LLCC Board of Trustees Regular Meeting

August 23, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Raymond, 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, August 23, 2023
5:15 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 August 23, 2023 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

II. Consent Agenda

A. Approval of Minutes of the Regular Meeting of July 26, 2023
B. Ratify Payment of All Cash Disbursements for July and the June and July 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
    1. Ratification of Transfers to/from Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund
E. Purchasing
    1. Athletic Travel
    2. Skyview HDX Training Systems
    3. Electrical System Training Aids
F. Contracts/Agreements
    1. Monthly Training Contract/Clinical Agreement Status Report
    2. Mongoose Cadence Non-Emergency Texting Service
G. Monthly Grant Status Report
H. Facility Leases
I. Construction Items
    1. Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades – Contractor Recommendation
    2. Approval of Construction Project -Construction Training Lab
    3. Approval of Construction Project -Baseball Dugout Code Compliance Upgrades
    4. Baseball Dugout Code Compliance Upgrades – Selection of Architectural Firm
    5. Facilities Master Plan Update 2024 – Selection of Architectural Firm

III. Action Agenda

A. Policies
    1. New Board Policy 1.28 – Expressive Activity on Campus (1st read)
B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
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 Hires
        b. Construction Progress Update
        c. Monthly Financial Report
    4. Information Technology
    5. Advancement Office
    6. Executive Division
        a.Review of Agenda Master Calendar
B. President's Report
C. Report from Faculty Senate
D. Report from Faculty Association
E. Report from Professional Staff
F. Report from Facilities Services Council
G. Chairman's Report
H. Secretary's Report
I. Foundation Report
J. Other Board Members' Reports

V. Strategic Discussion

A. Diesel Technologies

VI. Executive Session

A. Personnel Matters
B. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 23, 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 July, 2023 (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).

B. The Treasurer's Report for the months ending June 30, 2023, and July 31, 2023.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2023 and ratify the June 30, 2023, and July 31, 2023, Treasurer's Report.

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AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: August 23, 2023

Name	Meeting	Location	Purpose	Amount
Watkins, Danyle	National Assoc. for the Education of Young Children	Nashville, TN	Professional Development	$2,994
Smith, Kalith	National Assoc. for the Education of Young Children	Nashville, TN	Professional Development	$2,994
Constant, Marlena	National Assoc. for the Education of Young Children	Nashville, TN	Professional Development	$2,994
Roche, Amanda	Organization for Associate Degree Nursing	San Diego, CA	Professional Development	$2,969
Sweet, Nancy	National Council for Workforce Education	Baltimore, MD	Professional Development	$2,134
Werth, Hannah + 13 team members	Volleyball	Overland Park, KS	Athletic Travel	$448
Werth, Hannah + 13 team members	Volleyball	Cedar Rapids, IA	Athletic Travel	$2,396
Werth, Hannah + 13 team members	Volleyball	Madison, WI	Athletic Travel	$2,396
Werth, Hannah + 13 team members	Volleyball	Boone, IA	Athletic Travel	$2,396
Werth, Hannah + 13 team members	Volleyball	Fort Dodge, IA	Athletic Travel	$2,396

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Meyer, David + 21 team members	Soccer	Union, MO	Athletic Travel	$704
Marsaglia, John	Softball	Cottleville, MO	Athletic Travel	$768
Riggle, Ron + 29 team members	Baseball	Indianapolis, IN	Athletic Travel	$960
Jones, Chad + 14 team members	Women's Basketball	Wauwatosa, WI	Athletic Travel	$480
Shanklin, Chuck + 17 team members	Men's Basketball	Park Hills, MO	Athletic Travel	$576
Warren, Charlotte	American Association of Community Colleges	Washington, DC	Administrator Travel	$1,892
Sampson, Tracie	National Assoc. for the Education of Young Children	Nashville, TN	Professional Development	$2,994
Roberts, Ryan	Exploring the Humanities	Oxford/ London, England	Professional Development	$3,788
Suchland, Colin	Association for Applied and Clinical Sociology	Tampa, FL	Professional Development	$2,154
Suchland, Colin	2023 Assessment Institute	Indianapolis, IN	Professional Development	$884
Watkins, Adam	2023 Assessment Institute	Indianapolis, IN	Professional Development	$989
Smith, Kalith	2023 Assessment Institute	Indianapolis, IN	Professional Development	$989
Raymond, Samantha	Association of Community College Trustees Leadership Congress	Las Vegas, NV	Trustee Travel	$2,884

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary and O & M Restricted Funds

DATE: August 23, 2023

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. To close out the books for auditing purposes the transfers have been completed and Board ratification is requested.

At the February 28, 2007, meeting of the Board of Trustees, the establishment of a $3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2023 in the amount of $325,790.49.

Program support for Child Development Center and Community Education was budgeted in the Education Fund in the FY 2023 Budget. A transfer of $267,353.99 was made on June 30th from the Education Fund to the Auxiliary Fund.

Transfers were made on June 30th from the Education Fund to the Restricted Fund totaling $4,603,870.20 and to the Operations & Maintenance Restricted Fund totaling $6,000,000.00. The primary purposes of these transfers are to assist the College in providing for replacement of institutional equipment and furnishings, add to the Operating Sustainability, Space Configuration, Activity Fee, Institutional Construction, Technology Initiatives and Employee Benefit Fund.

MOTION: Move for ratification of the attached resolution permanently transferring from the Education Fund $6,000,000.00 to Operations and Maintenance Restricted Fund, $267,353.99 to the Auxiliary Fund, $4,603,870.20 to the Restricted Fund and from the Operations and Maintenance Fund $325,790.49 to the Operations and Maintenance Restricted Fund.

Gleckler

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Travel

DATE: August 23, 2023

The College issued an invitation to bid for transportation services, covering the 2023-2024 academic calendar, for the athletic department. The bids we received are summarized below:

Bidder	Bid Price
Timi's Tours	$206,145

The price above includes the baseball and softball trips to Florida in Spring 2024.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, July 19, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to:
Bales Unlimited, Shumway; Doc and Norm Direct, Hamel; Life Harvest Ministries, Wilsonville; STM Ground, Inc, Waterloo, IA; Vandalia Bus Lines, Caseyville; Windstar Lines, Carroll, IA.

Budget Impact:

Total Funds Requested: $206,145
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Our student-athletes and coaches will be provided safe and reliable transportation for their athletic events.

How will proposed agenda item be measured?
N/A

Gleckler

MOTION:	**Move to approve a purchase order to Timi's Tours for transportation services at the total estimated cost of $206,145 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-03.**

Gleckler

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: SkyView HDX Training Systems

DATE: August 23, 2023

The Aviation program seeks approval to purchase a Dynon Certified SkyView HDX System for Cessna 172s, models F-S, from Dynon Certified. This industry relevant instrument system will help instruct students on using GPS, measuring speed and altitude, use of auto pilot systems, and various other navigational aspects. No other vendors are known to supply this exact product; therefore, this purchase is a sole source and sealed bids or proposals were not sought. One vendor provides a system that is somewhat similar but lacks key features we need and is approximately twice the cost, so it's not economically justifiable to consider the inferior alternative unit. We believe it's in the College's best interest to purchase the unit from Dynon Certified.

Budget Impact:

Total Funds Requested:	$25,346
Source of Funds:	Aviation Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Students will be provided state of the art training resources that will be identical to what they will encounter in the field as aviation mechanics.

How will proposed agenda item be measured?
N/A

MOTION: **Move to approve Dynon Certified to provide a SkyView HDX system to Lincoln Land Community College with a total commitment of $25,346.**

Gleckler

AGENDA ITEM II.E.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electrical System Training Aids

DATE: August 23, 2023

The Aviation program seeks approval to purchase electrical system training aids from Aviation Training Foundation, LLC. No other vendors are known to supply this product; therefore, this purchase is a sole source and sealed bids or proposals were not sought. These particular units will simulate electrical systems found in landing gear, exterior light systems, and wheel well and cargo lights, as well as provide insight into circuit troubleshooting and properties related to Ohms Law.

Budget Impact:

Total Funds Requested:	$48,901
Source of Funds:	Aviation Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Students will be provided state of the art training resources that will be identical to what they will encounter in the field as aviation mechanics.

How will proposed agenda item be measured?
N/A

MOTION: Move to approve Aviation Training Foundation, LLC to provide electrical system training aids to Lincoln Land Community College with a total commitment of $48,901.

Gleckler

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 23, 2023

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Workforce Institute entered into a contract with Geo Tech Construction company to provide Signal and Rigging Training. Approximately ten employees were trained at the LLCC Litchfield location in July.

The Continuing, Corporate, and Professional Education Department entered into a contract with the Illinois Valley Economic Development Corporation to provide Team Training and Leadership Development Training. Approximately eight employees will be trained at LLCC Litchfield between August and January.

The Continuing, Corporate, and Professional Education Department entered into a contract with MJ Kellner to provide Microsoft Excel and Outlook Training. The training will take place at the LLCC Medical District in September and October.

The Continuing, Corporate, and Professional Education Department entered into a contract with MJ Kellner to provide an Emerging Leaders Program. The training will take place at the LLCC Medical District and/or onsite at MJ Kellner between August and December.

LLCC Jacksonville entered into a contract with Nestle for Facilities Usage. Nestle used space at the LLCC Jacksonville Campus in June.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Geo Tech Construction Signal and Rigging Training Contract	The Workforce Institute entered into a contract with Geo Tech Construction company to provide Signal and Rigging Training. Approximately ten employees were trained at the LLCC Litchfield location in July.	Geo Tech Construction Company	Workforce Institute	$500	July 24, 2023
Illinois Valley Economic Development Corporation Team and Leadership Development Training Contract	The Continuing, Corporate, and Professional Education Department entered into a contract with the Illinois Valley Economic Development Corporation to provide Team Training and Leadership Development Training. Approximately eight employees will be trained at LLCC Litchfield between August and January.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education	$14,500	August 2023 through January 2024
MJ Kellner Microsoft Excel and Outlook Training Contract	The Continuing, Corporate, and Professional Education Department entered into a contract with MJ Kellner to provide Microsoft Excel and Outlook Training. The training will take place at the LLCC Medical District in September and October.	MJ Kellner	Continuing, Corporate, and Professional Education	$3,750	September and October 2023
MJ Kellner Emerging Leaders Program Contract	The Continuing, Corporate, and Professional Education Department entered into a contract with MJ Kellner to provide an Emerging Leaders Program. The training will take place at the LLCC Medical District and/or onsite at MJ Kellner between August and December.	MJ Kellner	Continuing, Corporate, and Professional Education	$7,500	August through December, 2023
Nestle Facilities Usage Agreement	LLCC Jacksonville entered into a contract with Nestle for Facilities Usage. Nestle used space at the LLCC Jacksonville Campus in June.	Nestle	LLCC Jacksonville	$150	June 2023
			TOTALS	$26,400	

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Mongoose Cadence Non-Emergency Texting Service

DATE: August 23, 2023

Board approval is requested for a one-year software agreement with Mongoose Research for the Cadence Text non-emergency texting service in the amount of $28,907. The college uses Cadence Text to communicate with current and prospective students.

Budget Impact:

Total Funds Requested:	$28,907
Source of Funds:	Tech Fee
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Cadence Text allows the college to communicate with current and prospective students via text to better support the goal of increasing our students' persistence and completion rates and resolve barriers to enrollment.

How will proposed agenda item be measured?

The ability to reach students. Student engagement and enrollment reports.

MOTION: Move to approve the one-year software agreement with Mongoose Research for Cadence Text at a total cost of $28,907.

Cruz

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades – Contractor Recommendation

DATE: August 23, 2023

The Board approved the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades to install electromagnetic lock upgrades and software solution that will lock down building doors in the event of an emergency at the August 2020 meeting. The project is managed by the Capital Development Board (CDB). The CDB received sealed proposals on May 2, 2023. The CDB determined Senergy Electric, Inc. was the lowest responsive bidder and issued an Authorization to Proceed on July 6, 2023. We concur. Your recommendation of award is required to complete the process.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. #1 (Records Storage Building)
Senergy Electric, Inc.	$596,350	$52,062
Quick Electrical	$720,000	$91,000

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

Budget Impact:

Total Funds Requested: $626,250
($596,350 Bid Amount + $29,900 Contingency)
Source of Funds: Emergency Deferred Maintenance Capital Funding and Life, Health, and Safety
Projected Revenue: N/A
Projected Savings: N/A

Gleckler

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 $596,350 from Senergy Electric, Inc. and to establish a project contingency in the amount of $29,900, for an aggregate amount of $626,250 to complete the Exterior Door Security Upgrades Project at LLCC's Main Campus.

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Construction Project – Construction Training Lab

DATE: August 23, 2023

Tonight, we are asking you to approve a construction project to create a Construction Training Lab in the lower level of Sangamon Hall South. This project will allow the Workforce Training Institute Construction program to offer construction-related training to better meet the needs for businesses and labor unions in the area. The project will include a lab, classrooms, offices, and restroom upgrades in the lower level of Sangamon Hall South.

Project Title	Cost Estimate
Construction Training Lab (Construction)	$3,555,410
Construction Training Lab (Equipment)	$175,000
Total Cost Estimate	$3,730,410

Budget Impact:

Total Funds Requested: $3,730,410
Source of Funds: O & M Restricted Fund
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?

Each of these projects 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 Construction Training Lab project at the Main Campus.**

Gleckler

AGENDA ITEM II.I.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Construction Project – Baseball Dugout Code Compliance Upgrades

DATE: August 23, 2023

Tonight, we are asking you to approve the Baseball Dugout Code Compliance Upgrades project. This project is due to recent storm damage to one of the dugouts and a new National Junior College Athletic Association (NJCAA) rule regarding improved protective netting for dugouts. The panel approved a minimum 3-foot fence or protective netting be in place on the field side of dugouts. The fence/netting would be required in Division I by Jan. 1, 2024, and in Divisions II and III by Jan. 1, 2025. The Baseball Dugout Code Compliance Upgrades project includes removal of the remaining dugout and replacement with two 12'x72' dugouts, protective netting/fencing, accessibility upgrades to meet current code requirements and some mechanical, electrical, and plumbing work at the baseball field. We are estimating the total project to cost between $315,000 and $450,000. Final cost will be determined by code requirements and final design. This is inclusive of construction, contingency and A/E fees from John Shafer & Associates (also in a memo before you tonight). This project will be funded with a combination of Excess PHS Funds and funds from Insurance from the damaged dugout. We anticipate the amount of the insurance payment to be approximately $50,000.

Project Title	Project Budget
Baseball Dugout Code Compliance Upgrades	Up to $450,000

Budget Impact:

Total Funds Requested:	Up to $450,000
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?

Each of these projects 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 construction project for Baseball Dugout Code Compliance Upgrades at the Main Campus.

AGENDA ITEM II.I.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Baseball Dugout Code Compliance Upgrades – Selection of Architectural Firm

DATE: August 23, 2023

Approval of the Baseball Dugout Code Compliance Upgrades construction project is included in a separate memo before you tonight. John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for this project. JSA is proposing a fee of $51,220 to provide these services, which is within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

Total Funds Requested:	$51,220
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 accept the proposal from John Shafer & Associates, Inc. in the amount of $51,220 to provide design services for the Baseball Dugout Code Compliance Upgrades project.**

Gleckler

AGENDA ITEM II.I.5

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Facilities Master Plan Update 2024 – Selection of Architectural Firm

DATE: August 23, 2023

ICCB requires that the Facilities Master Plan be updated on a five-year cycle. The last Facilities Master Plan was completed and submitted to the ICCB in July 2019 and the updated plan is due July 2024. Updating the Facilities Master Plan was approved as part of the FY24 budgeting process. Demonica Kemper Architects (DKA), Chicago, IL, assisted the College with the last Facilities Master Plan update and has agreed to provide planning services for this project. DKA is proposing a fee of $78,400, plus a $5,000 allowance for reimbursable expenses, to provide these services, which is within the fee structure range for a project of this scope and complexity. DKA Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

Total Funds Requested:	$83,400
Source of Funds:	Operating Funds
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.

Gleckler

MOTION: **Move to accept the proposal from Demonica Kemper Architects in the amount of $83,400 to provide planning services for the Facilities Master Plan Update 2024 project.**

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy – Board Policy 1.28 - Expressive Activity on Campus

DATE: August 23, 2023

The following is a proposed new Board Policy:

Policy Statement:

It is the policy of the College to promote the free exchange of ideas while maintaining safe, secure, and efficient educational operations for the benefit of students, staff and visitors to campus. Expressive activities on campus shall be subject to reasonable regulation in respect to the time, place and manner of such activities, but shall not be subject to restriction due to content or viewpoint. Use of College property as a venue for expressive activities shall not imply or signify the College's endorsement, sponsorship, approval, or disapproval of any view expressed during the course of such activities.

Expressive Activities Defined
Expressive activities shall include speeches, circulation of petitions, marches, rallies, protests, assemblies, and/or any public demonstration on College property.

Scope
This policy shall apply to all College facilities but shall not apply to the use of any College area where employees are acting in the course of their job duties and responsibilities. Further, this policy shall not apply to any person or organization desiring to advertise or sell merchandise or services for commercial purposes on campus.

Expressive Activities By Current Students and Registered Student Groups
Current students and registered student groups may use any publicly accessible outdoor College space to engage in expressive activities that may include speakers, nonviolent expression, distribution of literature, displaying of signage, circulation of petitions and advocacy for or against any right or activity protected by the United States Constitution, the Constitution of the State of Illinois, any federal, state, or local law, and/or the policies or practices of the College. Any such use of publicly accessible outdoor space (other than parking lots or driveways) need not require prior notification or permission. The use of walkways or other common areas may not block the free passage of students, staff and visitors to campus nor impede the efficient operation

of the College. Amplification during expressive activities shall be restricted if it interferes with College operations.

Expressive Activities By Visitors to College

Members of the public who are not current students or members of registered student organizations must receive permission before engaging in expressive activity at any College facility. Requests to schedule expressive activities shall be submitted to the Vice President of Administrative Services. Requests must be made in writing and submitted to the Vice President during regular business hours at least 48 hours prior to the proposed commencement of the expressive activity. At a minimum, any such request shall include the name, address, telephone number and email address of the requesting person, the date and hours requested for the expressive activity, the outdoor area requested for use, and the number of anticipated participants. In order to assure the maintenance of efficient College operations, and to maintain public safety on College grounds, the Vice President (or designee) has been authorized to approve or deny an application for expressive activity provided, however, that the Vice President or designee shall not take the content of the proposed activity into consideration when approving or denying an application. The Vice President or designee's decision in response to any such request shall be made no later than one business day following receipt of the request.

Rules Governing Use of College Grounds

Expressive activity on College grounds shall be subject to the following:

- *Unless otherwise approved in advance by the Director of Student Engagement, expressive activity may occur during regular College business hours.*
- *Expressive activity shall not block any building entrance or exit, or impede access to parking lots, athletic fields, or outdoor educational facilities.*
- *Expressive activity shall not interfere with the educational mission of the College or any College business.*
- *Expressive activity shall not deface or damage any College property, including landscaping features, utility lines and equipment, walkways and parking lots, fences, signage, monuments and works of art.*
- *Expressive activity shall not create or promote a threat to public safety or security as determined by the College's police department.*
- *Expressive activity shall not violate any law or College policy and shall not entail any harassment, bullying or intimidation of any individual.*

College programming that includes camping or sleeping overnight on College grounds shall not be allowed except with express written approval of the Director of Student Engagement.

Expressive activity inside College buildings is prohibited except as authorized pursuant to Board Policy 7.1 (Use of College Facilities), or as authorized by the Director of Student Engagement (current students) and Vice President, Administrative Services (visitors) when inclement weather conditions or other circumstances recommend against outdoor expressive activities.

Signs, banners, or structures of any kind used in connection with an expressive activity shall be freestanding and shall be removed upon conclusion of the activity.

Enforcement

The College reserves the right to stop any expressive activity that materially interferes with or disrupts the educational process or normal activities of the College. Any person who violates this policy may be subject to an order to vacate College property, and any employees or students who violate this policy may be subject to discipline in accordance with College policies and procedures.

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled September 2023 meeting of the Board.

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: August 23, 2023

POSITION VACANCIES

Classified
Accounts Receivable/Collection Technician (FT)
Administrative Assistant to the Dean, English & Humanities (FT)
Building Custodian (FT)
Facilities Reservations Technician (FT)
Information Technology Specialist (FT)

Professional
Chemical Hygiene Officer and Laboratory Supervisor (FT)
Employee Benefits and Retention Coordinator (FT)
Instructional Designer (FT)
Nursing Retention Specialist (FT)
Police Officer (FT)
Retention Specialist (FT)
Student Records Evaluator (FT)
Student Success Coach I (FT)

Full-time Faculty
Early Childhood Education Instructor
Integrated Media Design Instructor

NEW HIRE

Kathryn Szamocki	Program Assistant, Social Scs & Business	08/07/2023

RESIGNATION

Lindee Hall Pratt	Curriculum Specialist	08/31/2023
Binh Trinh	Information Technology Specialist	08/11/2023

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 23, 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 under way.

Wayfinding Phase 2
This project is complete.

PHS Projects – FY22

Main Campus Exterior Lighting Upgrade Phase 2
This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

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 under way.

Door Access & Security Alarm Upgrades
The project is under way.

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.

Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement
The project is under way.

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.

Fire Alarm System Upgrades
CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We have not heard from CDB since that time on the status of this project.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)
The project is under way. There were a few unforeseen conditions that arose after demolition. We are working through resolution with the A/E and CDB at this time. Metal stud layout, 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.

Foundation

Kreher Greenhouse – (Informational Item)
We are working to complete this project in advance of the Fall 2023 semester.

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

Phase 2 TDT Expansion, Storage Building, Logan Hall:
We are working with BLDD on design for both the Storage Building and Logan Hall.

Illinois Green Economy Network (IGEN) Project

Jacksonville Interior Lighting Upgrades

This project is complete.

Restricted Space Configuration Funds

Diesel Lab Renovation

The project is underway.

HUD Economic Development Grant

Truck Driver Training Expansion

This project includes expansion of the truck driver training lot to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. We have submitted a budget and project narrative to HUD and are awaiting their review/response.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

SEPTEMBER 2023 • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/27/23* *AIRPORT	**OCTOBER 2023** • PHS Projects • Board Meeting 10/25/23	**NOVEMBER 2023** • Financial Audit Review • Board Meeting **11/20/23*** *note date change	**DECEMBER 2023** • Adopt CY23 Property Tax Levy • Board Meeting 12/11/23
JANUARY 2024 • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/24/24	**FEBRUARY 2024** • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/28/24	**MARCH 2024** • Administrative Positions • Board Meeting 3/27/24	**APRIL 2024** • Seating of Student Trustee • Foundation Gala 4/27/24 • Board Meeting 4/24/24
MAY 2024 • Student Recognition • Employee Recognition • Commencement 5/17/24 • Board Meeting 5/22/24	**JUNE 2024** • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24	**JULY 2024** • FY25 Tentative Budget • Board Meeting 7/24/24	**AUGUST 2024** • Board Meeting 8/28/24

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Diesel Technologies

DATE: August 23, 2023

Mr. Jeffrey Gardner, Program Director, Diesel Technologies will provide an overview of the program.