

LLCC Board of Trustees Regular Meeting

June 26, 2024

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz

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

Wednesday, June 26, 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 June 26, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of May 22, 2024 and the Decennial Committee Meeting Minutes
- B. Ratify Payment of All Cash Disbursements for May and the May 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. Bookstore Purchases FY25
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Professional Services Contract FY25
 - 3. Multifunction Printer Lease Agreement with Watts Copy Systems
 - 4. Ferrilli Information Group, Colleague Support Services
 - 5. FY25 AT&T Telecommunications Services
 - 6. Three-Year Barracuda Firewalls Subscription and Support Services Contract
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items

III. Action Agenda

- A. Policies
 - 1. New Board Policy 1.29 - Community Standards of Conduct
 - 2. Revision to Board Policy 1.28 – Expressive Activity on Campus
 - 3. Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene
- B. Academic Services Division Items

- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY 2025 Deferred Maintenance Budget Request
- E. Information Technology Items
- F. Executive Division Items

, 9 **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 Professional Staff
-) Report from Facilities Services Council
- * Chairman's Report
- + Secretary's Report
- , Foundation Report
- Other Board Members' Reports

9 **Strategic Discussion**

9, **Executive Session**

- \$ Personnel Matters
- % Pending/Imminent Legal Matters

9 , , **Actions from Open/Executive Session**

- \$ Approval of Personnel Matters

9 , , , **FY 202 Budget Workshop**

, ; **Adjournment**

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trust

AGENDA ITEM II.C.2

MEMORANDUM

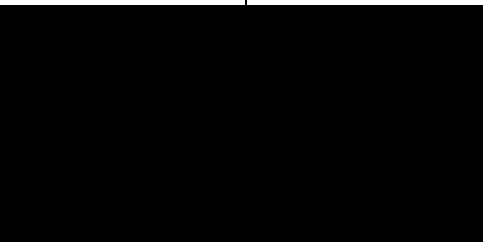
TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: June 26, 2024

Name	Meeting	Location	Purpose	Amount
Allen, Carmen	CompTIA Partner Summit	Atlanta, GA	Professional Development	\$1,851
Wilson, Diane	American Society of Electroencephalographic Technicians Annual Conf.	Phoenix, AZ	Professional Development	\$1,553
Wilson, Diane	Committee on Accreditation for Education in Neurodiagnostic Technology	San Bernadino, CA	Accreditation Site Visit	*\$0
Voyles, Heather	National Assoc. of Cery Compliance Officers Conf. & Capability Inst.	Baltimore, MD	Professional Development	**\$3,293
	AACC Board Retreat Navigating Disruption Workshop	Washington DC	Administrative Travel	\$2,745



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Development **\$89293

Budget Impact:

Total Funds Requested: \$1,934,000
Source of Funds: Bookstore Auxiliary Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Providing students with the required course materials is essential for student learning.

How will proposed agenda item be measured?
Learning materials required for class are available for the students to purchase in the LLCC Bookstore.

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, and shipping from the previously listed vendors.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Professional Services Contract

DATE: June 26, 2024

Under the provisions of the Illinois Public Community College Act, professional services may be acquired by colleges without seeking competitive bids.

We are proposing the continuation of the following contract for Fiscal Year 2025:

- x Eric Grenzebach – Brown, Hay and Stephens – Legal Services not to exceed \$175,000 – For Fiscal Year 2025, Attorney Grenzebach requests that fees reflect a \$10.00/hour rate increase for Partner Rate, a \$5.00/hour rate increase for Associate Attorney and no increase for Paralegal, which would make the Partner Rate \$260.00/hour, Associate Attorney rate \$180.00/hour, and Paralegal rate \$100.00/hour. Brown, Hay and Stephens have been paid \$55,076.83 to date for services during Fiscal Year 2024.

Therefore, the following motion is recommended.

MOTION: Move to approve the Fiscal Year 2025 Professional Service Contract for Eric Grenzebach – Brown, Hay and Stephens - Legal Services , not to exceed \$175,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Multifunction Printer Lease Agreement with Watts Copy Systems

DATE: June 26, 2024

Board approval is requested for a 12-month lease of 50 Sharp Multifunction Printers (MFPs) from Watts Copy Systems in the amount of \$56,047.20.

Budget Impact:

Total Funds Requested: \$56,047.20

Source of Funds: Office of F.2 (i)6 (nt) On (g)2 (es) F.4 (e)6 (7) Td [(e)10 (ques)4.9 0 (

How will proposed agenda item be measured?
Lower cost and efficient printing.

MOTION: Move to approve the lease of 50 MFPs for 12 months from Watts Copy Systems at a total cost of \$ 56,047.20.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group, Colleague Support Services

DATE: June 26, 2024

Board approval is requested to contract for Colleague Standard Core Foundation Support and Fractional Colleague Support services with Ferrilli Information Group (FIG) in the amount of \$148,200 for 12 months.

Service	Annual Cost
Ferrilli - Colleague Standard Support	

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T in the total amount of \$73 ,500.

MEMORANDUM

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 1.29 – Community Standards of Conduct

DATE: June 26, 2024

The following is a new Board Policy 1.29 – Community Standards of Conduct

Lincoln Land Community College is committed to creating a workplace culture where members of the college community share a commitment to a working and learning environment conducive to collegiality, open inquiry, and the pursuit of knowledge. LLCC strives for members of the campus community to achieve positive performance outcomes and maintain personal health and safety. Harassing, uncivil and/or bullying behaviors conflict with LLCC's mission, vision and values and may result in a disruption to student learning, employee turnover, low productivity, reduced morale, diminished collaboration, and physiological impacts that negatively affect an individual's physical and mental health. This policy is intended to establish community standards for personal conduct to ensure a working and learning environment free from harassing and/or bullying behaviors and a mechanism for addressing behavior that violates college policy.

These changes were pr

MEMORANDUM

TO:

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren President
SUBJECT: FY 2025 Deferred Maintenance Budget Request
DATE: June 26, 2024

Each year colleges are permitted to submit funding requests to the State of IL for Deferred Maintenance Grants. Deferred Maintenance Grants are State grants allocated proportionally to a community college district based on the latest on-campus nonresidential gross square feet of facilities as reported to ICCB. These grants are to be used for capital improvements such as rehabilitation and repair; architect/engineer services; supplies, fixed equipment and materials; and all other expenses required to complete the work.

If approved, state funding provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence the projects are administered by the Capital Development Board on the college's behalf. This year, the requests are due by June 30th.

The projects recommended for consideration by the Board to be submitted for state funding are as follows (in priority order):

1. **FIRE ALARM SYSTEM UPGRADES**
Project will consist of replacing the existing fire alarm system on all campuses with a new addressable and code compliant system. The system should allow for monitoring by local authorities and include voice and mass notification capabilities. Fire Alarm network and voice communications would provide voice message for tornado/severe weather, emergency condition, active shooter, etc. This project was approved at the January 2023 Board meeting, with a total budget of \$5,483,020 pending release of State funding. The state has not funded this project as of June 1, 2024. Therefore, the project is included in FY25 request with an updated total cost estimate.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$6,700,000	\$5,025,000	\$1,675,000

2. PARKING LOT IMPROVEMENTS

Project will consist of milling, resurfacing, sealing, striping, and drainage repairs of parking lots; widening and oil & chipping rock roads to improve

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

The project is under way. Signage is planned to be replaced in July 2024.

Jacksonville St refront & Exterior Wayfinding
Development of Construction documents is underway.

Mechanical Upgrades
The project is under way.

Security Alarm & Secure Access Upgrades Phase 2
Bids were received on June 25; we plan to bring bid results for approval at the July Board Meeting.

Softball Dugout Code Compliance Upgrades
The project is under way.

Small Projects – FY24

Electric Vehicle Charging Stations Phase 1
The project is complete.

Jacksonville & Main Campus Classroom Upgrades
The project is under way.

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 (CDB Managed)

Generators for South Side of Main Campus
This project is complete.

Exterior Door Security Upgrades
The project is under way.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
The project is under way. Cabinetry and flooring are being installed. The current schedule has the construction complete in late July 2024.

Restricted O & M

Construction Training Lab
The project is under way.

EDA Cares Act Grant

AGENDA MASTER CALENDAR

<p style="text-align: center;">JULY 2024</p> <ul style="list-style-type: none"> x FY25 Tentative Budget x Board Meeting 7/24/24 	<p style="text-align: center;">AUGUST 2024</p> <ul style="list-style-type: none"> x Board Meeting 8/28/24 	<p style="text-align: center;">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 style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> x PHS Projects x Board Meeting 10/23/24
<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> x Financial Audit Review x Board Meeting 11/20/24 	<p style="text-align: center;">DECEMBER 2024</p> <ul style="list-style-type: none"> x Adopt CY24 Property Tax Levy x Financial Audit Review x Board Meeting 12/16/24 	<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 1/22/25 	<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 S666>Tj / 1 Tf 0 T0 	<p style="text-align: center;">MAY 2025</p>	<p style="text-align: center;">JUNE 2025</p>

V. Strategic Discussion