
LLCC Board of Trustees Regular Meeting

February 28, 2024

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

**BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526
AGENDA
REGULAR MEETING**

Wednesday, February 28, 2024
5:30 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the February 28, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of January 29, 2024
- B. Ratify Payment of All Cash Disbursements for January and the January Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. Welders for Workforce
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Coastal Cloud, Salesforce Consulting and Developing Services
 - 3. RL Canning, Network Administration Services
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Interior Wayfinding Phase 1 – Contractor Recommendation
 - 2. Main Campus Parking Lots 5 & 7 Improvements – Contractor Recommendation

III. Action Agenda

- A. Policies
 - 1. New Board Policy 4.18 – Dual Credit
 - 2. Revision to Board Policies 5.14 – Tuition and Fee Rates/Payment, 5.18 -Tuition and Fee Refund, 5.19 and 0.048 Tw2740.7 0 Td S(P)1 (t)2unee

- D. Administrative Services Division Items
 - 1. Variable Tuition Rates
 - 2. Selection of External Auditors
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for January and the
January Treasurer's Report

DATE: February 28, 2024

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Roberts, Ryan	Catalyst – Phi Theta Kappa International Conference	Orlando, FL	Professional Development	\$2,447
Sunderlin, Tiffany	National Junior College Athletic Association	Charlotte, NC	Professional Development	\$1,523
Letterle, Kody	Roland Machinery Training Class	De Pere, WI	Professional Development	\$409
Roberts, Ryan	Harvard Law School Library	Cambridge, MA	Professional Development	\$792
Mitkos, Andy	Chair Leadership Academy	Wisconsin Dells, WI	Professional Development	\$3,612
Conway, Gretchen	American Occupational Therapy Association	Orlando, FL	Professional Development	\$3,320
Casey, Natasha	Council for the Study of Community Colleges	Pittsburgh, PA	Professional Development	\$1,053
Hayes, Richard	National Academic Advising Association	Milwaukee, WI	Professional Development	\$1,012
Ackman, Robin	Watermark Engage 2024 Conference	Minneapolis, MN	Professional Development	\$1,421
Watkins, Adam	Assessment in High Ed International Conf on Assessing Quality in Higher Ed	Berlin, Germany & Manchester, England	Professional Development	\$4,750
Shaver, Matthew	Assessment in High Ed International Conf on Assessing Quality in Higher Ed	Berlin, Germany & Manchester, England	Professional Development	\$4,750

MEMORANDUM

TO: M

Budget Impact:

Total Funds Requested:	\$27,318.78
Source of Funds:	Perkins Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Students will be learning real-life skills on equipment similar to what they can

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Coastal Cloud, Salesforce

Budget Impact:

7 R W D O) X Q G V 5 H T X \$120,705.00
6 R X U F H R I) X Q G Operational
3 U R M H F W H G 5 H Y A Q X H
3 U R M H F W H G 6 D Y A Q J V

Student Learning Impact:

How will proposed agenda item impact student learning?

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: RL Canning, Network Administration Services

DATE: February 28, 2024

Board approval is requested to contract for network administration services with RL Canning in the amount of \$ 108,600.

Combi ned Support Services Cost for 12 Months

Service	Cost
Engineering on Demand (240Hrs.)	\$ 33,600
Junior Network Admin (1 FTE - 6 months)	\$ 75,000
Total	\$ 108,600

By contracting the above services, LLCC will gain access to senior level network administration and engineering, and junior level network administration for onsite work while the current Network Administrator job vacancy is filled.

Budget Impact:

Total Funds Requested: \$108,600
 Source of Funds: Operational
 Projected Revenue: N/A
 Projected Savings: N/A

Stude nt Learning Impact:

How will proposed agenda item impact student learning?
 Help support the operation of the college.

How will proposed agenda item be measured?
 Improving reliability and security of the college's computer network.

MOTION: Move to approve the contract with RL Canning for network administration services for \$ 108,600.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: February 28, 2024

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

Academic Services seeks ratification for the application for the Access and Equity in Dual Credit Project. If awarded, funds will be used to offer First Year Experience (FYE) Course in the public high schools of the district. Second, LLCC proposes to subcontract with the Career Area Career Center (CACCC) and the South-Central Illinois Career Center to help them upgrade equipment in automotive, culinary arts and welding so that they can be approved as dual credit programs.

MOTION: Move to ratify the grant application for the Access and Equity in Dual Credit Project Grant in the amount of \$ 149,415.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Interior Wayfinding Phase 1 – Contractor Recommendation

DATE: February 28, 2024

Sealed proposals were requested for the Interior Wayfinding Phase 1 Project and were received at the Construction Manager’s office on February 6th. The scope of the project includes interior wayfinding in Sangamon Hall, Menard Hall, and A. Lincoln Commons.

A tabulation of those proposals are as follows:

Contractor	Base Bid
APCO Signs Oswego, IL	\$179,116
Parvin-Clauss Sign Co. Inc. Carol Stream, IL	\$249,566
Serigraphics Minneapolis, MN	\$202,129
Archetype Minneapolis, MN	\$245,059*

*Archetype did not attend the mandatory pre-bid meeting; therefore, Archetype’s bid is non-responsive.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 11, 2024, edition of the Illinois Times.

This project’s budget was originally approved on October 25, 2023, at \$248,200 funded with Projection, Health, and Safety. The bids received came in higher than originally anticipated.

The \$27,600 increase in the project budget will be funded by Excess PHS Funds.

Budget Impact:

Total Funds Requested:	\$197,116 (\$179,116 Bid Amount + \$18,000 Contingency)
Source of Funds:	Protection, Health, and Safety
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, administrative and leisure activities take place.

How will proposed agenda item be measured?

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: Move to approve the base bid in the amount of \$ 179,116 from APCO Signs and to establish a project contingency in the amount of \$18,000, for an aggregate amount of \$197,116 to complete the Interior Wayfinding Phase 1 Project at LLCC's Main Campus .

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Parking Lots 5 & 7 Improvements – Contractor Recommendation

DATE: February 28, 2024

Sealed proposals were requested for the Main Campus Parking Lots 5 & 7 Improvements Project and were received at the Construction Manager’s office on January 30th. The scope of the project includes milling and paving parking lots 5 and 7 on the Main Campus.

A tabulation of those proposals are as follows:

Contractor	Base Bid
P.H. Broughton & Sons, Inc. Springfield, IL	\$243,872.28
Ron Furman's Commercial Sweeping & Paving Cantrall, IL	\$281,810.00
Truman L. Flatt & Sons Springfield, IL	\$207,495.70

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 11, 2024, edition of the Illinois Times.

The lowest responsive bid is within the project budget approved during the FY24 budgeting process.

Budget Impact:

Total Funds Requested: \$228,245.70
(\$207,495.70 Bid Amount + \$20,750 Contingency)

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy – Board Policy 4.18 – Dual Credit

DATE: February 28, 2024

The following is a proposed new Board Policy required by ICCB:

Policy Statement:

Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).

This change was presented last month for a first reading and is submitted for Board approval this evening.

MOTION: Move to approve new Board Policy 4.18 – Dual Credit .

The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.

Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate, including the withholding of grades or transcripts.

Legal Citation:

110 ILCS 805/3-45 and 110 ILCS 805/6-4

5.18 - Tuition and Fee Refund

Policy Statement:

Students who officially drop a course(s) during the first week of any semester term will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, and for semesters that have an irregular start (e.g., have a holiday within the first week) shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to student fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other policies.

5.19 - Student Financial Obligation

Policy Statement:

Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and childcare fees. ~~Failure to satisfy such obligations may result in the withholding of transcripts, grade reports, and letters of honorable dismissal.~~

5.20 – Transcripts

Policy Statement:

The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades ~~provided that students have discharged all financial obligations to the College.~~

5.42 – Schedule Changes

Policy Statement:

Students may enroll or withdraw from courses as follows:

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sabbatical Leave Recommendation for 2024-2025

DATE:

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of External Auditors

DATE: February 28, 2024

The College recently advertised and received responses to a Request for Proposal for Auditing Services for a five-year period covering fiscal years 2024-2028. Services to be provided to the College include auditing the financial records of the college, preparing the annual comprehensive financial report, preparing required ICCB and other grant financial reports and communications with the Board of Trustees.

Respondents and their prices are detailed below:

Respondent	Price
Sikich LLP	\$400,615
Kerber, Eck, and Braeckel LLP	\$502,500
Crowe Horwath LLP	\$514,300

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, January 5, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Eck Schafer & Punk LLP, Springfield; Kemper CPA Group LLP, Mattoon; RSM, Springfield; WIPFLI LLP, Sterling; Forvis, Oak Brook Terrace; Estes, Bridgewater and Ogden, Springfield; Hughes Cameron and Company, Springfield; KPMG, online submission; Plante Moran, Schaumburg, IL; Grant Thornton, Chicago.

The Firms were evaluated based on the following criteria:

- x Familiarity with GASB, OMB A-133 and required ICCB audit schedules and guidelines;
- x Internal quality control;
- x Experience with Illinois Community Colleges;

- x Depth and experience of staff and working relationship with clients;
- x Frequency of contact and availability of staff to meet the College's timeline;
- x Overall cost;
- x Additional available services.

The College agreed that each firm possesses the needed aptitude, skills and personnel needed to conduct an independent and professional audit for the college. The proposals submitted were high quality, therefore, the final decision came down to overall cost.

Budget Impact:

Total Funds Requested:	\$400,615
Source of Funds:	Audit Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning? The impact is indirect, by receiving an unqualified opinion (clean audit) and the Certificate of Excellence in financial reporting provides added value to the College and provides an assurance for the students who attend our College.

How will proposed agenda item be measured? By receiving an unqualified opinion by the auditing firm.

<p>MOTION: Move to engage Sikich as external auditors to review the College's financial statements for FY2024 through FY202 8 for a total cost of \$ 400,615.</p>

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM:

ME

PHS Projects – FY24

Interior Wayfinding Phase 1

Our recommendation is before you tonight.

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

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement

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

Small Projects – FY24

Electric Vehicle Charging Stations Phase 1

The project is under way. We anticipate work to start when the ground thaws later this Spring.

Jacksonville & Main Campus Classroom Upgrades

The project is under way.

Main Campus Parking Lots 5 & 7 Improvements

Our recommendation is before you tonight.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

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

Exterior Door Security Upgrades

The project is under way.

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.

AGENDA MASTER CALENDAR

MARCH 2024

x

