

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

- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY2023 External Audit
 - 2. Establishment of 2023 Tax Levy
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- \$ Staff Reports
 - Academic Services
 - Student Services
 - Administrative Services
 - D Position Vacancies and Hires
 - E Construction Progress Update
 - F Monthly Financial Report
 - Information Technology
 - Advancement Office
 - Executive Division
 - D Review of Agenda Master Calendar

% President's Report

& Report from Faculty Senate

' Report from Faculty Association

(Report from Classified Staff

) Report from Professional Staff

* Report from Facilities Classified Ref -1.1d5 AMR5 -1CLC/Cs9d90460011T/T1 Tf0.004 To

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Regular Board Meeting Dates from January 2024 through
December 2024

DATE: December 11, 2023

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month. I am requesting that we hold the January 2024 meeting on January 22, November 2024 meeting on November 20, and the December 2024 meeting on December 16. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.

MOTION: Move to approve the schedule of meetings from January 2024

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

Beutke, Kyle	North Central Meat Eval. Livestock Judging	West Lafayette, IN	Student Trip	\$216*
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Reif, Samantha	Svalbard In-Depth Educational Tour	Svalbard, Norway	Professional Development	\$4,490****
Constant, Marlena	Learning Together in a Special Place: Perspectives on Leadership	Mercatello sul Matauro, Italy	Professional Development	\$4,250*
Watkins, Danyle	Learning Together in a Special Place: Perspectives on Leadership	Mercatello sul Matauro, Italy	Professional Development	\$4,250*
Branham, Amy	Crohn's and Colitis Congress	Las Vegas, NV	Professional Development	\$2,263

* Grant/Club Funded

** \$150 Grant funds; \$16 Education Fund

*** Paid by NJCAA

**** Total cost of trip is \$18,000. College will reimburse \$4,490 from Faculty Professional Development Funds. Employee funding balance of trip.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2024 Forward Magazine

DATE: December 11, 2023

The College issued a Request for Proposals for the printing, mailing, and delivery of the Forward Magazine for the Spring 2024 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled pJ 0 Tc <</MCIDre 1 Tw 6. Tc 0 Tw [(3)6 ()]TJ EMC d20Fa4 Tc 0 Tcc

Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Marketing.com, Eureka, MO; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested:	\$55,000
Source of Funds:	Operating 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

<p>MOTION: Move to approve a purchase order to Premier Print Group for the printing, mailing, and delivering of the Spring 2024 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY20 23-14.</p>

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Pickup Truck for Agriculture Department

DATE: December 11, 2023

The college recently sought Invitations to Bid for a pickup truck for the Agriculture Department. A summary of the bids received is below. Pmar2.12 4871 1 Tf -0.001 T25.65 0.0cPar

Vendor	Product
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MOTION: Move to approve Victory Lane to provide a 2024 Dodge Ram 2500 to Lincoln Land Community College with a total commitment of \$51,699, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY20 24-10.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Technology Equipment for the Student Services Area Renovation

DATE: December 11, 2023

Board approval is requested for the purchase of new technology equipment for the Student Services area renovation in Menard Hall. With the purchase of multiple items, the college will receive a volume discount.

Item	Quantity	Total Price
Computer	64	\$ 54,400
Computer - Mini	9	\$ 7,860
Computer - Kiosk	4	\$ 4,000
24" Workstation Monitor	9	\$ 2,160
24" Lab Monitor	61	\$ 8,480
55" TV	34	\$ 16,260
75" TV	5	\$ 3,990
Teams Room system	3	\$ 15,580
Mic Pod Extension	1	\$ 300

Total Funds Requested:	\$193,675
Source of Funds:	Restricted FFE
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Technology will directly benefit the student learning experience by enabling access to digital content and services.

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 approve the purchase of technology equipment for the Student Services area renovation in Menard Hall at an approximate cost of \$ 193,675.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Intergovernmental Agreement with the Illinois Department of Revenue	The Continuing, Corporate, and Professional Education Department has entered into an Intergovernmental Agreement with the Illinois Department of Revenue to upskill existing IDOR employees through credit-bearing accounting courses at LLCC. who complete courses through the college will be eligible for employment advancement at the Illinois Department of Revenue.	Illinois Department of Revenue	Continuing, Corporate, and Professional Education	November 27, 2023 through December 31, 2028

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Lightcast Renewals

DATE: December 11, 2023

Board approval is requested for the annual contracts for the following Lightcast Solutions: Analyst (labor market data tool), Career Coach (career exploration tool), and Widget Builder (real-time job market data tool). Collectively, these allow for staff to better understand the labor market needs within our region and for

MOTION: Move to approve the annual subscription to Lightcast Solutions for \$33,987.

GRANT SUMMARY
December 2023

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Illinois Law Enforcement Training and Standards Board Officer Retention Grant	The Police and Security Department seeks ratification for the application for the Illinois Law Enforcement Training and Standards Board Officer Retention Grant. If awarded, funds will be utilized to provide retention bonuses to LLCC Police and Security Officers.	Illinois Law Enforcement Training and Standards Board	Police & Security	\$40,400	\$0	Yes	January 1, 2024 through January 1, 2026

The Community Education and Health Professions Departments seek ratification for the Pe4 Tw 12 0 0 2u2

Perkins
Leadership
Grant

III. Action Agenda

MEMORANDUM

TO:

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 over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a ~~temporary~~ position with the College in addition to their primary, benefit

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: C

in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

I would like to mention that during the exit conference, personnel with CliftonLarsonAllen were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

MOTION: Move to approve the Fiscal Year 20 23 and 2022 Annual Comprehensive Financial Report , Fiscal Year 2023 Single Audit Report and SAS 114 Letter .

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Establishment of 2023 Tax Levy

DATE: December 11, 2023

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening is the resolution to adopt the local property tax levy for 2023. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2024 and FY 2025.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.99% over CY22 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2023

The total estimated 2023 levy of \$38,710,541, including debt service, represents a 4.57% increase over the 2022 extension of \$37,018,057.

I have attached (1) the formal resolution necessary to establish the 2023 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a truth in taxation notice and hearing will not be required for the 2023 tax levy.

I'll be happy to provide clarification or any additional information.

MOTION: Move to approve the establishment of a 2023 tax levy of \$21,156,823 for educational purposes; \$5,485,102 for operations and maintenance purposes; \$6,490,000 for liability, protection and settlement purposes; \$610,000 for social security and Medicare insurance purposes; \$ 80,000 for audit p

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WHEREAS, the amount of property taxes levied for the bond and interest purposes for 2022 was \$2,820,729 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2023 is \$2,888,616. Of which, \$399,006 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

- SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2023 is \$35,821,925.
- SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2023 does not exceed 105% of the taxes extended by the district in the year 2022.
- SECTION 3: The amount of taxes estimated to be levied for the year 2023 for debt service is \$2,888,616 which is 102.4% of the taxes levied for debt service for 2022.
- SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

This applies to the tax levy for the year 20 23 payable 2024

I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- ' 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- ' 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- ' 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 11, 2023

Presiding officer: _____
Secretary of Board (or) Board Chair

CERTIFICATE OF TAX LEVY

Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois.

\$1,358,860, respectivelyThe Alternative Revenue Source General Obligation Bonds, Series 2019 will be abated in January 2024.

Date

County Clerk and County

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: December 11, 2023

POSITION VACANCIES

Classified

Accounting Technician, Disbursements (FT)
 Advancement Program Specialist (FT)
 Building Custodian (FT)
 Donor Relations Coordinator (FT)
 Program Assistant, Center for Academic Success (FT)
 Program Assistant, Open Door Workforce Equity Initiative (FT)

Professional

Admissions Specialist (FT)
 Communications Manager (FT)
 Compliance and Prevention Coordinator (FT)
 Early Childhood Education Advocate (FT)
 Instructional Designer (FT)
 Student Success Coach I - 2 (FT)

Administrator

Director, Recruitment and Admissions (FT)
 Registrar (FT)

RESIGNATIONS

Evan Barber	Help Desk Specialist II	12/11/2023
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NEW HIRES

Deanne Mott	Student Success Coach I	01/08/2024
Kellee Phillips	Student Care Coordinator	01/02/2024

update to this memo if/when we hear from CDB that funds have been released.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
The project is under way. Metal stud

AGENDA MASTER CALENDAR

<p>JANUARY 2024</p> <ul style="list-style-type: none"> x Spring Adjunct Faculty Listing x General Obligation Alternate Bond Levy Abatement x Board Meeting 1/22/24 	<p>FEBRUARY 2024</p> <ul style="list-style-type: none"> x Sabbatical Leaves x Approval of Faculty Positions x Faculty Tenure & Continuing Employment Recommendations x Board Meeting 2/28/24 	<p>MARCH 2024</p> <ul style="list-style-type: none"> x Administrative Positions x Board Meeting 3/27/24 	<p>APRIL 2024</p> <ul style="list-style-type: none"> x Seating of Student Trustee x Foundation Gala 4/27/24 x Board Meeting 4/24/24
<p>MAY 2024</p> <ul style="list-style-type: none"> x Student Recognition x Employee Recognition x Commencement 5/17/24 x Board Meeting 5/22/24 	<p>JUNE 2024</p> <ul style="list-style-type: none"> x Summer Adjunct Faculty Listing x Budget Workshop x Board Meeting 6/26/24 	<p>JULY 2024</p> <ul style="list-style-type: none"> x FY25 Tentative Budget x Board Meeting 7/24/24 	<p>AUGUST 2024</p> <ul style="list-style-type: none"> x Board Meeting 8/28/24
<p>SEPTEMBER 2024</p> <ul style="list-style-type: none"> x Budget Adoption/Public Hearing x Fall Adjunct Faculty Listing x Board Meeting 9/25/24 	<p>OCTOBER 2024</p> <ul style="list-style-type: none"> x PHS Projects x Board Meeting 10/23/24 	<p>NOVEMBER 2024</p> <ul style="list-style-type: none"> x Financial Audit Review x Board Meeting 11/20/24 	<p>DECEMBER 2024</p> <ul style="list-style-type: none"> x Adopt CY23 Property Tax Levy x Financial Audit Review x Board Meeting 12/16/24

