Administrative Travel	\$1,675

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Dell Laptop Purchase

DATE: April 23, 2025

The College seeks approval to purchase 104 Dell Latitude 3340 laptops from Dell Technologies, for use by the Adult Education program.

This purchase is through the Dell Midwestern Higher Education Compact (MHEC) Master Agreement, contract number C000000979569 MHEC-04152002.

Budget Impact:

Total Funds Requested:	\$62,433.28
Source of Funds:	State and Federal Adult Education Grants
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This purchase will update aging technology to enable adult education students to complete required coursework and take the required assessments to achieve their educational goals.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve purchase of Dell Laptops for \$62,433.28 for the Adult Education Program.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Training Lab Furniture – Kreuger International

DATE: April 23, 2025

The College seeks approval to purchase furniture from Kreuger International (KI) for our newly remodeled Construction Training Lab in Sangamon Hall. The various pieces of furniture will be used in classrooms, lab areas, and hallway/common areas. We will utilize the Illinois Public Higher Education Consortium (IPHEC) contract (1905) for this purchase.

Budget Impact:

Total Funds Requested:	\$55,789.30
Source of Funds:	FF&E Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be provided new classroom and common area furniture.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve entering into an agreement with Kreuger International for classroom and common area furniture, with a total purchase price of \$55,789.30.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Training Lab Furniture - Henricksen
DATE: April 23, 2025

The College seeks approval to purchase furniture from Henricksen for our newly remodeled Construction Training Lab in Sangamon Hall. The various pieces of furniture will be used in the offices and hallway common areas.

Henricksen will be utilizing the following purchasing consortiums: Omnia (R191804 & 07-78) and Allseating Vizient (CE3371)

Budget Impact:

Total Funds Requested:	\$27,914.19
Source of Funds:	FF&E Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Instructors will be provided new office furniture and students will be provided new common area furniture.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve entering into an agreement with Henricksen for office and common area furniture with a total purchase price of \$27,914.19.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Laerdal Simulation Manikins

DATE: April 23, 2025

The College is seeking Board approval to enter into a sole source agreement with Laerdal Medical Corporation to provide 3 simulation manikins and required LLEAP software licenses for our EMS Program.

The sole source purchase is in the College's best interest because the EMS Program already utilizes Laerdal manikins and the LLEAP software. These new manikins will be fully compatible with the existing equipment and software, ensuring continuity in student learning.

Budget Impact:

Total Funds Requested:	\$151,457.22
Source of Funds:	FFE Funds (EDA Grant Match)
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will train with equipment that they will encounter in the field.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the purchase of 3 simulation manikins, all necessary support equipment and software from Laerdal Medical Corporation.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: April 23, 2025

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

The Community Education Department entered into a contract with the Chaine Des Rotisseurs to Host the Young Chef Competition for the Midwest Regionals. The Competition will be held at the Workforce Career Center.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Department of Commerce and Economic Opportunity to provide Excel Training. Approximately 24 Illinois Department of Commerce and Economic Opportunity employees will be trained in April at the LLCC Medical District.

The Workforce Institute has entered into a contract with Geo Tech Construction Company to provide CPR and First Aid Training. Approximately 9 Geo Tech Employees will be trained at LLCC Litchfield in April.

The LLCC Medical District seeks approval to enter into Internship Affiliation Agreements with Jacksonville Family Dental and Jones Family Dental for students enrolled in the Dental Assistant Program and an Internship Affiliation Agreement with the Animal Protective League for students enrolled in the Veterinary Assistant Program.

The Academic Services Division seeks to enter into Internship Affiliation Agreements with Borgic Farms, Buchheit of Jacksonville, Cass-Morgan Farm Bureau, CHS, Inc., Logan Agri-Service, Inc., and Smith Family Farms, LLC.

MOTION: Move to approve the Internship Affiliation Agreements with Jacksonville Family Dental, Timothy Jones Dental, Animal Protective League, Borgic Farms, Buchheit of Jacksonville, Cass-Morgan Farm Bureau, CHS, Inc., Logan Agri-Service, Inc., and Smith Family Farms, LLC.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Annual Zogotech BI System Enhancement and Support Services Contract

DATE: April 23, 2025

Board approval is requested for a three-year enhancement and support services contract for the ZogoTech Business Intelligence (BI) System in the amount of \$137,935.67. ZogoTech BI software includes the Student Engagement module which allows the college to compile reports and identify data trends from the Colleague database and the data warehouse. These reports assist the college in the goal of Student Retention and Engagement.

A three-year contract reduces the regular annual escalation rate of 5% to 3% plus and initial discount of 1.9%, yielding savings Of \$5,480.73 over the life of the contract. The college has no plans to migrate to another BI system in the next three years.

Fiscal Year	5% Escalation Rate	3% Escalation Rate	Savings
FY2025	\$ 45,492.91	\$ 44,626.38	\$ 866.53
FY2026	\$ 47,767.56	\$ 45,965.17	\$1,802.39
FY2027	\$ 50,155.93	\$ 47,344.12	\$2,811.81
Total	\$143,416.40	\$137,935.67	\$5,480.73

Budget Impact:

Total Funds Requested: \$ 137,935.67
 Source of Funds: Operating Funds
 Projected Revenue: N/A
 Projected Savings: \$5,480.73

Student Learning Impact:

How will proposed agenda item impact student learning?

The Student Engagement module allows the college to compile reports and identify trends to better support strategic actions with a focus on student retention and engagement.

How will proposed agenda item be measured?

The time required to run reports. Current time will continue to take minutes and not days. The ability to identify data trends to support strategic plans.

MOTION: Move to approve the three-year enhancement and support services contract for the Zogotech BI System at a total cost of \$137,935.67.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: April 23, 2025

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

The Workforce Institute seeks ratification of the grant application for the Lowe's Foundation Gable grant. If awarded, the funds will be used to build a technology lab that would use planning and modeling software and simulation equipment to help students develop skills in safety procedures, and equipment handling. The Advancement office seeks ratification of the Illinois Digital Capacity Grant. If awarded, the funds will support digital literacy and digital access for Adult Education, the Outreach Centers in Jacksonville, Litchfield and Taylorville and the WEI program.

MOTION: Move to ratify the grant application for the Lowe's Foundation Gable grant in the amount of \$756,515; the grant application for the Adult Volunteer Literacy Grant application in the amount of \$67,211 and the grant application for the Illinois Digital Capacity grant in the amount of \$287,644.

MEMORANDUM

AGENDA ITEM II.I.1

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: FY25 Small Projects – Budget Increase
DATE: April 23, 2025

Tonight, we are asking you to approve an increase in the budget for the combined project, FY25 Small Projects. This project is a combination of several small projects as approved at the March 2025 meeting.

The project budget of \$1,128,480 was funded by Protection, Health, and Safety, Infrastructure, and Small Project funds. During the design phase it was determined additional door replacement at Jacksonville and asbestos abatement in Sangamon Hall were needed to successfully complete the project. A value engineering process was undertaken by the College, John Shafer & Associates (architect), Berners Schober(engineer), and O’Shea Builders that identified multiple options for changes in scope that would result in cost savings. The options were evaluated based on ease of removing scope, amount of work at each location, and potential cost savings. The cost saving options selected include work that can be done in future projects. Unfortunately, the total cost savings identified is not enough to bring the project within the available budget.

Cost Description	Amount
Project Engineering Fee	\$138,318.00
Advertising	\$1,660.00
Asbestos Testing	\$2,840.00
Asbestos Abatement	\$42,000.00
Preliminary Construction Management Services	\$12,000.00
2025 Master Service Agreement for Construction Management, Amendment #1	\$1,333,368.44
Value Engineering	-\$334,153.68
Project Contingency	\$69,248.24
Revised Budget Total	\$1,265,281.00

The \$136,801 increase to the budget will be funded with a combination of Excess PHS funds remaining from previous projects, Infrastructure, and Small Project funds.

The project budget as shown above is for construction only. FFE and Technology budgets were established separately and will be managed by Finance and ITS.

MOTION: Move to approve the budget increase in the amount of \$136,801 for project FY25 Small Projects.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: 2025 Master Service Agreement for Construction Management –
Amendment #1 – FY25 Small Projects – Change Order #1

DATE: April 23, 2025

At last month’s meeting the Board approved the 2025 Master Service Agreement for Construction Management, Amendment #1, for the FY25 Small Projects for O’Shea Builders (O’Shea) in the amount of \$1,333,368.44, pending successful negotiations with the company to bring the proposal within the available budget. The College, the architect and O’Shea worked through value engineering process resulting in the deducted scope in the table below. The cost-saving options included in this change order resulted in a deductive change order of \$334,153.68. We will consider the scope below as high priority scope to be completed with future projects.

Therefore, in keeping with the policies of the Board of Trustees, the following change order is submitted for ratification.

Change Order #	Description	Cost
G-001	Value Engineering Deduct: Option 2. Eliminate exterior door replacement in Litchfield. Deduct \$50,812 Option 4. Eliminate exterior door access control and alarm upgrades in Litchfield. Deduct \$91,994 Option 8. Eliminate exterior door access control and alarm upgrades in Litchfield. Deduct \$91,049 Option 9. Eliminate exterior door hardware replacement in Litchfield. Deduct \$71,449 Reduce Construction Management cost due to accepted Value Engineering options. Deduct \$28,849.68	-\$334,153.68

Budget Impact:

Total Funds Requested: \$0.00
Source of Funds: Excess PHS, Protection, Health, and Safety, Infrastructure, and Small Project funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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 ratify the above deductive change order in the amount of \$334,153.68 for the 2025 Master Service Agreement for Construction Management – Amendment #1 – FY25 Small Projects as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: 2025 Master Service Agreement for Construction Management –
Amendment #2 – Exterior Door & Eyewash Station Upgrades

DATE: April 23, 2025

Included in a separate memo before you tonight, two FY24 PHS projects were combined into one project, Exterior Door & Eyewash Station Upgrades. The combined project will include exterior door replacement and eyewash station upgrades at the Main Campus

Tonight, we are asking the Board to approve Amendment #2 to the 2025 MSA for O’Shea Builders (O’Shea) to provide construction management services for combined project: Exterior Door & Eyewash Station Upgrades. As stated in the October 2024 memo, the cost of O’Shea’s services will be determined by project amendments that require board approval and O’Shea will serve as construction manager only and not self-perform any work.

Sealed proposals were requested for the combined project, Exterior Door & Eyewash Station Upgrades, based on the bid packages listed below and were received at the Construction Manager’s Office on April 1, 2025. The tabulation of those proposals is as follows:

Bid Results	Bid Package	Bid	Selected
Advance Glass	Glass/Doors	\$344,736	\$344,736
Kelly Glass	Glass/Doors	\$449,000	n/a
Jennings	Paint	\$10,280	\$10,280
E.L. Pruitt	Plumbing/Mechanical	\$181,915	\$181,915
Senergy Electric	Electrical	\$33,675	\$33,675
Total Bids Selected			\$570,606

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, March 6, 2025, edition of the Illinois Times.

We are requesting approval of Amendment #2 and authorization for O’Shea to execute subcontracts for the lowest responsive bids as listed in Amendment #2 Summary table below.

Bid Results	Bid Package	Bid	Selected
Advance Glass	Glass/Doors	\$344,736	\$344,736
Jennings	Paint	\$10,280	\$10,280
E.L. Pruitt	Plumbing/Mechanical	\$181,915	\$181,915
Senergy Electric	Electrical	\$33,675	\$33,675

Total Bids Selected: \$570,606
 O’Shea Direct Costs, General Liability, Contingency, Fees and Bonds: \$105,121
 2025 MSA – Amendment #1: \$675,727

Budget Impact:

Total Funds Requested: \$705,313
 (\$675,727 Amendment #2 + \$29,586 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 2025 MSA Amendment #2 with O’Shea Builders in the amount of \$675,727 and to establish a project contingency in the amount of \$29,586, for an aggregate amount of \$705,313 to complete the Exterior Door & Eyewash Station Upgrades project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Exterior Door & Eyewash Station Upgrades – Combined Projects & Budget Increase

DATE: April 23, 2025

Tonight, we are asking you to approve an increase in the budget for the Exterior Door & Eyewash Station Upgrades project. This project is a combination of the Exterior Door Upgrades and the Eyewash Station Upgrades Phase 1 projects. The combined project will include replacing exterior doors at Trutter Center, Montgomery Hall, Millennium Center, and A. Lincoln Commons and replacing existing eyewash stations with code compliant fixtures and upgrade plumbing as needed in Sangamon Hall.

This project’s budget was originally approved on October 16, 2024, with a combined budget of \$692,200 funded by Protection, Health, and Safety funds. During the design phase it was determined additional door replacement and asbestos abatement were needed to successfully complete the projects. The lowest responsive bid, presented in a separate memo tonight, includes the additional work identified during the design phase.

The \$97,605 increase to the budget will be funded with Excess PHS funds remaining from previous projects.

Cost Description	Amount
Project Engineering Fee	\$79,800
Advertising	\$492
Asbestos Abatement	\$4,200
Bid Results	\$675,727
Project Contingency	\$29,586
Revised Budget Total	\$789,805

MOTION: Move to approve the budget increase in the amount of \$97,605 for the Exterior Door & Eyewash Station Upgrades projects.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Welding Lab Expansion – Selection of Architectural/Engineering Firm

DATE: April 23, 2025

The Welding Lab Expansion project was approved at the March 2024 board meeting. The project scope includes work in multiple rooms in the Workforce Careers Center including relocation of the Welding Lab to the existing Construction Trades Lab Room W1160 and minor work in W1159, W1161, W1162, W1163 and W1166 to prepare rooms for new use.

Berners Schober (BSA), Springfield IL, has agreed to provide design and engineering services for this project. BSA is proposing a fee of \$300,000 to provide design, mechanical and electrical 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:	\$300,000
Source of Funds:	DCEO Energy Transition Community Grant & Restricted
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 Berners Schober in the amount of \$300,000 to provide design and engineering services for the Welding Lab Expansion Project at the Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

DATE: April 23, 2025

The following are proposed changes to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. The College’s Chemical Hygiene Officer has reviewed this Board Policy and its Procedures and has recommended these changes to not only strengthen the protocols that govern the handling of hazardous materials and chemicals but also broaden the scope of this policy to encompass all required safety regulated activities related to OSHA and the EPA. Given the broader scope, we would propose renaming the policy to “Required Health and Safety Programs”. The proposed policy changes are as follows:

Policy Statement:

~~All hazardous chemicals utilized on campus shall be stored and disposed of properly.~~
Federal, state, and local regulating agencies such as, Occupational Health and Safety Administration and the Environmental Protection Agency, etc., mandate safety programs to protect the health and safety of employees that may be exposed to health and physical hazards. The college shall comply with required health and safety programs that are applicable to the activities that are ongoing at the college.

~~A training program shall be established for all employees who may come in contact with hazardous materials.~~

Formal safety plans programs for exposure control and chemical hygiene shall be developed which include minimally:

- Safety procedures for work areas, classrooms and laboratories
- Identification of responsibilities of the college, employees and students
- Identification of hazards
- Procedures to follow in the event of an emergency accidental release or exposure;
and
- Annual training programs

These policy changes are being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled May 2025 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Health Insurance Rates for FY2026

DATE: April 23, 2025

In March, the health insurance committee reviewed claims for the current plan year and the forecasted costs for FY2026 health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are coming in higher than the expected budget amount. There are 15 large claimants, seven of which have claims exceeding the stop loss insurance deductible of \$110,000. Overall, the 15 large claimants make up 52% of all claims paid to date. Healthcare inflation is about 7-8%, and prescription drug inflation is about 13%. Based on claims utilization and healthcare/prescription drug inflation, the consultants recommended a 9.9% increase to premiums, if there were no changes to the plans. The voting members of the health insurance committee agreed that increasing out of pocket costs for employees was not ideal given increases made in previous years and unanimously voted to forgo any plan design change this year. Based on the available information and the committee and consultant's feedback, the following is recommended:

- Continue to offer the High-Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations. In accordance with IRS requirements for a qualified high-deductible plan with an embedded deductible family plan, the individual deductible for dependent coverage tiers will increase to \$3,300 while keeping the overall family deductible amount unchanged at \$5,500. For those opting for employee only coverage, the individual deductible will remain at \$3,000.
- Continue to offer the Open Access Plan with no changes to plan design.

The following are recommendations from administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Increase current plan rates by 9.9% for the Open Access Plan going into plan year 2026.

- Increase the current plan rates by 9.9% for the High-Deductible Plan going into plan year 2026.
- Set the annual Board contribution to an employee's Health Savings Account for those electing the High-Deductible Plan at \$3,000.
- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. Dental premiums will increase by 5.2% with the employee only amount moving to \$43.15 per month.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 7-8% and prescription drug inflation of 13%.

I would like to take the opportunity to thank the members of the health insurance committee for their due diligence in this process. Voting members of the committee are Samuel Barbour, Stephanie Cummings, Don Hohimer, Christie Hovey, Crystal Norris and Nicole Ralph. Advisory members of the committee are Kaelyn Bormida, Esteban Cruz, Bryan Gleckler and Kirsten Taylor.

It is my recommendation that we support the work and resulting recommendations presented.

MOTION: Move to approve the insurance recommendations as presented.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: April 23, 2025

POSITION VACANCIES

Classified

Administrative Assistant, LLCC Western Region (FT)
Property Control Technician (FT)

Professional

IT Project Manager (FT)
Instructional Designer (FT)
Purchasing Manager (FT)
Staff Training & Development Coordinator (FT)
Student Care Coordinator (FT)

Administrator

Full-time Faculty

Instructor, Cardiovascular Sonography
Instructor, Computer Science
Instructor, Diagnostic Medical Sonography
Instructor, Nursing

NEW HIRES

Loren Pettit	Police Officer	03/25/2025
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TRANSFERS

Sarah Bruntjen	Donor Relations Coordinator	04/14/2025
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RESIGNATIONS

Hannah Smith	Police Officer	04/19/2025
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: April 23, 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 – 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.

Mechanical Upgrades

The project is under way.

PHS Projects – FY25

Exterior Door & Eyewash Station Upgrades

Our recommendation is before you this evening. Combined Exterior Door Upgrades and Eyewash Station Upgrades projects.

Interior Wayfinding Phase 2

Development of construction documents is underway.

Logan Hall Roof Replacement

The project is under way, we expect construction to begin in early May.

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 complete.

Small Projects – FY25

FY25 Parking Lot & Sidewalk Improvements

The project is under way.

FY25 Small Projects - 2025 Master Service Agreement (O'Shea)

Separate requests for a budget increase and approval of deductive change order for value engineering items are before you tonight.

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

We are awaiting an 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

Gleckler

Litchfield Science Lab Renovation

The project is under way.

Welding Lab Expansion

Our recommendation for A/E services is before you this evening. We anticipate design work to begin immediately and bidding/construction to commence in Fall 2025.

Illinois Green Economy Network (IGEN) Grant

Child Development Center Solar

The project is under way.

2025 Bond

Master Plan Implementation – Phase A

Renovations in Millennium, main level Sangamon Hall, and Trutter.

- Currently – User Group meetings and programming have concluded. DKA has begun Design Development documents.
- Summer 2025 – Anticipate work on Construction Documents to continue.
- September/October 2025 – Bidding this phase through O’Shea Builders as a CM.
- Construction would begin immediately and continue in “sub phases” through November 2026.

Master Plan Implementation – Phase B

Renovations in the main level of Menard Hall.

- Currently – User Group meetings and programming have concluded.
- DKA will focus their efforts on documents for Phase A for the next few months and we will revisit this scope with end-users to confirm scope and begin Design Development drawings in Fall 2025 after Phase A bidding is complete.
- Summer 2026 – Bidding through O’Shea Builders as a CM.
- Construction would begin after Phase A is complete in late 2026 and continue in “sub phases” through December 2027.

Master Plan Implementation – Phase C

Renovations in the main and lower levels of Menard Hall.

- Currently – User Group meetings and programming have concluded.
- DKA will focus their efforts on documents for Phase A for the next few months and Phase B to follow. We will revisit this scope with end-users to confirm scope and begin Design Development drawings in early 2026.
- November/December 2026 – Bidding through O’Shea Builders as a CM.
- Construction would begin after Phase B is complete in Summer 2027 and continue in “sub phases” through Spring 2028.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Dr. Charlotte Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: April 23, 2025

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the third quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

<p style="text-align: center;">QUARTERLY BUDGET TRANSFER REPORT March 31, 2025</p>
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EDUCATIONAL FUND

Budget	\$51,128,471
Transfers	\$86,014
Percentage	.17%

O&M FUND

Budget	\$6,610,932
Transfers	\$2,500
Percentage	.04%

OTHER FUNDS

Budget	\$37,376,340
Transfers	\$48,234
Percentage	.13%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$57,739,403
Adjusted Revenues	\$57,739,403
Additional Funds Available	\$0

Expenditures

Original Budget	\$57,739,403
Adjusted Expenditures	\$57,739,403
Additional Expenditures	\$0

Net Change	\$0
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AGENDA MASTER CALENDAR

<p style="text-align: center;">MAY 2025</p> <ul style="list-style-type: none"> • Student Recognition 4/28/25 • 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 	<p style="text-align: center;">FEBRUARY 2026</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/25/26 	<p style="text-align: center;">MARCH 2026</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/26 	<p style="text-align: center;">APRIL 2026</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Board Meeting 4/22/26

V. Strategic Discussion