



# **BARDOFTRUSTEES**

- D. Administrative Services Division Items
- E. Information Technology Items
- F. Executive Division Items

**IV. Information**

- A. Staff Reports
  - 1. Academic Services
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  - 3. Administrative Services
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    - b. Construction Progress Update
    - c. Monthly Financial Report
  - 4. Information Technology
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**V. Special**

- A. Workforce Equity Initiative

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

**VII. Approval of**

- A. Approval of Personnel Matters

**VIII. Approval of**

***I. Preliminary Matters***

***II. Consent Agenda***

## **MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FR OM:** Charlotte J. Warren  
President

**SUBJ ECT:** Ratify Payments of All Cash Disbursements for February and the  
February Treasurer's Report

**DATE :** March 22, 2023

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 February, 2023, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel

**AGENDITEMII . C . 1**

**MEMORANDM**

**TO:** Members, LLCC Board of Trustees

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Out-of-State Travel

**DATE:** March 22, 2023

**Non**



Lane, Sheridan	Annual Café Deans & Directors Retreat	Charleston, SC	Professional Development	\$2,271
Dineen, Joshua	Annual Café Deans & Directors Retreat	Charleston, SC	Professional Development	\$2,069
Draper, Gailyn	Conference for Administrative Excellence	Las Vegas, NV	Professional Development	\$3,326

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## MEMORANDUM

TRAINING CONTRACTS

CB	P	CB	LLCCP Pgn	CB Tb	Ten
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The Academic Services Division has entered into Facilities Usage an agreement with Manpower to utilize classroom space at space4C Manpower

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

## MEMORANDUM

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Project – Diesel Lab Renovation

**DATE :** March 22, 2023

Tonight, we are asking you to approve a project to renovate space in Workforce Careers Center to create a new Diesel Technology Lab. The Diesel Technology Lab was originally included in the Renovate and Expand Campus Training Facilities project as approved at the October 2022, Board Meeting. Due to the need to have the Diesel Technology Lab complete and ready for Fall 2023 semester, we are removing the construction portion of the Diesel Technology Lab from the EDA CARES Act grant scope. The Board approved removing the Architect-Engineer fees at the December 2022 meeting. The Architect-Engineer fees, construction



**Step**

**How**

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

**How**

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:	M	a	b	\$08
	ASid# 100	30, 8	, ASid#	2 in
	928	ASid# 3		278 in
	R. D. L. Co, Ltd	500, 500		
	\$09 30			
	\$09 30			
	Cpn			Ma

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FR OM:** Charlotte J. Warren  
President

**SUBJ ECT:** Main Campus Classrooms Upgrades and Taylorville Flooring Replacement – Contractor Recommendation

**DATE :** March 22, 2023

Sealed proposals were requested for the Main Campus Classrooms Upgrades and Taylorville Flooring Replacement Project and were received at the Construction Manager’s Office on February 28<sup>th</sup>. The scope of the project includes upgrading Sangamon Hall classroom S2309 to an active learning lab, flooring replacement and painting in multiple classrooms and offices on the Main Campus, and flooring replacement and painting in room 1250 at Taylorville.

A tabulation of those proposals are as follows:

<b>Co</b>	<b>Bid</b>
R.L. Vollintine Construction Co., Inc. Springfield, IL	\$152,250

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, February 12, 2023, edition of the State Journal Register.

The above bid is within the project budget as approved during the FY23 Small Project budgeting process.

**Bj** **tpn**  
Total Funds Requested: \$167,250  
(\$152,250 Bid Amount + \$15,000 Contingency)  
Source of Funds: Small Projects  
Projected Revenue: N/A  
Projected Savings: N/A

**Std** **tpn**  
**Hn**  
By improving the physical environment in which instruction, study, administrative and leisure activities take place.

He

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:	M	a	bid	\$	52,250	R.L.
	Co, la					
				5,000		
	\$67250					
	Top			Pe	a	Ma
	St					Ca
						in



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FR OM:** Charlotte J. Warren  
President

**SUBJ ECT:** Main Campus Parking Lot, Drives and Signage – Contractor  
Recommendation

**DATE :** March 22, 2023

Sealed proposals were requested for the Main Campus Parking Lot, Drives, and Signage Project and were received at the Construction Manager's Office on February 28<sup>th</sup>. The scope of the project includes expanding the road east of Menard, creating ADA parking, sidewalk; striping the main drive with thermoplastic paint for longer wear,



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FR OM:** Charlotte J. Warren  
President

**SUBJ ECT:** Renovate and Expand Student Services – Contractor Recommendation

**DATE :** March 22, 2023

The Board approved the Capital Renewal Project for renovating and expanding the Student Services area on the first floor of Menard Hall at the September 2020 meeting. The project is managed by the Capital Development Board (CDB). The CDB received sealed proposals on November 16, 2022. On January 31, 2023, the CDB determined Johnco Construction, Inc. was the lowest responsive bidder. We concur. Your recommendation of award is required to complete the process.

A tabulation of those proposals are as follows:

<b>Ctd</b>	<b>Bid</b>	<b>At #1 (Rp W)</b>	<b>At #2 (Rp L)</b>
Drive Construction, Inc. Bridgeview, IL	\$6,754,000	\$31,000	\$13,000
<del>Johnco</del> MML	<del>\$5,760,000</del>	<del>\$17,900</del>	<del>\$2,700</del>
P.J. Hoerr, Inc. Peoria, IL	\$5,924,000	\$45,000	\$14,000
R.L. Vollintine Construction, Inc. Springfield, IL	\$6,590,000	\$33,000	\$14,000

The lowest responsive bid is within the revised project budget as approved at the January 2023 meeting.

**Bg tgn**

Total Funds Requested: \$6,046,600  
(\$5,746,600 Bid Amount + \$300,000 Contingency)

Source of Funds: Capital Renewal, Protection, Health, and Safety, and Restricted Funds

Projected Revenue: N/A

Projected Savings: N/A

**Statement**

**How**

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

**How**

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:	Me	be bid \$	5,76000
	\$17,90	\$2	
	\$2,700	300,000	
	\$04600		

### ***III. Action Agenda***

☒ ■

☒ Members, LLCC Board of Trustees

☒ ☒ Charlotte J. Warren  
President

☒ ☒ Revision to Board Policy 4.14 – Grade Review

☒ : March 22, 2023

The following is a proposed change to Board Policy 4.14 – Grade Review

*Pat*

***IV. Information Items***

**MEMORANDUM**

**TO:**                Members, LLCC Board of Trustees

**FROM:**            Charlotte J. Warren  
                         President

**SUBJECT:**        Position Vacancies and Hires

**DATE:**            March 22, 2023

**POSITION VACANCIES**

**C**   **h**  
Enrollment Services Representative - 2 (FT)

**D**   **e**  
Academic Success Professional (FT)  
Agriculture Program Specialist (FT)  
Application Developer I (FT)  
Financial Aid Advisor & Loan Specialist (FT)  
Nursing Retention Specialist (FT)  
Network Administrator (FT)  
Research & Analytics Associate I (FT)  
Website and Social Media Writing Coordinator (FT)

**A**   **d**   **e**  
Director, Faculty Development (FT)  
Program Director, Industrial Maintenance and Electrical (FT)  
Program Director, Respiratory Care (FT)

**F**   **a**   **c**  
Basic Nurse Assistant Instructor  
Biology Instructor  
Integrated Media Design Instructor

**H**   **E**   **S**  
Karina Moore    Health Professions Recruiter (FT)    04/03/2023





**PHSP** FY 23

**Ma**

Development of construction documents is underway.

**Ma**

Our recommendation is before you tonight.

**Do**

Development of construction documents is underway.

**Sg**

Development of construction documents is underway.

**Sg**

Development of construction documents is underway.

**Sm** FY 22

**Avi**

The project is substantially complete. We are awaiting closeout documents.

**Ja**

This project is complete.

**Sm** FY 23

**Ma**

**Ma**

**Rn**

Our recommendation is before you tonight.

**De**

**Ge**

The project is under way. CDC and Logan generators are installed, but the generator at Montgomery Hall has a delivery date (that is anticipated to be) in late Spring 2023.

**Ek**

Development of construction documents is underway. CDB has set a tentative bid opening date for the 1<sup>st</sup> week in April.

**Fr**

CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We anticipate notification from CDB about moving forward with this project in the near future.

LLCC / M

Re

This project is substantially complete. We are awaiting closeout documents.

Cp

Re

(CDBM)

CDB has issued an authorization to proceed to the low bid contractor. Our recommendation is before you tonight and aligns with their award.

Re B&M

Re

469

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

Fd

Ke

(18)

The project is under way.

EDA Ca

Re

This project has been divided into 2 phases. on

REPS





MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Workforce Equity Initiative