

BOARD OF TRUSTEES

D. Administrative Services Division Items
1. FY 2025 Budgets

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: September 25, 2024

| Name | Meeting | Location | Purpose | Amount |
|----------------------------|---|-----------------|--------------------------|------------|
| Sweet, Nancy | National Council for Workforce Education | Minneapolis, MN | Professional Development | \$1,982 |
| Maskey, Cynthia | Organization for Associate Degree Nursing | Tampa, FL | Professional Development | \$2,335 |
| Smith, Kalith + 5 Students | Honors Program Student Council | Kansas City, MO | Student Club Travel | \$8,275* |
| Eades, Barbara | Conference for Community College Advancement | Baltimore, MD | Professional Development | \$2,685** |
| Burger, Michelle | Conference for Community College Advancement | Baltimore, MD | Professional Development | \$2,385 |
| Harmon, Andrew | Radiography Educators of the Midwest | Davenport, IA | Professional Development | \$20 |
| Hovey, Christie | Best Practices and Innovation in CTE Conference | Portland, OR | Professional Development | \$2,328*** |

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|--------------------|--|-------------------------|-----------------------------|---------|
| Hinton, Corrine | CBExchange Conference | Colorado Springs, CO | Professional Development | \$3,513 |
| Murphy, Janelle | Radiography Educators of the Midwest | Davenport, IA | Professional Development | \$266 |



SUBJECT: Diesel Technology Tractor

Budget Impact:

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|------------------------|-----------------------------------|
| Total Funds Requested: | \$100,000 |
| Source of Funds: | Reimbursed from Elderhostel, Inc. |
| Projected Revenue: | N/A |
| Projected Savings: | N/A |

Student Learning Impact:

How will proposed agenda item impact student learning?

This type of program offered for Elderhostel students adds a continued learning opportunity to the district's population and provides a positive economic impact to our community.

How will proposed agenda item be measured?

The number of participants and the net promoter score derived from participant evaluations.

MOTION: Move to approve entering into an agreement with the President Abraham Lincoln Springfield for lodging and meal accommodations for the Elderhostel 2026 Program Year , renewable in one-year terms through the 2027 & 2028 Program Years as per the terms, conditions, and specifications of Request for Proposal #FY20 25-04.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: September 25, 2024

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

The Culinary Institute has entered into a contract with Agrisompo to provide a Culinary Team Building Class. Approximately 18 Agrisompo employees will attend at the Workforce Careers Center in September.

The Continuing, Corporate, and Professional Education Department has entered into a contract with SIU to hold a virtual Employability Skills Training. The training will be held for approximately 20 people in December.

LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will use rooms and facilities at the LLCC Jacksonville Campus between November and January.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Office of the Senate President to provide Microsoft Office Training. Approximately 56 people will be trained in September.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Naperville Community Unit School District 203 for students enrolled in the College's Occupational Therapy Assistant Program. Naperville Community Unit School District 203 has facilities suitable for the educational needs of the students.

MOTION: Move to approve the Clinical Site Agreement with Naperville Community Unit School District 203.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Angle Coaching & Communications LLC

DATE: September 25, 2024

Board approval is requested to contract with Angle Coaching & Communications LLC to provide curriculum and instruction for the Small Business Leadership Development Bootcamp taking place throughout FY25.

Budget Impact:

| | |
|------------------------|---|
| Total Funds Requested: | \$43,900 |
| Source of Funds: | Noncredit Workforce Training Initiative Grant |
| Projected Revenue: | N/A |
| Projected Savings: | N/A |

Student Learning Impact:

How will proposed agenda item impact student learning?
Students will have quality instruction aligned with their learning goals.

How will proposed agenda item be measured?
Curriculum and instruction delivered according to program schedule.

MOTION: Move to approve the contract with Angle Coaching & Communications for leadership training not to exceed \$ 43,900.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Entrinsik Enrole SaaS Implementation

DATE: September 25, 2024

Approval was obtained from the Board Chair to contract with Entrinsik to implement Enrole SaaS to manage class scheduling and student registration for Community Education, LLCC Medical District and Workforce programs. Implementation and license cost is \$67,900. Ratification of this implementation is requested this evening.

| Enrole plus Integrated Add- Ons ~20 Staff Users | One Time Fees | Annual Subscription Support Fees |
|---|---------------|--|
| Enrole Platform | \$ 17,500 | \$ 21,100 |
| Canvas Integration | \$ 2,000 | \$ 1,000 |
| Colleague Connector Integration | \$ 12,000 | \$ 5,500 |
| 40 hrs. Additional Services, Discounted | \$ 8,800 | No Expiration |
| Total | \$ 40,300 | \$ 27,600 |
| Total Initial Cost | - | \$ 67,900 |

Budget Impact:

Total Funds Requested: \$67,900
 Source of Funds: Operating Funds
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
 Entrinsik Enrole SaaS will allow the college to provide better class management and enrollment services for prospective and current students in programs and classes offered by Community Education, LLCC Medical District and Workforce.

How will proposed agenda item be measured?
Student enrollment and student engagement in Community Education,
LLCC Medical District and Workforce programs.

MOTION: Move to ratify the contract with Entrinsik for Enrole SaaS implementation at a total cost of \$ 67,900.

MEMORANDUM

- x Provided monthly recap report of metrics that illustrate results of the campaign and recommendations for improved results
- x Real-time online dashboard
- x Experience with Illinois Community Colleges
- x Additional available services

Each firm possesses the needed skills to supply digital marketing services for the college. The final decision came down to demonstrated results, experience with data reporting, amount of media spend and management fees.

Budget Impact:

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|------------------------|----------------|
| Total Funds Requested: | \$47,300 |
| Source of Funds: | Operating Fund |
| Projected Revenue: | N/A |
| Projected Savings: | N/A |

Student Learning Impact:

How will proposed agenda item impact student learning? Digital marketing increases the knowledge and awareness of college programming and learning opportunities and enhances engagement with perspective students, clarifying avenues to reach their educational goals.

How will proposed agenda item be measured? By monitoring campaign effectiveness through a real-time online dashboard and monthly recap reports of metrics that illustrate the results of the campaign and recommendations for improved results.

MOTION: Move to engage GradComm for the college's digital marketing services for October 2024 through July 2025 for a total cost of \$47,300.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlott4-10.35 Tdb

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Child Development Center Solar

DATE: September 25, 2024

Tonight, we are asking you to approve an Illinois Green Economy Network (IGEN) project for installation of a solar array at the Child Development Center. This project has been made possible by the award of an IGEN grant in the amount of \$123,818. We will supplement the project with Restricted Solar Incentive Funds of \$125,810 to achieve a total project budget of \$249,628. The project will consist of installation of a 53kW ground mount solar array at the Child Development Center (CDC) on the Main Campus in Springfield. The solar array will include 106 solar panels, 4 inverters, AccuEnergy monitoring, and ground cover under the solar array. The solar array will offset approximately 96% of the electrical usage at the CDC. Match total will be offset by Direct Pay - 30% ITC, \$63,171 (claimed at project completion) and Illinois ABP Incentive, \$44,639 (paid out over 15 years).

Budget Impact:

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|------------------------|----------------------------------|
| Total Funds Requested: | \$125,810 |
| Source of Funds: | 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 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.

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| MOTION: Move to approve the Child Development Center Solar project at the Main Campus. |
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III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM:

The estimated interest costs from the proposals are as follows:

| Placement Agent | Estimated Interest Cost on Funding |
|-----------------|------------------------------------|
|-----------------|------------------------------------|

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Six-Year Colleague Modernization Contract to Upgrade to
Colleague SaaS Service

DATE: September 25, 2024

Board approval is requested for a six-year license Colleague Modernization contract with Ellucian to upgrade to the Colleague SaaS Service in the amount of \$4,648,817. The new Modernization contract replaces the existing License Exchange model adopted on May 27, 2021, for the on-premises Colleague ERP system with a subscription license for the Colleague SaaS service.

The new contract will add the following new software Colleague SaaS modules and features: Ellucian Insights, Ellucian Experience, StudentForms, and Intelligent Processes. The contract

administration and customization tasks. Ellucian invoices for all modules, including those from third party vendors. The college has no plans to migrate to another ERP system.

Budget Impact:

| | |
|------------------------|----------------|
| Total Funds Requested: | \$4,648,817 |
| Source of Funds: | Operating Fund |
| Projected Revenue: | N/A |
| Projected Savings: | N/A |

Student Learning Impact:

How will proposed agenda item impact student learning?

Ellucian ecosystem is critical to the college operation. Colleague modules and systems allow LLCC to provide critical services to students.

How will proposed agenda item be measured?

The college will be able to continue to use computing technology for the smooth operation of the institution and to improve learning.

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| MOTION: Move to approve the six-year Colleague Modernization contract with Ellucian to upgrade to the Colleague SaaS Service in the amount of \$4,648,817. |
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IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: September 25, 2024

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY21

Wate

PHS Projects – FY24

Interior Wayfinding Phase 1

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

EDA

AGENDA MASTER CALENDAR

OCTOBER 2024

x PHS Projects

x Board Meeting 10/16/24 at

V. Strategic Discussion