

BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526

AGENDA
REGULAR MEETING
Monday, December 16, 2024
5:30 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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

- II. Consent Agenda
 - A. Approval of Minutes of the Regular Meeting of November 20, 2024
 - B. Ratify Payments of Cash Disbursements for November and the November Treasurer's RepoUW
 - C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-S

Engineering Firm

4. Interior Wayfinding Phase 2 – Selection of Architect

J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Establishment of 2024 Tax Levy
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

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

V. Strategic Discussion

- A. Student Well-being

VI. Executive Session

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

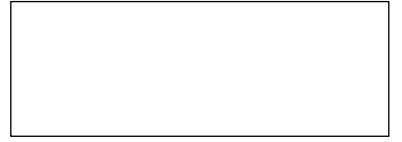
FROM: Gordon Gates
Chairman

SUBJECT: Bond Issue Notification Act Hearing

DATE: December 16, 2024

The purpose of this hearing is to receive public comments on the proposal to sell bonds in the amount not to exceed \$31,000,000 for the purpose of funding
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II. Consent Agenda



Myers, Laurie	Midwest Writing Center Association Conference	Brooklyn, MN	Professional Development	\$1,182
Roberts, Ryan	Library & Humanities Research Travel	England and Ireland	Professional Development	**\$7,289
Phi Theta Kappa – 8 Students	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	***\$10,570
Roberts, Ryan	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	\$1,610
Gillian Bauer	Phi Theta Kappa Catalyst Conference	Kansas City, MO	Student Trip	\$1,610
Harmon, Bill+ 20 Students	Agriculture Abroad	Italy	Student Trip	****\$94,300
Parton, Rebecca	Instructional Technology Council Annual Conference	Charleston, SC	Professional Development	\$2,585

Goers, Bryan Ellucian Live Orlando, FL Professional Development

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

* Kreher Farm Perpetual Charitable Trust

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

*** Student club account

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2025 Forward Magazine

DATE: December 16, 2024

The College issued a Request for Proposals for the printing, mailing, and delivering of the Forward Magazine

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: X-Ray Machine for RAD

DATE: December 16, 2024

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

Bidder	Bid Price
Interstate Imaging (Evansville, IN)	\$104,900
Central Illinois X-Ray, Inc. (Bloomington, IL)	\$139,888.99

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: December 16, 2024

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

The Culinary Institute has entered into a contract with Sgro, Hanrahan, Durr, Rabin, & Reinbold, LLP to hold a Holiday Cooking Class. A maximum of 28 people

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

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Salesforce CRM System Annual Agreement Renewal

DATE: December

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Coastal Cloud - Salesforce Education Cloud Phase 2 Development

DATE: December 16, 2024

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: December 16, 2024

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

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

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

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

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Child Development Center Solar – Contractor Recommendation

DATE: December 16, 2024

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

A tabulation of those proposals are as follows:ab0E:

Budget Impact:

Total Funds Requested: \$299,195
(\$279,195 Bid Amount + \$20,000 Contingency)

Source of Funds:

MEMORANDUM

TO: Members, LLCC Board of Trustees

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to accept the proposal from John Shafer & Associates, Inc. in the amount of \$ 79,800 to provide design services for the Exterior Doors Upgrades & Eyewash Station Upgrades Phase 1 Projects at the Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to accept the proposal from Demonica Kemper Architects in the amount of \$106,250 to provide design services for the Interior Wayfinding Phase 2 Project at the Main Campus.

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

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RESOLUTION ON ESTIMATED TAX LEVY FOR 20 24

LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 20 24

WHEREAS,

WHEREAS, the amount of property taxes levied for the bond and interest purposes for 2023

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: December 16, 2024

POSITION VACANCIES

Classified
Building Custodian - 2 (FT)
Grounds Maintenance Worker (FT)

Professional
Adult Education Coordinator (FT)
Application Developer I - 2 (FT)
IT Project Manager (FT)
Staff Training & Development Coordinator (FT)

NEW HIRES

Denise Arias-Rogers Course Materials Coordinator

12/09/2024

MEMORANDUM

TO:

One bid was received on June 25th, the bid exceeded the project budget and was rejected. We plan on combining this with other project scope to rebid in early 2025.

Softball Dugout Code Compliance Upgrades

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

Small Projects – FY24

Jacksonville & Main Campus Classroom Upgrades

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

Main Campus Parking Lots 5 & 7 Improvements

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

Deferred Maintenance Capital Project ((e)1 -0.002 Tw 12 0d che .m -16.03 -20.7 Td [(ed)5 (M4 (t

punchlist items and closeout documents.

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AGENDA MASTER CALENDAR

<p style="text-align: center;">JANUARY 2025</p> <ul style="list-style-type: none"> x Spring Adjunct Faculty Listing x General Obligation Alternate Bond Levy Abatement x Board Meeting 1/21/25 	<p style="text-align: center;">FEBRUARY 2025</p> <ul style="list-style-type: none"> x Sabbatical Leaves x Approval of Faculty Positions x Faculty Tenure & Continuing Employment Recommendations x Board Meeting 2/26/25 	<p style="text-align: center;">MARCH 2025</p> <ul style="list-style-type: none"> x Administrative Positions x Board Meeting 3/26/25 	<p style="text-align: center;">APRIL 2025</p> <ul style="list-style-type: none"> x Seating of Student Trustee x Board Meeting 4/23/25
<p style="text-align: center;">MAY 2025</p> <ul style="list-style-type: none"> x Gala 5/3/25 x Student Recognition x Employee Recognition x Commencement 5/16/25 x Board Meeting 5/28/25 	<p style="text-align: center;">JUNE 2025</p> <ul style="list-style-type: none"> x Summer Adjunct Faculty Listing x Budget Workshop x Board Meeting 6/25/25 	<p style="text-align: center;">JULY 2025</p> <ul style="list-style-type: none"> x FY26 Tentative Budget x Board Meeting 7/23/25 	<p style="text-align: center;">AUGUST 2025</p> <ul style="list-style-type: none"> x Board Meeting 8/27/25
<p style="text-align: center;">SEPTEMBER 2025</p> <ul style="list-style-type: none"> x Budget Adoption/Public Hearing x Fall Adjunct Faculty Listing x Board Meeting 9/24/25 	<p style="text-align: center;">OCTOBER 2025</p> <ul style="list-style-type: none"> x PHS Projects x Board Meeting 10/ /25 	<p style="text-align: center;">NOVEMBER 2025</p> <ul style="list-style-type: none"> x Financial Audit Review x Board Meeting 11/19/25 	<p style="text-align: center;">DECEMBER 2025</p>

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Student Well-Being

DATE: December 16, 2024

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