LLCC Board of Trustees Regular Meeting

November 20 , 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Rayna Herzog, Student Trustee

Charlotte Warren, President

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 Hire V

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Char

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: November 20, 2023

Name	Meeting	Location	Date

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: November 20, 2023

Name	Meeting	Location	Purpose	Amount
Parton, Rebecca	Instructional Technology Council Board Meeting & Conf.	Las Vegas, NV	Professional Development	$1,845
Constant, Marlena	Early Care and Education Pathway to Success Conf.	Sacramento, CA	Professional Development	$2,130*
Watkins, Danyle	Early Care and Education Pathway to Success Conf.	Sacramento, CA	Professional Development	$2,130*
Sweet, Nancy	Workforce Development Institute	New Orleans, LA	Professional Development	$2,729
Bretz, Laurel	Workforce Development Institute	New Orleans, LA	Professional Development	$2,206
Dockter, Jason	Workforce Development Institute	New Orleans, LA	Professional Development	$3,488

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: EMS Ambulance

DATE: November 20, 2023

The College issued a request for proposals for a van style ambulance for our EMS program. The RFP was issued in conjunction with the United States Department of Commerce Economic Development Association (EDA). In addition to LLCC Board approval, this purchase is also subject to approval from Federal grant administrators.

Proposals for the ambulances were evaluated on the basis of price, ability to meet required specifications, lead time, and the percentage of parts and manufacturing that took place in the United States. Below is a summary of proposals:

Bidd er	RFP Point s	Bid Price
Foster Coach - #2 Sterling, IL	190	$114,809
Foster Coach - #1 Sterling, IL	180	$107H7.24 367.08 165.96 2T (01 ())Tj E

Budget Impact:

Total Funds Requested:	$91,848 Grant Funds $22,961 Restricted Funds
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:

MEMORANDUM

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Salesforce CRM System Annual Agreement Renewal

DATE: November 20, 2023

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status

DATE: Report November , 2023

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.

The Health Professions Department seeks ratification for the application for the FY24 Nurse Educator Fellowship Program Grant. If awarded, funds will be utilized to support Casey Hoenes in his continuing education as a nursing faculty member.

The Adult Education Department seeks ratification for the application for the FY24 Innovative Bridge and Transitions Program Grant. If awarded, the funds will be utilized to provide Bridge and ICAPS Programming and wrap around supports for students in the LLCC district.

MOTION: Move to ratify the application for the FY24 Nurse Educator Fellowship Program Grant in the amount of $10,000; Move to ratify the application for the FY24 Inno vative Bridge and Transitions Program Grant in the amount of $400,000.

Gleckler

Change Order #	Description	Cost
G-001		

Budget Impact:

Total Funds Requested:	$0.00
Source of Funds:	Excess PHS & Insurance
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 $121,898 for the Baseball Dugout Code Compliance Upgrades as presented which establishes a project contingency in the amount of $ 1,820.

Gleckler

Gleckler

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 8.12 - Leaves

DATE: November 20, 2023

In accordance with 820 ILCS 192 Paid Leave for All Workers Act, that goes into effect on January 1, 2024, the following is a proposed change to Board Policy 8.12 - Leaves

Part-Time Paid Time Off:

The College shall advance paid time off to benefit-eligible, part-time employees who work at least two consecutive calendar quarters and 40 or more hours within the fiscal year and who have a reasonable expectation that they will be rehired in a subsequent calendar year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT:

Dockter

IV. Information Items

AGENDA ITEM IV.A.3.a

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: November 20, 2023

POSITION VACANCIES

Classified
Accounting Technician, Disbursements (FT)
Administrative Assistant to the Dean, English & Humanities (FT)
Advancement Program Specialist (FT)
Building Custodian – 4 (FT)
Program Assistant, Center for Academic Success (FT)

Professional
Communications Manager (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Instructional Designer (FT)
Program Navigator, WEI (FT)
Student Success Coach I - 2 (FT)

Administrator
Dean, English & Humanities (FT)
Director, Recruitment and Admissions (FT)
Registrar (FT)

Full-time Faculty
Integrated Media Design Instructor

RESIGNATIONS

Yogesh Chauhan	Application Developer II	11/15/2023
Caitlin Davis	Student Success Coach I	10/27/2023
Sarah Payne	Program Navigator, PATH	11/14/2023

NEW HIRES

Ernest Ashby	Course Materials Coordinator	11/13/2023
Debby Aylesworth	Child Development Assistant	11/01/2023
Sarah Bailey	Program Assistant, PATH	11/01/2023
Dareth Branham	Truck Driver Training Specialist	11/13/2023

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 20, 2023

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

Water Infiltration Remediation Main Campus Phase 2
The project is substantially complete.

PHS Projects – FY22

Medical District Lighting, Flooring, Water Infiltration
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Sangamon Hall Chiller Repairs and Upgrades
The project is under way.

PHS Projects – FY23

Main Campus Exterior Lighting Upgrade Phase 3
The project is under way.

Main Campus Parking Lot, Drives & Signage
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Door Access & Security Alarm Upgrades
The project is substantially complete.

Sangamon Hall Dust Collection & Gas Safety
The project is under way.

Sangamon & Cass Mechanical Upgrades
We are in the process of re-evaluating the scope to determine the next steps for this project.

PHS Projects – FY24

Interior Wayfinding Phase 1
Development of construction documents is underway.

Jacksonville Storefront & Exterior Wayfinding
Development of construction documents is underway.

Mechanical Upgrades
Development of construction documents is underway.

Security Alarm & Secure Access Upgrades Phase 2
Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades
Development of construction documents is underway.

Small Projects – FY23

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
The project is under way. Metal stud and drywall installation, mechanical, electrical, and plumbing rough-in continues.

Restricted O & M

Renovate Millennium and Lower -level Sangamon
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Construction Training Lab
This project is currently in the design phase. We anticipate bidding the project in Spring 2024.

Foundation

Kreher Greenhouse – (Informational Item)
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

EDA Car