REPORT TO THE BOARD OF TRUSTEES

September 24, 2019

Community College District 532
Grayslake, Illinois
MISSION
The College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities we serve.

VALUES
We hold these values to be the cornerstone to fulfilling the College’s mission.

• Purpose
• Integrity
• Excellence
• Inclusion
• Unity
• Compassion

VISION
The College of Lake County is a leader in providing innovative education and workforce solutions.

STRATEGIC PILLARS
1. Access and Success for Students
2. Equity and Inclusion
3. Teaching and Learning Excellence
4. Community and Workforce Partnerships
5. Collaborative Culture
6. Strategic Use of Resources
The Board of Trustees of Community College District No. 532, College of Lake County, will convene the regular meeting in the Board Room (C213), 19351 West Washington Street, Grayslake, Illinois.

01. Board Convenes the Regular Meeting
   01.1 Call to Order and Roll Call
   01.2 Approval of the Agenda

02. Approval of Minutes
   02.1 Committee of the Whole Closed Meeting of August 20, 2019
   * 02.2 Regular Meeting of August 20, 2019
   02.3 Closed Meeting of August 20, 2019

03. Receipt of Notices, Communications, Hearings, and Petitions

04. Chair’s Report
   04.1 Retirement Resolutions
   04.2 Student Trustee Report
   04.3 Update and Discussion on Funding for Lakeshore Campus Construction

05. President’s Report
   05.1 International Education Update
   05.2 Year-End Fiscal Accountability and Investment Report, and the RSM US LLP Audit Update

06. Approval of Board Policies and Objectives
   * 06.1 Policy 403.1 – Involuntary Withdrawal – Elimination – Second Reading (pp. 1-2)
   * 06.2 Policy 405 – Physical Examination Requirement and Student Health Form – Revised – Second Reading (pp. 3-4)
   * 06.3 Policy 406 – Student Loan Code of Conduct – Revised – Second Reading (pp. 5-9)
   * 06.4 Policy 976 – Animals on Campus – New – Second Reading (pp. 10-11)
   * 06.5 Policy 930 – Post-Retirement Incentive – Non-Bargaining Unit Employees – Revised – Second Reading (pp. 12-14)
   * 06.6 Policy 127 – Adoption, Revision, or Repeal – Revised – First Reading (pp. 15-16)
   * 06.7 Policy 713 – Approval of Bills for Payment – Revised – First Reading (pp. 17-20)
07. Approval of Financials
   *07.1 Resolution Approving Reimbursement of Travel, Meal and Lodging Expenses (p. 21)
   *07.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 22-34)
   *07.3 Authorization to File and Publish Fiscal Year 2019 Audit (pp. 35-36)
   *07.4 Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) (pp. 37-42)
   *07.5 Authorization to Open a Trust Account Agreement with the Capital Development Board and Deposit Funds for the Replacement of a Roof at the Grayslake Campus (p. 43)
   *07.6 Resolution to Designate an Additional $2,400,000 of the College’s Unrestricted Net Position and to Commit the Additional $2,400,000 of Its Operating Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims (pp. 44-48)

08. Approval of Purchasing
   *08.1 Biddable Items
      • Services
         o Ratification: Procurement Card Program (BMO Harris Bank N.A.) (pp. 49-50)
         o Psychological Services Provider (Community Youth Network, Inc.) (pp. 51-52)
      • Products
         o Scorbot-ER4 U Educational Robots with Simulation and Cognex Vision Systems (JBH Technologies, Inc.) (p. 53)
         o John Deere Commercial Equipment (AHW LLC) (p. 54)
   *08.2 Non-Biddable Items
      • Services
         o Ratification: Financial Aid Call Center (ProEducation Solutions, LLC) (pp. 55-56)
         o Ratification: Printing Services (Graphic Partners, Inc.) (p. 57)
         o Ratification: Temporary Employment (Express Employment Professionals) (pp. 58-59)
      • Products
         o Applicant Tracking System (PeopleAdmin, Inc.) (p. 60)
         o Office Supplies (Office Plus Solutions & Supply) (p. 61)
   *08.3 Disposal (pp. 62-63)
Agenda for Regular Meeting of September 24, 2019

09. Approval of Contracts and Grants
   * 09.1 Acceptance of the National Science Foundation’s Advanced Technological Education Grant (College of Lake County Portion) (p. 65)
   * 09.2 Acceptance of the Illinois Community College Board’s Workforce Equity Initiative Grant (p. 66)
   * 09.3 Authorization to Grant a Utility Easement to the Commonwealth Edison Company (p. 67)
   * 09.4 Ratification of Intergovernmental Agreement/Memorandum of Understanding Between the College of Lake County and the Grayslake Fire Protection District Regarding Instruction and Program Requirements of the Grayslake Fire Protection District/College of Lake County Fire Academy (pp. 68-79)

10. Approval of Programs

11. Approval of Human Resources Recommendations
   * 11.1 Resignations, Retirements and Dismissals (p. 81)
   * 11.2 Personnel and Position Changes (p. 82)
   * 11.3 Full-Time Employment
      • Administrative and Professional Hires (p. 83)
      • Probationary Period Completed (pp. 84-87)
      • Contract Amendment: President (pp. 88)
   * 11.4 Promotions and Transfers (pp. 89-90)
   * 11.5 Staff Benefits
   * 11.6 Approval of Collective Bargaining Agreements
      • 2019-2023 Adjunct Faculty Organization (p. 91)
      • 2019-2021 Illinois Fraternal Order of Police (FOP Union) (p. 92)

12. Closed Meeting

13. Other Matters for Information, Discussion, or Action

14. Adjournment

* Report Enclosed
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IN Voluntary WITHDRAWAL

Policy 403.1 – Elimination – Second Reading

The current Board of Trustees Involuntary Withdrawal Policy 403.1 is presented for revision based upon (1) Title II of the Americans with Disabilities Act, which prohibits higher educational institutions to withdraw students who are a harm to “self,” and (2) the College can rely on the language in the Student Rights and Responsibilities Procedures to address concerns with students whose behavior poses a threat to the safety, health and well-being of the College community, and (3) that a separate Involuntary Withdrawal policy is not necessary.

Recommended changes are highlighted in red. No additional changes are proposed for this second reading.

It is recommended that the Board of Trustees approve the policy elimination.
403.1. **Involuntary Withdrawal**

Students who pose a direct threat of harm to self or others, or who substantially impede the lawful activities of other members of the College community may be involuntarily withdrawn by College administrators, pursuant to this Policy and to the Involuntary Withdrawal Procedures developed and adopted by the College.

A student should not be subject to involuntary withdrawal when disciplinary, academic, or other administrative responses are available. The procedures and specifications given in the Involuntary Withdrawal Procedures apply in those situations in which, in the judgment of the appropriate administrators, the response through the Student Rights and Responsibilities Policy and Procedures are insufficient. See Student Rights and Responsibilities Policy and Procedures.

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, the College reserves the right to disclose and release student records and personally identifiable information without consent to appropriate persons during a period of emergency if the information released is necessary to protect the health or safety of students or other individuals.

Adopted 2/28/2012
PHYSICAL EXAMINATION REQUIREMENT AND STUDENT HEALTH FORM

Policy 405 – Revised – Second Reading

The current Board of Trustees Policy 405 – Physical Examination Requirement and Student Health Form – is presented for revision based upon the need to encompass any and all programs where the College requires a physical examination beyond the allied health programs and athletics.

Recommended changes are highlighted in red. No additional changes are proposed for this second reading.

It is recommended that the Board of Trustees approve the policy changes.
405 PHYSICAL EXAMINATION REQUIREMENT AND STUDENT HEALTH FORM

01. A completed physical examination form is required for admission to the allied health programs, certain credit and non-credit programs in the College, and participation in intercollegiate athletics. Programs requiring physical examinations are noted on the CLC website.

02. Opportunities will be provided for students at their option to provide the College Health Center with current health information through submission of a student health record form.

Adopted 06/28/77
Amended
STUDENT LOAN CODE OF CONDUCT

Policy 406 – Revised - Second Reading

The current Board of Trustees Policy 406 – Student Loan Code of Conduct – is presented for revision based upon the result of the federal student loan program changing its name from the “Federal Family Education Loan (FFEL)” program to the “William D. Ford Federal Direct Loan (Direct Loan)” program.

Recommended changes are highlighted in red. No additional changes are proposed for this second reading.

It is recommended that the Board of Trustees approve the policy changes.
STUDENT LOAN CODE OF CONDUCT

PURPOSE

Prohibits conflict of interest with the responsibilities of an officer, employee, or agent of CLC with respect to student loans. CLC officers, employees and agents include, but are not limited to:

1. Financial aid, admission, and business office personnel;
2. Supervisors of financial aid, admission and business office personnel;
3. The CLC president; and
4. Members of the Board of Trustees.

PROHIBITION AGAINST REMUNERATION TO THE COLLEGE OF LAKE COUNTY (CLC)

CLC will not solicit or accept anything of value from any lender, guarantor, or servicer in exchange for any advantage or consideration provided by the lending institution related to its student loan activity. This prohibition covers, but is not limited to:

1. Revenue-sharing arrangements;
2. Any computer hardware for which CLC pays below market prices;
3. Any computer software used to manage loans, unless the software can manage disbursements from all lenders; and
4. Any printing costs, postage or services.

This does not prevent CLC from soliciting or accepting favorable terms and conditions where the benefit is made directly to student borrowers.

PROHIBITION AGAINST REMUNERATION TO CLC OFFICERS, EMPLOYEES AND AGENTS

CLC officers, employees and agents are prohibited from soliciting or accepting any gift, gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimus amount from a lender, guarantor, or servicer of educational loans.
This prohibition includes, but is not limited to, services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

This does not preclude any CLC officer, employee, or agent from receiving compensation for conducting non-college business with a lender, guarantor, or servicer, or from accepting compensation that is offered to the general public.

This prohibition does not prevent CLC from holding membership in any non-profit professional associations.

The following items are not considered “gifts”:

1. Materials or programs on issues related to loans, default aversion, default prevention, or financial literacy;
2. Food, refreshments, training, or informational material furnished to any officer, employee, or agent as an integral part of a training program designed to improve the service of a lender, guarantor, or servicer of education loans to CLC, if such training contributes to the professional development of the officer, employee, or agent;
3. Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by CLC if such terms, conditions, or benefits are comparable to those provided to all students;
4. Entrance and exit counseling services provided to borrowers, as long as:
   a. The institution's staff maintains control of the counseling; and
   b. The products and services of any lender are not promoted.
5. Philanthropic contributions to CLC that are unrelated to education loans and are not made in exchange for any advantage related to education loans;
6. State education grants, scholarships, or financial aid funds administered by or on behalf of a State.
BAN ON GIFTS TO FAMILY MEMBERS

Gifts to family members of any officer, employee, or agent of CLC will be considered a gift to said officer, employee or agent if:

1. The gift is given with the knowledge and acquiescence of the officer, employee, or agent; and
2. The officer, employee, or agent has reason to believe the gift was given because of the official position of said officer, employee or agent.

LIMITS OF COLLEGE OFFICERS, EMPLOYEES AND AGENTS PARTICIPATING ON LENDER ADVISORY BOARDS

CLC officers, employees and agents are prohibited from receiving any remuneration for serving as a member or participant on an advisory board of any lender, guarantor or servicer, or receiving any reimbursement of expenses from said participation.

This does not preclude any officer, employee or agent from participating on a lender advisory board unrelated to student loans.

This does not preclude CLC officers, employees and agents not directly or indirectly involved in the affairs of the college’s financial aid office from serving on the board of directors of a publicly traded or privately held company.

CONTRACTING ARRANGEMENTS PROHIBITED

CLC officers, employees and agents are prohibited from entering into contracting or consulting arrangements, except that:

1. An officer, employee, or agent who is not employed in the financial aid office and does not have responsibilities for loans may perform paid or unpaid service on a board of directors of a lender, guarantor or servicer.
2. An officer, employee, or agent who is not employed in the financial aid office but does have responsibilities for loans may perform paid or unpaid service on a board of directors of a lender, guarantor or servicer if they recuse themselves, in writing, from decisions involving CLC.
3. An officer, employee, or agent of a lender, guarantor, or servicer may serve on the Board of Trustees of CLC if they recuse themselves, in writing, from decisions regarding student lending.

**PROHIBITION ON OFFERS OF FUNDS FOR EDUCATIONAL LOANS**

CLC will not solicit or accept any offer of funds for private educational loans or opportunity pool loans in exchange for providing a lender with loan volume or a preferred lender arrangement.

**BAN ON STAFFING ASSISTANCE**

CLC will not solicit or accept staffing assistance from any lender, except for:

1. Professional development training;
2. Educational counseling, financial literacy, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials;
3. Short-term staffing assistance to help CLC during emergencies.

**INTERACTION WITH BORROWERS**

CLC participates in the Federal Family Education Loan (FFEL) William D. Ford Federal Direct Loan (Direct Loan) program and all student and parent borrowers are packaged under that program. In respect as it relates to FFELP Direct Loans and/or alternative loans:

1. CLC will not, for any borrower, assign through award packaging or other methods, the borrower's loan to a particular lender
2. CLC will not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Adopted 01/27/09
Amended
SERVICE ANIMALS POLICY

Policy 976 – New – Second Reading

Administration has developed a Service Animal policy to promote safety in our College community and protect the access to education for all. This policy, and related procedures, provides clarity to our community regarding service animals, emotional support animals, and pets in public spaces.

Proposed changes are highlighted in red and reflect changes presented as the First Reading. Proposed changes are highlighted in blue reflect changes presented for this Second Reading.

It is recommended that the Board of Trustees approve the following policy:
976 SERVICE ANIMALS

1. The College of Lake County recognizes the importance of service animals to individuals with disabilities and is committed to allowing individuals with disabilities equal access to its campuses, programs and activities consistent with federal and state laws. The purpose of this Policy is to ensure that individuals with disabilities who require the use of service animals have equal access to the College’s campus, programs and activities.

2. Animals are generally prohibited in all buildings except as otherwise expressly permitted. The College reserves the right to invite non-service animals on campus for specific events and academic purposes.

Service Animal means a dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for people with disabilities. Service Animals are working animals that have been trained to perform work or a task that is directly related to a person’s disability.

The College administration shall adopt administrative procedures in accordance with this policy.

Adopted
POST RETIREMENT INCENTIVE - NON-BARGAINING UNIT EMPLOYEES

Policy 930– Revised – Second Reading

The current board policy is presented for revision to remove the reference to an outdated state law.

Proposed changes are highlighted in red and reflect changes presented as the First Reading. No additional changes are proposed for this second reading.

It is recommended that the Board of Trustees approve the policy changes.
930 POST RETIREMENT INCENTIVE – NON-BARGAINING UNIT EMPLOYEES

The College of Lake County provides a post retirement incentive award ("Award") to promote sufficient transition planning. This Award, which is not considered pensionable earnings, but is subject to mandatory withholdings, recognizes each full year of service to the College at an amount which will be determined by the President or designee, subject to Board approval. To be eligible for the Award, the full-time, non-bargaining unit employee must meet the following eligibility criteria:

1. At the time of retirement, the employee must have completed at least fifteen (15) or more full years of continuous full-time service as a Board-appointed employee at the College of Lake County. An approved unpaid leave of absence is not considered an interruption of service; however, the time an employee is on an approved unpaid leave of absence does not count toward years of service. Unused health leave balances of one full year shall count as service time for purposes of qualifying for this incentive award; however, service time purchased under a reciprocal system or other service time purchase program shall not count as service time for purposes of qualifying for this Award.

2. At the time of retirement, the employee must meet the retirement eligibility criteria under the State Universities Retirement System (SURS).

Non-bargaining unit employees shall submit their application in writing to Human Resources two (2) years prior to the date the non-bargaining unit employee plans to retire, unless otherwise specifically approved by the Board. If the employee’s application has been approved by the Board, the employee may submit a one-time request for an earlier retirement date, subject to Board approval, provided the earlier date gives at least three (3) months’ notice, the written transition plan has been submitted, and the employee continues to meet the eligibility requirements described in items 1 and 2 above.

A written transition plan must be completed by the employee, and his or her supervisor, for approval by the Executive Director of Human Resources or designee after the application for retirement has been approved by the Board.
The College and employees recognize the importance of minimizing the potential for exceeding the statutory cap on end-of-career earnings’ increases, as defined under FY 2019 Budget Implementation Law PA 100-587. The Award will be reduced by the amount of any employer contribution assessed by SURS for an employee whose reportable earnings exceeded the applicable statutory cap during their Final Rate of Earnings (“FRE”) period. The Award is payable on the payroll date following the one-year anniversary of the employee’s retirement date, or sooner, as decided by the College.

Adopted 11/18/15
Amended 9/25/18
Amended
ADDITION, REVISION, OR REPEAL

Policy 127 – Revised - First Reading

The current Board of Trustees Policy 127 – Adoption, Revision, or Repeal – is presented for revision.

Original proposed changes are highlighted in red and reflect changes presented as the First Reading.
AGENDA ITEM 6.6 – BOARD OBJECTIVES AND POLICY

127 ADOPTION, REVISION, OR REPEAL

Board policies for the College of Lake County may be adopted, revised, or repealed as considered desirable in the judgment of the Board. Any such adoption, revision, or repeal shall not be voted upon until the next regularly scheduled meeting after formal presentation to the Board in writing. The Board may waive the requirement of a second reading for adopting or amending any Board policy by a majority vote of its voting members. A majority vote of the whole Board shall be required for the adoption, revision, or repeal of these policies.

The College’s Administration is authorized to develop and maintain procedures consistent with Board policies, as may be appropriate. In the discretion of the Administration, administrative procedures that correspond with Board policy may be made available to students, staff and the community via a URL link in the applicable Board policy, or elsewhere on the College’s website, intranet or department offices.

Adopted 12/08/70
Amended 02/28/17
Amended
AGENDA ITEM 6.7 – BOARD OBJECTIVES AND POLICY

APPROVAL OF BILLS FOR PAYMENT

Policy 713 – Revised – First Reading

Administration recognizes that the Board of Trustees amended Board Policy 713 on February 24, 2015 to specifically require Board pre-approval of all invoices over $5,000 before payments could be sent to the vendor as a necessary step given public scrutiny of community colleges at that time. It has been over five years since this change was approved, and Administration now recommends that the Board effectively reverse the Board action taken on February 24, 2015 (see February 24, 2015, Board Agenda Item 6.3.2 [p. 8]).

Administration recommends several revisions to Policy 713 – Approval of Bills for Payment to improve the timeliness of vendor payments and to allow the College to receive early payment discounts offered by vendors, increase rebate percentage through the consortium procurement card program and provide flexibility for Lake County disadvantaged business enterprises that require faster payments. In addition, current financial system controls, such as budget approval by account, prior board approval on purchase over $25,000, purchase requisitions and purchase orders, invoice and receiving matching, and College administrator electronic workflow approval prior to invoice payment, all help mitigate risks and improved operational efficiencies.
Recommended Policy 713 – Approval of Bills for Payment amendments include:

- Delete reference to $5,000 and over requiring prior board authorization to pay vendors and add approval subject to audit
- Change Vice President of Administrative Affairs to Vice President of Business Services and Finance/CFO
- Authorize early vendor payments to receive discounts
- Change references to manual paper process to instead reference the College’s PeopleSoft electronic budget approval, order requisition, receipt of goods/services and invoice approval workflow and electronic record files
- Post payments to College website after monthly board meetings, not after payments actually made
- Add new control procedure of Vice President of Business Services and Finance/CFO and Controller to review monthly list of bills, sample transactions for more detailed review, and certify compliance.

Illinois Public Community College Act 110 ILCS 805/3-27(a) requires prior board approval or ratification of all vendor invoice payments and for Illinois community colleges to have a “sound system of accounting and business procedures” in place that are in accordance with State regulations. Although ICCB regulations do not address this matter, the ICCB’s Fiscal Managers Manual mirrors the Public Community College Act, requiring board approval (includes ratification) of all payments.

Most of the College’s peer Illinois community college boards currently ratify monthly vendor payments citing prior board purchasing approval and subject to audit. (See survey results below.) In addition, the Public Community College Act recognizes the important role that modern accounting systems and procedures play in ensuring compliance with State statutes and board policies.
<table>
<thead>
<tr>
<th>College</th>
<th>Board Purchasing Approval Amount</th>
<th>Board payment approval threshold</th>
<th>Payment Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake County</td>
<td>$25,000</td>
<td>$5,000 and above, board approves payment. Less than $5,000, board ratifies payment. VP of BS/F approves exceptions.</td>
<td>Pay monthly above $5,000; weekly below $5,000</td>
</tr>
<tr>
<td>Oakton</td>
<td>$25,000</td>
<td>Ratifies all payments at monthly meetings, to ensure compliance with prompt payment act</td>
<td>Pay weekly</td>
</tr>
<tr>
<td>Harper</td>
<td>$25,000 (consortium does not require board approval)</td>
<td>Ratifies all payments at monthly meetings</td>
<td>Pay weekly</td>
</tr>
<tr>
<td>DuPage</td>
<td>$25,000</td>
<td>On a monthly basis, ratifies all payments. Board Chair approves bi-monthly list of vendor payments above $25,000</td>
<td>Pay weekly under $25,000; pay approximately twice monthly over $25,000</td>
</tr>
<tr>
<td>Joliet</td>
<td>$25,000</td>
<td>$5,000 and above, board approves payment. Less than $5,000, board ratifies payment.</td>
<td>Pay monthly above $5,000; weekly below $5,000</td>
</tr>
<tr>
<td>McHenry</td>
<td>$25,000</td>
<td>Ratifies all payments at monthly meetings</td>
<td>Pay weekly</td>
</tr>
<tr>
<td>Moraine Valley</td>
<td>$25,000</td>
<td>$2,500 and above board approves payment. Less than $2,500, board ratifies, VP approves exceptions.</td>
<td>Pay monthly above $2,500; weekly below $2,500</td>
</tr>
<tr>
<td>Richland</td>
<td>$10,000</td>
<td>Board ratifies all payments at monthly meetings, Board policy notes that “approved subject to audit”</td>
<td>Pay weekly</td>
</tr>
<tr>
<td>Triton</td>
<td>$25,000</td>
<td>All payments require prior board approval, exceptions approved by board on case by case basis</td>
<td>Pay monthly</td>
</tr>
<tr>
<td>John A Logan</td>
<td>Threshold</td>
<td>Ratifies all payments at monthly meetings to comply with Prompt Payment Act</td>
<td>Pay weekly</td>
</tr>
</tbody>
</table>

Original proposed changes are highlighted in red and reflect changes presented as the First Reading.
713  APPROVAL OF BILLS FOR PAYMENT

The Board of Trustees shall review and approve or ratify the payment of all bills consisting of expenditures $5,000 and over for payment recommended by the Vice President for Administrative Affairs, Business Services and Finance/CFO or designee at a properly convened meeting upon presentation of the bills and a listing showing the accounts to which they shall be charged. Bills consisting of expenditures under $5,000 shall be paid when due or earlier to take advantage of vendor early payment discounts and comply with Illinois Prompt Payment Act. These bills will be and presented to the Board for ratification, subject to audit, at the following month’s meeting. Vendors who receive total payments greater than $25,000 on an annual basis will be reported to the Board for further ratification will be subject to review by internal and external auditors. Materials, including vendor name and payments, documenting the purchases for all dollar amounts shall be maintained electronically on file. The bills shall carry an authorization indicating that the goods have been received and that prices, extensions, and totals have been checked. Bills for all dollar amounts shall be made publicly available on the College’s website within ten business days of payment following the Board meeting at which payment was approved or ratified.

All list of all monthly bills shall be individually reviewed and a select sample of individual bills across various departments shall be examined and approved certified for compliance by the Vice President for Administrative Affairs, Business Services and Finance/CFO or designee before submission to the Board. The Vice President for Administrative Affairs, Business Services and Finance/CFO or designee is authorized to release payments for payroll and student aid refunds before Board approval. In addition, the Vice President for Administrative Affairs, Business Services and Finance/CFO is authorized to approve bills for payment on an emergency basis to ensure continued operation of College programs, receive timely payment discounts from vendors, and to avoid late charges on items such as utilities, insurance and procurement cards invoices.
RESOLUTION APPROVING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, the list of reimbursements for travel, meal and lodging expenses are required to be approved by the Board of Trustees in accordance with the College of Lake County Policy 960 and 50 ILCS 150/1 et seq.; and

WHEREAS, the monthly expenses to be approved pursuant to 50 ILCS 150/1 et seq., are set forth below;

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for travel, meal, and lodging expenses in the amount of $1,550.60.

PASSED this 24th day of September 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

It is recommended that the Board of Trustees approve the reimbursement for travel, meal, and lodging expenses.
RESOLUTION APPROVING AND RATIFYING BILLS, AUTHORIZING
BUDGET TRANSFERS
AND ACCEPTING MONTHLY FINANCIAL REPORT

WHEREAS, the list of bills has been provided to the Board of Trustees in accordance with the College of Lake County Invoice Policy 713; and

WHEREAS, the full details of the monthly financial report are contained in this document, and a summary is attached hereto; and

WHEREAS, budget transfers in the amount of $169,916.03 are recommended to the Fiscal Year 2019 Budget and are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of $169,916.03.

PASSED this 24th day of September 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

It is recommended that the Board of Trustees adopt the resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report.
<table>
<thead>
<tr>
<th>Account No.</th>
<th>Department</th>
<th>Account Description</th>
<th>Increase Budget</th>
<th>Decrease Budget</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>551000 01 00265 8060 01</td>
<td>Student Success</td>
<td>Conference &amp; Mtg Exp</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>To move funds to correct account.</td>
</tr>
<tr>
<td>553000 01 00265 8060 01</td>
<td>Student Success</td>
<td>Travel/Out-of-District</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
<td></td>
</tr>
<tr>
<td>549000 01 00265 8060 01</td>
<td>Student Success</td>
<td>Other Matl’s &amp; Supplies</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>599000 01 00265 8060 01</td>
<td>Student Success</td>
<td>Other Expenditures</td>
<td>$70,000.00</td>
<td>$70,000.00</td>
<td></td>
</tr>
<tr>
<td>585000 01 00018 1060 01</td>
<td>Adult Ed/Literacy</td>
<td>Equipment – Office</td>
<td>$1,700.00</td>
<td>$1,700.00</td>
<td>To cover cost of contractual services.</td>
</tr>
<tr>
<td>541010 01 00018 1080 01</td>
<td>Adult Ed/Literacy</td>
<td>Computer Supplies</td>
<td>$1,700.00</td>
<td>$1,700.00</td>
<td></td>
</tr>
<tr>
<td>541009 01 12001 7040 01</td>
<td>Police</td>
<td>Other Supplies</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
<td>To cover unexpected project/purpose cost increase.</td>
</tr>
<tr>
<td>534008 01 12001 7040 01</td>
<td>Police</td>
<td>Computer Software Maint</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td>518000 52 52000 6010 01</td>
<td>Food Service</td>
<td>Student Employees</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>To fund account for student workers to work outside of semester schedule.</td>
</tr>
<tr>
<td>547001 52 52000 6010 01</td>
<td>Food Service</td>
<td>Promotions/Subsidies</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>518000 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Student Employees</td>
<td>$5,200.00</td>
<td>$5,200.00</td>
<td>To move funds to correct account.</td>
</tr>
<tr>
<td>513008 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Faculty, Stipends &amp; Misc/FT</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>519001 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Seasonal/PT Flex</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>599000 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Other Expenditures</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>553000 01 00264 8040 01</td>
<td>Sustainability Cncl.</td>
<td>Travel/Out-of-district</td>
<td>$1,660.03</td>
<td>$1,660.03</td>
<td>To move funds to correct account.</td>
</tr>
<tr>
<td>539000 01 00264 8040 01</td>
<td>Sustainability Cncl.</td>
<td>Other Contractual Svcs</td>
<td>$1,660.03</td>
<td>$1,660.03</td>
<td></td>
</tr>
<tr>
<td>512001 01 00606 1030 01</td>
<td>Electrical Tech</td>
<td>Specialist Staff/F-T</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>To align accounts with ICCB guidelines.</td>
</tr>
<tr>
<td>519001 01 01025 2090 01</td>
<td>Testing</td>
<td>Seasonal/PT Flex</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM 7.2 – FINANCIAL (Continued)

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Department</th>
<th>Account Description</th>
<th>Increase</th>
<th>Decrease</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) 539000 01 01017 4030 01</td>
<td>Teaching &amp; Learning</td>
<td>Other Contractual Svs</td>
<td>$28,500.00</td>
<td></td>
<td>To cover cost of contractual services.</td>
</tr>
<tr>
<td>513009 01 01017 4030 01</td>
<td>Teaching &amp; Learning</td>
<td>Faculty, Stipends &amp; Misc/PT</td>
<td>$28,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9) 589000 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Other Capital Outlay</td>
<td>$3,500.00</td>
<td></td>
<td>To move funds to correct account.</td>
</tr>
<tr>
<td>599000 01 01000 8010 01</td>
<td>President’s Office</td>
<td>Other Expenditures</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
<td></td>
</tr>
<tr>
<td>10) 513008 01 00264 8040 01</td>
<td>Sustainability Comm</td>
<td>Faculty, Stipends &amp; Misc/FT</td>
<td>$19,660.00</td>
<td></td>
<td>To move funds to correct account.</td>
</tr>
<tr>
<td>512002 01 01026 2090 01</td>
<td>Art Gallery</td>
<td>Specialist Staff/P-T</td>
<td>$12,500.00</td>
<td></td>
<td>To cover cost of part-time division office support.</td>
</tr>
<tr>
<td>11) 519001 01 00228 1010 01</td>
<td>Communication Arts</td>
<td>Seasonal/PT Flex</td>
<td>$12,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541009 01 00264 8040 01</td>
<td>Sustainability Comm</td>
<td>Other Supplies</td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>599000 01 00264 8040 01</td>
<td>Sustainability Comm</td>
<td>Other Expenditures</td>
<td>$5,581.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>539000 01 00264 8040 01</td>
<td>Sustainability Comm</td>
<td>Other Contractual Svs</td>
<td>$36,606.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL TRANSFERS-ALL FUNDS $169,916.03 $169,916.03
Operating Funds
Financial Highlights

REVENUE:

The revenues in the operating funds reflect 5.8% of budgeted revenues through July 2018. Last year, at the end of July 2018, the college had received 9.6% of the amount budgeted.

The College has received revenues equal to $1,279,543 of the fiscal year amount for local taxes. As of July 31, the College had not received any Corporate Personal Property Replacement Taxes for this fiscal year.

As of July 31, student enrollment reflected 12.8% of the tuition revenue. Last year, at the end of July 2018, the College had received 14.6% of the amount budgeted. The College will make an entry in October 2019 to move the deferred revenue for summer and fall tuition into the appropriate revenue accounts. This is typically done at the end of the audit period as adjustments are made to the deferred accounts for accounting closing purposes.

Interest rates, for investment purposes, are averaging 2.20% for all investments, whereas last year at this time, the interest rates were averaging 2.43%.

EXPENDITURES:

The expenditures in the operating funds reflect 4.0% of budgeted expenditures for the year. Last year, at the end of July 2018, the College had
AGENDA ITEM 7.2 – FINANCIAL (Continued)

expended 3.7% of the amount budgeted. The College is trending on track with
the FY2020 budget plan.

At this September 2019 Board meeting, the Vice President of Business
Services and Finance/CFO will present a Year-End Fiscal Accountability
Report/Investment Report regarding the condition of all College funds and an
investment report for Board approval, which will also include the June 2019
results.
Monthly Financial Report

FOR THE MONTH ENDED

July 31, 2019
### ASSETS

**CASH**
- Cash In Bank: $20,915,498.97
- Petty Cash: $0.00
- Change Funds: $7,100.00

**INVESTMENTS**
- Investments: $54,036,573.95

**RECEIVABLES**
- Taxes Receivable - Current Levy: $0.00
- Corp PRS Prty Replc Tax Rec: $0.00
- Allowance for Uncoll. Tuition: ($2,419,337.23)
- Allowance Acct.Traffic Program: $0.00
- Governmental Claims Receivable: $0.00
- Chargebacks Receivables: $0.00
- Student Tuition Receivable: $11,888,482.43
- 3rd Party Tuition Receivable: $0.00
- Vendor Receivables: $19,851.25
- Traffic System Tuition Receivable: $0.00
- Family Parenting Receivable: $0.00
- Contract System Receivable: $0.00
- Other Receivables: $8,917.00

**ACCRUED REVENUE**
- Accrued Interest: $0.00
- Accrued State Apportionment: $0.00
- Other Accrued Revenue: $0.00

**INTER-FUND RECEIVABLE**
- Receivable From Education Fund: $65,154.45
- Receivable From Maint. Fund: $1,791.43
- Receivable From O.B.M. Fund: $1,606,112.32
- Receivable From Bond/Int Fund: $0.00
- Receivable From Auxiliary Fund: $89,781.82
- Receivable From Restr.Purpose Fund: $17,414,920.35
- Receivable From Working Cash: $388,500.00
- Tuit.Rcvb1From Financial Aid: $0.00
- Receivable From Other Funds: $2,829,828.61

**Deferred Expenses**
- Deferred Expenses: $38,758.00

**TOTAL ASSETS**
- $106,891,933.35
## College of Lake County
### Educational Fund
### Statement of Changes in Fund Balance
### Month Ending: July 31, 2019

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Year to Date</th>
<th>Percent</th>
<th>Prior Year to Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Taxes</td>
<td>1,010,669.36</td>
<td>16.48%</td>
<td>3,755,763.67</td>
<td>40.34%</td>
</tr>
<tr>
<td>ICCB Credit Hour Grants</td>
<td>1,148,134.08</td>
<td>18.72%</td>
<td>1,097,501.00</td>
<td>11.79%</td>
</tr>
<tr>
<td>Tuition</td>
<td>3,240,261.08</td>
<td>52.84%</td>
<td>3,683,946.32</td>
<td>39.56%</td>
</tr>
<tr>
<td>Graduation Fees</td>
<td>75.00</td>
<td>0.00%</td>
<td>90.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transcript Fees</td>
<td>10.00</td>
<td>0.00%</td>
<td>349.62</td>
<td>0.00%</td>
</tr>
<tr>
<td>On-line Course Fee</td>
<td>31,744.00</td>
<td>0.52%</td>
<td>34,893.14</td>
<td>0.37%</td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>63,784.33</td>
<td>1.04%</td>
<td>68,922.25</td>
<td>0.74%</td>
</tr>
<tr>
<td>Credit By Exam Fees</td>
<td>450.00</td>
<td>0.01%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Comprehensive Fees</td>
<td>573,367.89</td>
<td>9.35%</td>
<td>665,374.07</td>
<td>7.15%</td>
</tr>
<tr>
<td>Gain(Loss) on Investment</td>
<td>63,478.82</td>
<td>1.04%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Sweep Accounts</td>
<td>0.00</td>
<td>0.00%</td>
<td>1,739.57</td>
<td>0.02%</td>
</tr>
<tr>
<td>Library Fines</td>
<td>170.25</td>
<td>0.00%</td>
<td>455.60</td>
<td>0.00%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>115.40</td>
<td>0.00%</td>
<td>417.26</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other Revenue/Rebates</td>
<td>0.00</td>
<td>0.00%</td>
<td>1,701.52</td>
<td>0.02%</td>
</tr>
<tr>
<td>Over Short</td>
<td>(200.00)</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Payment Plan Enrollment Fee</td>
<td>(40.00)</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>6,132,020.21</td>
<td>100%</td>
<td>9,311,154.02</td>
<td>100%</td>
</tr>
</tbody>
</table>
**AGENDA ITEM 7.2 – FINANCIAL (Continued)**

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>3,177,776.03</td>
<td>79%</td>
<td>3,227,529.94</td>
<td>80%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>43,234.08</td>
<td>1%</td>
<td>24,748.86</td>
<td>1%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>407,187.87</td>
<td>10%</td>
<td>413,862.03</td>
<td>10%</td>
</tr>
<tr>
<td>General Material &amp; Supplies</td>
<td>198,218.07</td>
<td>5%</td>
<td>200,490.44</td>
<td>5%</td>
</tr>
<tr>
<td>Travel/Conference Meeting</td>
<td>11,023.70</td>
<td>0%</td>
<td>6,043.26</td>
<td>0%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>85,488.46</td>
<td>2%</td>
<td>83,302.16</td>
<td>2%</td>
</tr>
<tr>
<td>Utilities</td>
<td>0.00</td>
<td>0%</td>
<td>335.47</td>
<td>0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>14,821.59</td>
<td>0%</td>
<td>4,699.33</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>75,164.86</td>
<td>2%</td>
<td>79,984.61</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>4,012,914.66</strong></td>
<td><strong>100%</strong></td>
<td><strong>4,040,996.10</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Beginning Fund Balance: 38,493,440.97
Add: Revenues: 6,132,020.21
Less: Expenses: (4,012,914.66)
Operating Transfers: (2,292,061.50)

Ending Fund Balance: 38,320,485.02
### Operations & Maintenance Fund
#### Balance Sheet
**As of July 31, 2019**

#### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH</strong></td>
<td></td>
</tr>
<tr>
<td>Cash In Bank</td>
<td>11,885,834.06</td>
</tr>
<tr>
<td>Illinois Funds</td>
<td>0.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>0.00</td>
</tr>
<tr>
<td>Change Funds</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>INVESTMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>1,606,059.00</td>
</tr>
<tr>
<td><strong>RECEIVABLES</strong></td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable - Current Levy</td>
<td>0.00</td>
</tr>
<tr>
<td>Governmental Claims Receivable</td>
<td>0.00</td>
</tr>
<tr>
<td>Vendor Receivables</td>
<td>4,994.17</td>
</tr>
<tr>
<td>Traffic System Tuition Receivable</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>ACCRUED REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Accrued Revenue</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>INTER-FUND RECEIVABLE</strong></td>
<td></td>
</tr>
<tr>
<td>Receivable From Education Fund</td>
<td>13,255.00</td>
</tr>
<tr>
<td>Receivable From O.B.M. Fund</td>
<td>1,665,444.15</td>
</tr>
<tr>
<td>Receivable From Bond/Int Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>Receivable From Auxiliary Fund</td>
<td>0.00</td>
</tr>
<tr>
<td>Receivable From Restr.Purpose Fund</td>
<td>705,487.19</td>
</tr>
<tr>
<td>Receivable From Working Cash</td>
<td>0.00</td>
</tr>
<tr>
<td>Receivable From Other Funds</td>
<td>89,238.82</td>
</tr>
<tr>
<td><strong>Deferred Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Deferred Expenses</td>
<td>117,629.50</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>16,087,941.89</td>
</tr>
</tbody>
</table>
## Operations & Maintenance Fund
### Balance Sheet
### As of July 31, 2019
### LIABILITIES AND FUND BALANCE

### LIABILITIES

#### CURRENT OBLIGATIONS PAYABLE
- Current Obligations Payable: 0.00

#### ACCOUNTS PAYABLE
- Accounts Payable: 60,332.78

#### ACCRUED EXPENSES
- Accrued Expense: 0.00

#### INTER-FUND PAYABLE
- Payable to Education Fund: 1,229,019.51
- Payable to O. B. M. Funds: 9,054,596.47
- Payable to Bond & Interest Fund: 0.00
- Payable to Auxiliary Fund: 72.24
- Payable to Restr. Purpose Fund: 48,389.41
- Payable to Working Cash Fund: 0.00
- Payable to Other Funds: 0.00

#### DEFERRED REVENUES
- Property Taxes: 0.00
- Miscellaneous Deferred Revenues: 0.00

#### OTHER LIABILITIES
- Other Liabilities: 0.00

### FUND BALANCE
- Fund Balance: 5,695,531.48

### TOTAL FUND BALANCE
- 5,695,531.48

### TOTAL LIABILITIES & FUND BALANCE
- 16,087,941.89

### RECONCILIATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING FUND BALANCE</td>
<td>16,771,271.40</td>
</tr>
<tr>
<td>ADD: REVENUE</td>
<td>291,006.49</td>
</tr>
<tr>
<td>LESS: EXPENDITURES</td>
<td>(398,671.41)</td>
</tr>
<tr>
<td>OPERATING TRANSFERS</td>
<td>(10,968,075.00)</td>
</tr>
<tr>
<td>ENDING FUND BALANCE</td>
<td>5,695,531.48</td>
</tr>
</tbody>
</table>
College of Lake County  
Operations & Maintenance Fund  
Statement of Changes in Fund Balance  

Month Ending: July 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>Year to Date</th>
<th></th>
<th>Prior Year to Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Percent</td>
<td>Actual</td>
<td>Percent</td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Taxes</td>
<td>268,873.41</td>
<td>92.39%</td>
<td>999,158.57</td>
<td>99.92%</td>
</tr>
<tr>
<td>Building Rentals</td>
<td>21,858.16</td>
<td>7.51%</td>
<td>548.00</td>
<td>0.05%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>274.92</td>
<td>0.09%</td>
<td>226.07</td>
<td>0.02%</td>
</tr>
<tr>
<td>Total Income</td>
<td>291,006.49</td>
<td>100%</td>
<td>999,932.64</td>
<td>100%</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>171,646.32</td>
<td>43%</td>
<td>150,669.75</td>
<td>57%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>117,501.03</td>
<td>29%</td>
<td>125,393.40</td>
<td>47%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>19,568.31</td>
<td>5%</td>
<td>5,459.99</td>
<td>2%</td>
</tr>
<tr>
<td>General Material &amp; Supplies</td>
<td>975.09</td>
<td>0%</td>
<td>(36,516.79)</td>
<td>-14%</td>
</tr>
<tr>
<td>Travel/Conference Meeting Exp</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>38,045.25</td>
<td>10%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>50,851.41</td>
<td>13%</td>
<td>20,397.27</td>
<td>8%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>84.00</td>
<td>0%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Total Expense</td>
<td>398,671.41</td>
<td>100%</td>
<td>265,403.62</td>
<td>100%</td>
</tr>
</tbody>
</table>
AGENDA ITEM 7.2 – FINANCIAL (Continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>16,771,271.40</td>
<td>16,713,204.00</td>
</tr>
<tr>
<td>Add: Revenues</td>
<td>291,006.49</td>
<td>999,932.64</td>
</tr>
<tr>
<td>Less: Expenses</td>
<td>(398,671.41)</td>
<td>(265,403.62)</td>
</tr>
<tr>
<td>Operating Transfers</td>
<td>(10,968,075.00)</td>
<td>(4,029,936.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>5,695,531.48</td>
<td>13,417,797.02</td>
</tr>
</tbody>
</table>
AUTHORIZATION TO FILE AND PUBLISH FISCAL YEAR 2019 AUDIT

Pursuant to Section 3-22.1 of the Public Community College Act (110 ILCS 805/3-22.1), the College of Lake County (College) engaged external auditor RSM US LLP to audit the Fiscal Year 2019 annual financial statements and other required audits as reviewed in the audit plan at the June 25, 2019 board meeting. The Fiscal Year 2019 audit engagement covered:

- Basic financial statements;
- Audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance);
- Illinois Community College Board (ICCB) Grant Programs Financial Statements;
- Schedules of enrollment data and other basis upon which claims are filed as required by Section III of the Fiscal Management Manual; and
- Separate audit of CLC Foundation (included as a component unit within the College financial statements).

At the audit’s completion, the College is required to submit electronically a copy of its external audit to the ICCB by December 31 following the close of the fiscal year.

Furthermore, pursuant to Section 3-22.2 of the Public Community College Act (110 ILCS 805/3-22.2), the College is required to publish annually a financial statement in accordance with rules and regulations issued by the State Board. Such statement shall be published at least once in a newspaper of general circulation in the community college district, and a copy of this publication shall be filed with the ICCB on or before December 31.

Agenda Item 7.3
September 24, 2019
Following the presentation of the Fiscal Year 2019 audit by RSM US LLP, it is recommended that the Board approve and authorize the filing of the audit with the ICCB and appropriate federal agencies, along with publishing the financial statements as required.

It is recommended that the Board of Trustees accept the audit report, authorize the filing of these documents with the Illinois Community College Board and appropriate federal agencies, and publishing the financial statements as required by Statute.
RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The following resolution authorizes the transfer of up to $8,227,766.00 from the Operating Funds to the Operations and Maintenance Fund (Restricted).

At the May 21, 2019 Board meeting, the Administration provided the Trustees a FY 2020 Budget Presentation that reported positive estimated FY 2019 year-end results. Administration made recommended various one-time investments totaling $7,617,266.00. See project details for items 1.0-9.0 in Appendix A and summarized here:

1. IT – PeopleSoft database migration, Windows 2008 server elimination, and other IT initiatives - $2,092,500
2. Police – Traffic study, radio equipment, patrol vehicle, server - $95,700
3. Business Services – Records retention, Expense software - $102,000
4. Facilities – Deferred maintenance, equipment, vehicles - $369,966
5. Education Affairs – video productions space, ARM equipment, LSC student lounge and food pantry, adjunct scheduling software, other various projects- $1,637,400
6. CLC Online – Development of new online programs - $150,000
7. Student Development – Campus virtual tour - $69,700
8. Public relations – Web redesign, 50th Anniversary marketing - $700,000
9. Finance – Fund year 3 (of 4-year plan) for Other Post Employment Benefit (OPEB) Liability in a restricted account - $2,400,000

Original Subtotal Amount - $7,617,266

In addition, the Administration recommends the Board approve use of available funds to address the following urgent items:

10. State CDB Roof Replacement Project match - $375,000 (See September 24, 2019 Board agenda item 7.5 – Authorization to Open a Trust Account Agreement with the Capital Development Board and Deposit Funds for the Replacement of a Roof at the Grayslake Campus.)
AGENDA ITEM 7.4 – FINANCIAL

11. Student Development – Testing Center Lockers - $25,000
12. Community & Workforce Partnerships – Classroom and office furniture - $140,000
13. Facilities – Paint building 4 (Adult Ed) - $45,000
14. Educational Affairs – Automotive aluminum dust collection system & paint mixing room, increase adjunct scheduling software - $25,500

New Urgent Needs Subtotal $610,500

Administration is now requesting the Board to approve the transfer of available funds totaling $8,227,766.00. Administration will seek Board approval, if required, prior to the use of these funds.

It is, therefore, recommended that the Board of Trustees adopt the attached resolution transferring funds to the Operations and Maintenance Fund (Restricted).
Appendix A

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Information Technology Department Total</strong></td>
<td><strong>$2,092,500</strong></td>
</tr>
<tr>
<td>1.1 IT: PeopleSoft database migration project ($900,000)</td>
<td></td>
</tr>
<tr>
<td>1.2 IT: Faculty/staff replacement PCs, including laptops and accessories for faculty and administrative and professional employee groups ($290,000)</td>
<td></td>
</tr>
<tr>
<td>1.3 IT: Windows 2008 server elimination ($250,000), replace call manager servers ($125,000), other replacement servers ($153,000)</td>
<td></td>
</tr>
<tr>
<td>1.4 IT: Scheduling Software and implementation ($100,000)</td>
<td></td>
</tr>
<tr>
<td>1.5 IT: Networking equipment and cabling ($101,000)</td>
<td></td>
</tr>
<tr>
<td>1.6 IT: Cybersecurity training and projects ($106,000)</td>
<td></td>
</tr>
<tr>
<td>1.7 Other IT projects – Image Now upgrade ($25,000), LMS implementation ($35,000), conference attendance ($7,500)</td>
<td></td>
</tr>
<tr>
<td><strong>2.0 Police Department Total</strong>: Traffic study ($25,000), radio and server ($30,000), office equipment ($2,700), and patrol vehicle ($38,000)</td>
<td><strong>$95,700</strong></td>
</tr>
<tr>
<td><strong>3.0 Business Services Department Total</strong></td>
<td><strong>$102,000</strong></td>
</tr>
<tr>
<td>3.1 Finance Department: Expense Software and implementation consultant ($85,000)</td>
<td></td>
</tr>
<tr>
<td>3.2 Auxiliary Services: Records retention ($17,000)</td>
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</tr>
<tr>
<td><strong>4.0 Facilities Department Total</strong></td>
<td><strong>$369,966</strong></td>
</tr>
<tr>
<td>4.1 Facilities: Asphalt repair ($100,000)</td>
<td></td>
</tr>
<tr>
<td>4.2 Facilities: Replace grounds truck ($35,000), HVAC truck ($22,000), and grass cutting tractor ($42,966)</td>
<td></td>
</tr>
<tr>
<td>4.3 Facilities: Replace doors ($50,000) and single-pane windows ($100,000)</td>
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<tr>
<td>4.4 Facilities: Sidewalk/concrete repair ($20,000)</td>
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</tr>
<tr>
<td><strong>5.0 Educational Affairs Department Total</strong></td>
<td><strong>$1,637,400</strong></td>
</tr>
<tr>
<td>5.1 Classroom and faculty office furniture improvements ($511,000)</td>
<td></td>
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<tr>
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<td>Agenda Item 5.2</td>
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<td></td>
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<td>Agenda Item 12.1</td>
</tr>
<tr>
<td></td>
<td>Agenda Item 13.0</td>
</tr>
</tbody>
</table>
AGENDA ITEM 7.4 – FINANCIAL (Continued)

| 14.0 | **Educational Affairs** – Auto Collision Repair aluminum dust collection & paint mixing room ($15,500), Adjunct scheduling software increase ($10,000) | $25,500 |
| Subtotal New Urgent Needs | | $610,500 |
| Total FY 2019 Available Funds Allocation Request | | $8,227,766 |

**SUMMARY**

Approximate Available FY 2019 Resources

| Recommended Uses | $8,227,766 |

Reserved for Capital Projects and Growth Initiatives

| $1,489,340 |
RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

WHEREAS, there is a need to provide additional resources to the Operations and Maintenance Fund (Restricted) for future projects; and

WHEREAS, the operating funds at the end of FY 2019 have adequate funds available; and

WHEREAS, the Board of Trustees deems that it is in the interest of the college’s long-range financial plans that the Operations and Maintenance Fund (Restricted) receive up to $8,227,766.00 from the operating funds.

NOW THEREFORE, Be It Resolved by the Board of Trustees as follows:

Section 1. That the statements in the preamble of this resolution are hereby found to be true and correct.

Section 2. That this Board of Trustees does hereby authorize the transfer of up to $8,227,766.00 from the Operating Funds to the Operations and Maintenance Fund (Restricted).

Section 3. That the Treasurer of the college district is hereby authorized and directed to take all steps necessary to make the entry in the college books to register the transfers as provided by this resolution.

Section 4. That the Secretary is directed to file a certified copy of this Resolution with the Treasurer.

Trustee ______________________ moved that the foregoing resolution be adopted, and Trustee ______________________ seconded the motion. Upon the roll being called, the members voted as follows:

AYE: __________

NAY: __________

The Chair declared the resolution duly adopted on September 24, 2019.
AUTHORIZATION TO OPEN A TRUST ACCOUNT AGREEMENT WITH THE CAPITAL DEVELOPMENT BOARD AND DEPOSIT FUNDS FOR THE REPLACEMENT OF A ROOF AT THE GRAYSLAKE CAMPUS

Administration seeks approval to open a trust account agreement with the Capital Development Board (CDB) and deposit funds to replace the deteriorating roof of the Performing Arts Building at the Grayslake campus. The total project cost is estimated at $1,500,000.00, with roof repair work scheduled to begin in May 2020, and completed by August 2020. CDB projects require the College of Lake County to spend 25% of the total estimated project cost prior to the availability of State funding. The State then pays the remaining 75% of the project cost, or $1,125,000.00. Administration recommends that the Board accept a State capital grant in the amount of $1,125,000.00, and open a trust account agreement with CDB. Administration also recommends that the Vice President for Business Services and Finance be authorized to transfer up to $375,000.00 to pay for 25% of the estimated project cost, as required for CDB projects.

It is recommended that the Board of Trustees authorize Administration to open a trust account agreement with the Capital Development Board and deposit funds up to $375,000.00 for the replacement of the deteriorating roof on the Performing Arts Building at the Grayslake campus.
RESOLUTION TO DESIGNATE AN ADDITIONAL $2,400,000 OF THE COLLEGE’S UNRESTRICTED NET POSITION AND TO COMMIT THE ADDITIONAL $2,400,000 OF ITS GENERAL OPERATING FUNDS FOR THE PURPOSE OF FUTURE PAYMENT OF POST-RETIREMENT HEALTH CARE BENEFITS COSTS AND CLAIMS

The following resolution authorizes the designation of an additional $2.4 million of the College’s Unrestricted Net Position and commits this additional $2.4 million of the College’s Operating Funds for the future payment of OPEB costs and claims, as previously approved by the Board at the November 20, 2018 and June 25, 2019 meeting. (See pages 49-52 of the November 2018 Board Book and pages 50-55 of the June 2019 Board Book.)

The College provides, for its eligible retired employees, certain Post-Retirement Health Care Benefits (“Other Post-Employment Benefits” or “OPEB”) through a single-employer defined benefit plan (the “Plan”), for which some of the costs will become due and payable in the future.

The Governmental Accounting Standards Board (GASB) provides pronouncements that define the proper accounting for, and the presentation of, certain financial information for the College’s financial statements. In accordance with these standards and guidelines, the College, for a third year, proposes to designate in the Statements of Net Position (balance sheet) the unrestricted net position an additional $2.4 million of operating funds to be set aside for the future payments of OPEB costs and claims. By designating an additional $2.4 million, the Board will provide Administration with a mechanism to ensure that these resources only be used for the specific purposes stipulated in this resolution, for future payment of OPEB costs and claims. In total, with this resolution, the College to date will have designated $7.2 million.

**Background:** Board Policy 925 defines the Retiree Medical Insurance Reimbursement – Non-bargaining Unit Employees, and Board Policy 925.1. includes Bargaining Unit Employees. These polices provide eligible current and former College employees with pre- and post-Medicare health insurance premium reimbursement through the Plan. Until GASB Statement No. 45, *Accounting and Financial Reporting by*
Employers for Postemployment Benefits Other Than Pensions, which was implemented in FY2008, the College did not include these liabilities in the financial statements. In FY2011, the Board approved changes to OPEB benefits, which limited growth of liability. Our current policy does not fund the cost of these benefits and claims in advance.

A new GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, was issued and implemented by the College for FY2018. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for OPEB. Also, it improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities such as the State Universities Retirement System (SURS). This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all post-employment benefits (pensions and OPEB) with regard to providing information useful for making decisions, supporting assessments of accountability and inter-period equity, and creating additional transparency.

Because of new rules, the Administration’s recommendation is to, over time, continue to fund 100% of the College’s net OPEB liability, which as of June 30, 2019 was actuarially determined to be $9,683,431. Although this action is not required, it is best practice.

It is, therefore, recommended that the Board of Trustees adopt the resolution designating an additional $2.4 million of the College’s unrestricted net position and commit the additional $2.4 million of the College’s Operating Funds for the future payment of OPEB costs and claims.
RESOLUTION TO DESIGNATE AN ADDITIONAL $2,400,000 OF THE COLLEGE’S UNRESTRICTED NET POSITION AND TO COMMIT THE ADDITIONAL $2,400,000 OF ITS GENERAL OPERATING FUNDS FOR THE PURPOSE OF FUTURE PAYMENT OF POST-RETIREMENT HEALTH CARE BENEFITS COSTS AND CLAIMS

WHEREAS, the Government Accounting Standards Board (GASB) Statement No. 63, Financial Reporting of Deferred Outflow of Resources, Deferred Inflows of Resources, and Net Position, states that the net position of proprietary funds should be displayed in three components – net investment in capital assets, restricted, and unrestricted – and that designated amounts of net position should not be reported on the face of the financial statements; and

WHEREAS, GASB Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments, defines restricted net position as: a) either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or b) imposed by law through constitutional provisions or enabling legislation, and defines enabling legislation as the authorization of the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and to include a legally enforceable requirement that those resources only be used for the specific purposes stipulated in the legislation; and

WHEREAS, GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, established fund balance classifications that compromise a hierarchy, based primarily on the extent to which a government is bound to observe constraints, imposed upon the use of the resources reported in governmental
funds, under which hierarchy “restricted fund balance” includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation; “committed fund balance” includes amounts that can be used only for the purposes determined by a formal action of the government’s highest level of decision-making authority; “assigned fund balance” is intended to be used by the government for specific purposes but does not meet the criteria for being classified as restricted or committed and, in governmental funds other than the general fund, represents the remaining amount that is not restricted or committed; and “unassigned fund balance” is the residual classification for the government’s general fund and includes all spendable amounts not contained in the other classifications; and

WHEREAS, the College provides for its eligible retired employees certain Post-Retirement Health Care Benefits (“Other Post-Employment Benefits” or “OPEB”) through a single-employer defined benefit plan (the “Plan”), under which some of the costs to the College will become due and payable in the future; and

WHEREAS, GASB considers presentation of OPEB Schedules supplementing a governmental entity’s basic financial statements to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context, and such OPEB Schedules are now included as part of the Comprehensive Annual Financial Reports of the College; and

WHEREAS, based on the above GASB Standards and criteria for financial reporting, this Board of Trustees of College of Lake County, Community College
District No. 532 finds it to be appropriate and in the best interests of the College to designate an additional $2,400,000 of the College’s unrestricted net position and to commit the additional $2,400,000 of its Operating Funds (comprised of the Educational Fund and the Operations and Maintenance Fund) for the purpose of future payment of OPEB costs and claims;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The foregoing recitals are hereby found to be true and correct, and are incorporated herein by reference.

Section 2. The Board hereby designates an additional $2,400,000 of the College’s unrestricted net position and hereby commits an additional $2,400,000 of the College’s Operating Funds for the purpose of future payment of OPEB costs and claims.

Section 3. This Resolution shall be in full force and effect upon its passage.

AYES:
NAYS:
ABSENT:

PASSED this 24th day of September, 2019.

BOARD OF TRUSTEES
COLLEGE OF LAKE COUNTY,
COMMUNITY COLLEGE DISTRICT NO. 532
LAKE COUNTY, ILLINOIS

By: _______________________________
    Chair

Attest: _____________________________
   Secretary
AGENDA ITEM 8.1 – PURCHASING (Continued)

BIDDABLE ITEM

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<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>SERVICES – RATIFICATION: PROCUREMENT CARD PROGRAM</td>
</tr>
</tbody>
</table>

LEAD STAFF: Sue Kilby, Interim Director, Purchasing & Contracts

I. PROPOSALS

BMO Harris Bank N.A.

Original Three-Year Agreement (November 2016) 92-1.09%
Renewal Three-Year Agreement (2019, 2020, 2021) 1.10%

II. STATEMENT OF NEED

Renew current BMO Harris Bank N.A. (BMO Harris) Corporate MasterCard program (procurement card program) agreement for additional three years through Illinois Association of School Business Officers (IASBO) consortium volume rebate program for government users, which includes two other Illinois community colleges.

The FY 2020 budgeted amount is $0.00.

III. EXPLANATION OF PURCHASE

The College’s procurement card program provides an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases to simplify purchasing and payment process, lower transaction costs, control purchase limits, control merchant/vendor usage and receive rebates. The College participates in the IASBO consortium through the BMO Harris procurement card program. **BMO Harris will waive the interest charges on purchases, fees, and service charges if BMO Harris receives payment in full on or before the payment due date each month.**
Incentives received are based upon the cumulative annual spend. Last year, the College received $12,961.20 in rebates based on its annual purchasing volume among various vendors of $1,132,734.06. This volume allows the College to earn a 1.10 rebate percentage tier, which can grow with additional annual purchase volume and quicker monthly payments. This program complies with State statutes and Board policy.

The purchase is pursuant to the Illinois Compiled Statute (30 ILCS 525/0.01-6) Governmental Joint Purchasing Act and the College’s Procurement Policy 712.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees ratify a three (3) year agreement with BMO Harris Bank of Chicago, IL from November 16, 2018, through November 16, 2021, for participation in the procurement card program through the IASBO consortium in a not-to-exceed amount of $0.00.

*Recommended for Approval*
AGENDA ITEM 8.1 - PURCHASING (Continued)

BIDDABLE ITEM RFP #17028

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<td>2</td>
<td>532000-01-01054-3030-01</td>
<td>SERVICES – PSYCHOLOGICAL SERVICES PROVIDER</td>
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<tr>
<td></td>
<td></td>
<td>LEAD STAFF: Sue Stock, Dean, Counseling, Advising and Transfer</td>
</tr>
</tbody>
</table>

I. PROPOSALS

Community Youth Network, Inc.

Original Bid (August 2017) $98,900.00
Renewal Year 1 (2018/2019) $98,900.00
*Renewal Year 2 (2019/2020) $78,501.00

II. STATEMENT OF NEED

This is for the Year 2 renewal of a term agreement with Community Youth Network, Inc. (CYN) to provide on-site mental health support for students in need of assistance. The licensed professionals provide limited therapy, crisis intervention, referral and emergency services to students dealing with mental health issues that extend beyond the expertise and training of the current College of Lake County faculty/staff.

CYN provides one (1) onsite licensed therapist and on-call coverage for mental health support to students across all campuses.

The FY 2020 budgeted amount is $80,500.00.

III. EXPLANATION OF PURCHASE

At the September 2017 Board of Trustees’ meeting, the Board approved a one (1) year term agreement with three (3) additional optional one (1) year terms. Administration requests approval for the second (2) one (1) year term.
IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve renewal of the agreement with Community Youth Network, Inc. of Grayslake, IL for one (1) year, from October 1, 2019 through September 30, 2020, for on-site and on-call psychological services in a not-to-exceed amount of $78,501.00.

*Recommended for Approval
**AGENDA ITEM 8.1 - PURCHASING (Continued)**

### BIDDABLE ITEM RFB #20001

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</thead>
<tbody>
<tr>
<td>3</td>
<td>586621-03-03087-8060-01</td>
<td>PRODUCTS: SCORBOT-ER4 U EDUCATIONAL ROBOTS WITH SIMULATION AND COGNEX VISION SYSTEMS</td>
</tr>
</tbody>
</table>

*LEAD STAFF: Richard Ammon, Dean, EMPS Divisions*

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**I. BIDS**

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 1. JBH Technologies, Inc.</td>
</tr>
</tbody>
</table>

**II. STATEMENT OF NEED**

This equipment is needed to replace an obsolete robot and vision system for the Mechatronics program. It includes three small robot arms with combined vision systems in each arm. Additionally, this specific equipment offers the addition of an industry recognized Cognex certification students can receive upon successful demonstration of course outcomes. Cognex is a global leader in vision systems used in machine vision and in quality control in manufacturing. This equipment is needed for lower and upper level Automation, Robotics, and Mechatronics courses.

The FY2020 budgeted amount is $62,000.00.

**III. EXPLANATION OF PURCHASE**

Advertisement for the solicitation of bids was released on July 25, 2019 and opened on August 13, 2019. Proactively, the College solicited two (2) firms and posted the solicitation on its website for other vendors to bid. JBH Technologies, Inc. was the only responsive and responsible bidder.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve an award to JBH Technologies, Inc. of Glenview, IL for the purchase and delivery of three Scorbot-ER4 U Educational robots with simulation and Cognex vision systems in the not-to-exceed amount of $61,740.00.

*Recommended for Approval*
## AGENDA ITEM 8.1 - PURCHASING (Continued)

### BIDTABLE ITEM RFB #20006

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<td>4</td>
<td>582000-03-03046-8060-01</td>
<td>PRODUCTS: JOHN DEERE COMMERCIAL EQUIPMENT</td>
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<tr>
<td></td>
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<td>LEAD STAFF: Mike Welch, Director, Facilities</td>
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**I. BIDS**

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<thead>
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<th><strong>AMOUNT</strong></th>
<th><strong>BIDDER</strong></th>
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</thead>
<tbody>
<tr>
<td>$68,454.00</td>
<td>AHW LLC</td>
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<tr>
<td>$68,346.00</td>
<td>Buck Brothers Inc.</td>
</tr>
<tr>
<td>$72,635.00</td>
<td>Highway C Service</td>
</tr>
</tbody>
</table>

**II. STATEMENT OF NEED**

This purchase is for snow removal primarily at the Grayslake campus.

The FY2020 budgeted amount is $75,231.00.

**III. EXPLANATION OF PURCHASE**

Advertisement for the solicitation of bids was released on August 29, 2019 and opened on September 10, 2019. Proactively, the College solicited five (5) firms; three (3) firms submitted a bid. One bidder was deemed to be nonresponse. AHW LLC is the lowest responsive and responsible bidder.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve an award to AHW LLC of Elburn, IL for the purchase and delivery of John Deere Commercial Equipment in the not-to-exceed amount of $68,454.00.

*Recommended for Approval  
**Non-Responsive
AGENDA ITEM 8.2 – PURCHASING

NON-BIDDABLE ITEM

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<tr>
<td>1</td>
<td>539000-03-03092-8060-01</td>
<td>SERVICES – RATIFICATION: FINANCIAL AID CALL CENTER</td>
</tr>
</tbody>
</table>

LEAD STAFF: Paul Schmidt, Director, Financial Aid

I. PROPOSALS

*1. ProEducation Solutions, LLC  
$40,000.00

II. STATEMENT OF NEED

In October 2018, the Board of Trustees authorized a Financial Aid Call Center pilot with ProEducation Solutions, LLC for inbound calls at all three campuses. During peak registration times, it was difficult to achieve high answer rates for financial aid calls due to the surge of walk-in students and phone inquiries.

The Financial Aid department currently outsources financial aid verifications and satisfactory academic progress appeals to ProEducation Solutions, LLC. This vendor has consistently performed high quality work and has become a strategic partner for the College.

This pilot is part of the Financial Aid reorganization to improve services for students.

The FY 2020 budgeted amount is $40,000.00.

III. EXPLANATION OF PURCHASE

Due to the pre-existing relationship with ProEducation Solutions, LLC and their specialized knowledge of the College’s financial aid policies and procedures, staff request approval to extend the pilot program for financial aid inbound call handling with this established provider.
AGENDA ITEM 8.2 – PURCHASING (Continued)

ProEducation Solutions charges a cost of $4.50 per call. The estimated call volume during the extended pilot period from August 21, 2019 through August 20, 2020 is about 16,800 calls, based on prior years’ call volume. Improved answer rates (service level) and other planned outreach and communication activities to financial aid services are projected to reduce call volume for the fiscal year to stay within the $40,000.00 budgeted amount.

If the pilot continues to be financially advantageous to the College, staff will release a formal proposal for the services.

Pursuant to 1100 ILCS 805/3-27.1 (a), the Board has authority to forego the competitive bidding process when contracting for services that require a high degree of professional skill.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify an agreement with ProEducation Solutions, LLC of Sarasota, FL for financial aid call center services from August 21, 2019 through August 20, 2020 in a not-to-exceed amount of $40,000.00.

*Recommended for Approval
AGENDA ITEM 8.2 – PURCHASING (Continued)

NON-BIDDABLE ITEM

<table>
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<tr>
<td>2</td>
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<td>SERVICES – RATIFICATION: PRINTING SERVICES</td>
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<tr>
<td></td>
<td>542000-01-00024-1090-01</td>
<td>LEAD STAFF: Sue Kilby, Interim Director, Purchasing and Contracts</td>
</tr>
</tbody>
</table>

I. PROPOSALS

*1. Graphic Partners, Inc. $50,474.30

II. STATEMENT OF NEED

The College does not have the capacity to fulfill the high volume of specialty print requests that come from various departments and therefore needs to outsource these services. Requests come from academic departments, P.R. and Marketing, the James Lumber Center, and the Foundation, typically for commencement programs, playbills, postcards and brochures.

The FY 2020 spend through August was $30,474.30. The FY 2020 budgeted amount until printing services is bid is $20,000.00.

III. EXPLANATION OF PURCHASE

This is a ratification for the purchase of printing services during FY 2020 and for the anticipated requests to come in FY 2020 across all campuses. The College-wide cumulative FY 2020 year-to-date spend through August 2019 was $30,474.30. Purchasing and Contracts will issue a formal bid for printing services by end of October 2019; however, to accommodate additional FY 2020 current needs, Administration is requesting Board approval of an additional $20,000.00 to cover projects until the bid is awarded.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify FY 2020 purchases for printing services to Graphic Partners Inc. of Zion, IL in the amount of $30,474.30 and approve $20,000.00 in a total not-to-exceed amount of $50,474.30.

*Recommended for Approval
NON-BIDDABLE ITEM

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LEAD STAFF: Sue Fay, Executive Director, Human Resources

I. PROPOSALS

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1. Express Employment Professionals</td>
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<tr>
<td>Original Bid (May 2016/2017)</td>
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<tr>
<td>Renewal Year 1 (2017/2018)</td>
</tr>
<tr>
<td>Renewal Year 2 (2018/2019)</td>
</tr>
</tbody>
</table>

II. STATEMENT OF NEED

This is a ratification for the temporary employment services during FY 2019 and FY 2020 across multiple departments and all campuses.

Administration uses temporary agency services to fill open positions under a single professional service contract. Usage varies by department on an as-needed basis and includes Human Resources, Facilities, Foundation, Bookstore, Purchasing and Contracts, and Counseling and Psychological Services.

At the August 2018 Board of Trustees meeting, approval was received to enter into the second and last one (1) year renewal in the amount of $217,500.00. The College-wide cumulative FY 2019 annual spend through the June 30th was $305,563.03. The excess spend was $88,063.03.

The College-wide cumulative FY 2020 year-to-date spend through August 30, 2019 is $33,292.23.

The FY 2020 budgeted amount is $93,456.00
II. EXPLANATION OF PURCHASE

Throughout FY 2019 and the beginning of FY 2020, the College’s various departments utilized temporary services to augment staff. The proposed company to provide these services is a preferred vendor for the College due to its local presence, quality of service and responsiveness. In addition, the College originally procured this service via a competitive bid in 2016. The last renewal term expired in August 2019.

Administration issued RFP #20003 in August 2019 for temporary employment services and is completing the evaluation process.

Administration requests a ratification of the FY 2019 cumulative excess spend services through June 30, 2019 of $88,063.03

To accommodate additional FY 2020 current needs, Administration is proactively requesting approval of $93,456.00 to cover temporary employment services until the new contract is executed.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify FY 2019 spending for temporary employment services in the total not-to-exceed amount of $88,063.03 to Express Employment Professionals of Waukegan, IL and approve FY 2020 spending for anticipated temporary employment services in the total not-to-exceed amount of $93,456.00 to Express Employment Professionals of Waukegan, IL.

*Recommended for Approval
AGENDA ITEM 8.2 – PURCHASING (Continued)

NON-BIDDABLE ITEM

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LEAD STAFF: Sue Fay, Executive Director, Human Resources

I. BIDS

AMOUNT

*1. PeopleAdmin $49,917.45

II. STATEMENT OF NEED

This is for the annual renewal of the Applicant Tracking System (ATS) software license. The system provides a central location and database for the College’s recruitment efforts for all college employee groups. The ATS includes a module for a position tracking and control system of budgeted positions across all campuses.

The FY 2020 budgeted amount is $75,000.00.

III. EXPLANATION OF AWARD

Pursuant to Illinois Compiled Statutes 110 ILCS805/3-27. l (f), the renewal of technology licenses and maintenance is exempt from the competitive bidding process.

Moving forward Purchasing and Contracts will work with the vendor to negotiate a multi-year contract in the best interest of the College.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a renewal agreement with PeopleAdmin of Dallas, TX for the application tracking system from September 30, 2019 to September 29, 2020 in a not-to-exceed amount of $49,917.45.

*Recommended for Approval
NON-BIDDABLE ITEM

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<tr>
<td></td>
<td>VARIOUS OTHER ACCOUNTS</td>
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I. PROPOSALS

*1. Office Plus Solutions & Supply $120,000.00

II. STATEMENT OF NEED

This is for the purchase of miscellaneous office and toner supplies for the College’s various departments.

The FY 2020 budgeted amount is $120,000.00 (across all departments).

III. EXPLANATION OF PURCHASE

Throughout FY 2020, the College’s various departments purchase office supplies and toner for internal use. The proposed company to provide these services is a preferred vendor for the College due to its local presence, quality of service and responsiveness. In addition, the College originally procured this service in FY 2017 under the Joint Purchasing agreement with The Cooperative Purchasing Network Consortium (TCPN).

This purchase is exempt from bidding pursuant to the Illinois Compiled Statutes, 30 ILCS 525/Governmental Joint Purchasing Act and the College’s Procurement Policy 712.

During FY 2020, the College will evaluate this vendor’s pricing and performance and compare it against other consortiums or release a request for bid. In addition, Auxiliary Services will implement a managed print services strategy to reduce toner costs across the College.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve purchases for office supplies and toner to Office Plus Solutions & Supply of Waukegan, IL in the total not-to-exceed amount of $120,000.00.

*Recommended for Approval
AGENDA ITEM 8.3 – PURCHASING

DISPOSAL

According to Policy 915, Disposal, the Vice President for Business Services and Finance/CFO shall report damaged, surplus or not needed property for College of Lake County (College) purposes to the Board of Trustees 30 days prior to disposal. Pursuant to Policy 915, upon Board approval, this process is as follows: (1) items are advertised for public sale; (2) items not sold are offered to in-district public school districts; (3) any unclaimed items may be made available to the general public to enhance the College’s sustainability goals on a first-come, first-served basis; and (4) items not claimed are placed in the garbage for pickup. Business Services and Finance may dispose of hazardous materials or property in advance of Board approval to ensure student and staff safety and request that the Board ratifies this action at a subsequent Board meeting.

The College has 73 obsolete items from various departments. Administration will repurpose, donate, sell or dispose of these items on a date to be determined.

It is therefore recommended that the Board of Trustees approve the donation, sale or disposal of 73 obsolete items listed on the following page.
AGENDA ITEM 8.3 – PURCHASING (Continued)

DISPOSAL

ASSET DISPOSAL ITEMS

HEALTH SERVICES
Eye-Level Medical Scale (1)

HIT - BIOLOGICAL & HEALTH SCIENCES DIVISION
Powercord (1)
USB-USB cable (1)
Headsets/earphones (15)
Dictaphone power supply cord (13)
Dictaphone (13)
Dictaphone foot pedal (12)
Infinity foot pedal (15)

STUDENT DEVELOPMENT
Lateral File Cabinet (2)

FOR INFORMATIONAL PURPOSES ONLY
As of July 1, 2019, the College has recovered $10,315.23 from the sale of auctioned or recycled items for FY 2020. This is up from the $7,534.54 amount reported at the August 2019 Board meeting.
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AGENDA ITEM 9.1 – CONTRACTS AND GRANTS

ACCEPTANCE OF
THE NATIONAL SCIENCE FOUNDATION’S
ADVANCED TECHNOLOGICAL EDUCATION GRANT
(COLLEGE OF LAKE COUNTY PORTION)

Grantor: National Science Foundation
Lead Staff: Margie Porter - Mechatronics

Type: Competitive
Amount: $258,279.00 (CLC Portion)

Period: 7/1/2019 to 6/30/2022
Matching Funds: None

PURPOSE: The College of Lake County, in partnership with Florida State College at Jacksonville (FSCJ), has been awarded a competitive grant from the National Science Foundation’s Advanced Technological Education Grant. The total award is $555,507.00 over a three-year project period. The College of Lake County’s portion of the award is $258,279.00 during this period. CLC funds are being used to: 1) modify existing courses in the automation, robotics, and mechatronics degree to embed Industry 4.0 content; 2) establish simulated Industry 4.0 Smart Facility equipment training labs for students to practice applied skills; 3) increase industry partnerships; and 4) develop career ladders to articulate high school dual-enrollment credit into the automation, robotics, and mechatronics associate degree program.

It is recommended that the Board of Trustees approve acceptance of the College of Lake County portion of the Advanced Technological Education (ATE) Grant in the amount of $258,279.00 from the National Science Foundation.

Agenda Item 9.1
September 24, 2019
AGENDA ITEM 9.2 – CONTRACTS AND GRANTS

ACCEPTANCE OF
THE ILLINOIS COMMUNITY COLLEGE BOARD’S
WORKFORCE EQUITY INITIATIVE GRANT

Grantor: Illinois Community College Board      Lead Staff: Ali O’Brien, VP Community and Workforce Partnerships

Type: Competitive                        Amount: $1,500,000.00

Period: 9/18/2019 to 9/17/2020      Matching Funds: None

PURPOSE: Grant funds will be used to support or expand short-term workforce (credit and/or noncredit) training opportunities for high-need communities. Funds will target workforce gaps to provide full-time employment opportunities that pay at least 30% above the regional living wage.

The College of Lake County will recruit and serve 182 Lake County residents and students who are minorities, have low income or are underemployed to provide workforce training in programs including Administrative Management and Technology, Auto Collision Repair, HVAC, Forklift Operator, Truck Driving, Certified Nursing Assistant, Dental Assistant, Healthcare Office Assistant, and Phlebotomy. According to the grant requirements, African-American participants must represent a minimum of 60% of the population served.

It is recommended that the Board of Trustees approve acceptance of the Workforce Equity Initiative Grant in the amount of $1,500,000.00 from the Illinois Community College Board.

Agenda Item 9.2
September 24, 2019
AUTHORIZATION TO GRANT A UTILITY EASEMENT TO THE COMMONWEALTH EDISON COMPANY

The Commonwealth Edison Company, an Illinois utility corporation, has requested a utility grant of easement on the College of Lake County (College) Grayslake campus. The existing easement is currently located between the south side of the Lake County Technology Campus and the north side of the College’s Grayslake Campus property. The proposed 10 foot wide easement, located on PIN 06-25-100-005, would be shifted south onto the College’s Grayslake Campus property that follows existing vacant prairie land along Mill Creek (west of the old tennis courts and north of the Grayslake Campus hiking path) to allow for Commonwealth Edison and AT&T maintenance, repairs, and access to overhead distribution of electricity, and to connect to an existing easement to the property to the west of the College. Administration does not believe this easement will conflict with any present or future campus facility plans. In consideration, the College will receive a symbolic payment of $1.00 and “other valuable consideration” from the utilities. Supplemental information, including the grant of easement document and aerial photo of the easement, are located in the Board portal.

It is recommended that the Board of Trustees grant the utility easement to the Commonwealth Edison Company and Illinois Bell Telephone Company dba AT&T and authorize the Board Chair to sign the grant of easement.
AGENDA ITEM NO. 9.4 – CONTRACTS AND GRANTS

RATIFICATION OF THE INTERGOVERNMENTAL AGREEMENT / MEMORANDUM OF UNDERSTANDING BETWEEN THE COLLEGE OF LAKE COUNTY AND THE GRAYSLAKE FIRE PROTECTION DISTRICT REGARDING INSTRUCTION AND PROGRAM REQUIREMENTS OF THE GRAYSLAKE FIRE PROTECTION DISTRICT/COLLEGE OF LAKE COUNTY FIRE ACADEMY

The Board approved entering into an agreement with the Grayslake Fire Protection District to establish the Grayslake Fire Protection District/College of Lake County Fire Academy at its August 2015 meeting. This is an annual agreement that automatically renews each year if the program continues to remain in the best interest of the College and Grayslake Fire Protection District. Any changes to the terms of the contract are to be submitted within 60 days prior to the expiration date. The Agreement may be terminated by the College or District upon six months’ advance written notice. The following resolution authorizes the execution of an amended Intergovernmental Agreement with the Grayslake Fire Protection District that will provide for a shared partnership allowing College of Lake County’s Fire Science Technology program to enroll students in the Fire Academy.

Major amendments to the original August 2015 agreement are as follows:

- The Academy Coordinator was changed from a College employee to a District employee.
- Replace Coordinator title with the Department Chair for Fire Science Technology.
- Fee was increased from $3,500.00 to $4,500.00.
- The College and District will review the student insurance payment annually and mutually revise, if necessary.

Agenda Item 9.4.
September 24, 2019

Page 68
• The District will bill the College in up to nine monthly payments when the facility is being used versus monthly billing.

• Changed the one year period from January 1st through December 31st to July 1st through June 30th.

• Changed the automatic renewal date from January 1st to July 1st.

• Added the Curriculum as an addendum.

It is recommended that the Board of Trustees ratify amendments to the following Memorandum of Understanding resolution authorizing the execution of an Intergovernmental Agreement with the Grayslake Fire Protection District effective July 1, 2019 through June 30, 2020.
AGENDA ITEM 9.4 – CONRTACTS AND GRANTS (Continued)

INTERGOVERNMENTAL AGREEMENT / MEMORANDUM OF
UNDERSTANDING BETWEEN THE COLLEGE OF LAKE COUNTY AND THE
GRAYSLAKE FIRE PROTECTION DISTRICT REGARDING INSTRUCTION
AND PROGRAM REQUIREMENTS OF THE GRAYSLAKE FIRE
PROTECTION DISTRICT/COLLEGE OF LAKE COUNTY FIRE ACADEMY

THIS AGREEMENT, entered into at Grayslake, Illinois, this 1st day of July, 2019, by and between the participating agencies, BOARD OF TRUSTEES OF THE COLLEGE OF LAKE COUNTY DISTRICT 532, COUNTY OF LAKE AND STATE OF ILLINOIS (College), a body politic and corporate, and GRAYSLAKE FIRE PROTECTION DISTRICT (“District”), a municipal corporation, Lake County, Illinois.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 provides that units of local government such as College and District may contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power of function in any manner not prohibited by law or by ordinance, and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., further authorizes intergovernmental cooperation between College and District; and

WHEREAS, the College and the District acknowledge a public obligation to educate fire service personnel for the benefit of community safety; and

WHEREAS, the College is an accredited Illinois institution for the purpose of delivering the Fire Officer curriculum as approved by the Illinois Office of
the State Fire Marshal (OSFM) and other college curriculum as approved by the College and listed on the attached Curriculum Addendum; and

WHEREAS, the District has facilities, equipment, and personnel capable of satisfying the mandatory learning objectives of Firefighter-Basic Curriculum (Academy) and certification to this level; and

WHEREAS, both the College and the District share a commitment to the professional education and career development of fire service personnel.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The College will serve as the curriculum developer and employer of all instructors.

2. The Academy will be taught at both College and District facilities and led by instructors who are certified to the level of Fire Instructor II and as mutually agreed upon by the District and the College.

3. The College shall be responsible for scheduling, marketing, and promoting the Academy course. Furthermore, District policies and procedures shall govern the student advance registration process, including the application process, medical exam, background check, and interview process. It is understood that all Interns will be a minimum of eighteen (18) years of age before entering the Academy.

4. The District will employ all approved members of the Academy as volunteer “Interns” while they are actively participating in the
Academy. Said individuals shall be considered solely as employees of District for all supervisory, disciplinary and other employment related purposes.

5. The District will employ the services of an Academy Coordinator (Coordinator). The District shall be solely responsible for all salary, benefits, worker’s compensation insurance including District requirements, and insurance for this individual providing services pursuant to this Agreement, and said individual shall be considered solely as an employee of the District for all supervisory, disciplinary and other employment related purposes. The College initially designates the Department Chair of Fire Science Technology as the responsible individual for the instructional oversight and certification of students. Any changes in the Coordinator of the Academy shall be mutually agreed to by the District and the College. The District shall not assign any other person to provide those services without the written consent of the College. The College shall provide prompt notice of any change in the Department Chair of Fire Science Technology without delay. The District and the College will then meet to discuss the procedures for identifying and, if appropriate, hiring a Department Chair of Fire Science Technology.

a. The designated District Coordinator will provide administration and oversight to the College Academy including
but not limited to development, records maintenance, scheduling, and resource procurement, as directed by the District Fire Chief.

b. The District Fire Chief will supervise the Coordinator on District matters, will provide direction to the Coordinator regarding any employment of Volunteer Interns, or services to be performed for the District, and will respond to recommendations made by the Coordinator.

c. The District will provide the Department Chair of Fire Science Technology with all necessary regulations, policies, labor agreements, manuals, strategic plans, and other information, as well as incidental materials and supplies, work area, computer access, telephone privileges, and other standard provisions as required to perform the Coordinator services desired by the District. All such documents and supplies will remain the property of the District.

6. The District shall make available the use of its facilities and equipment for use to the Department Chair of Fire Science Technology Academy Coordinator and Instructors as mutually agreed upon by the District and the College.

7. On or before the first day of each session (semester) of the Academy, the District shall provide assistance in order to ensure
student compliance with on-site registration procedures, including the completion of employment forms and all necessary processes that are customary of new District Employees.

8. The District shall invoice the College for services no later than thirty (30) days after each course and subsequent months, the District shall issue to the College an invoice for payment. And for the duration of the contract, the College shall pay the District $4,500.00 in up to nine (9) monthly payments billable on the 15th of each month during facility usage. In addition, the college will reimburse the district for costs associated with insurance, a sum not to exceed $100 per student per month. The District and the College will review this payment annually and mutually revise if necessary.

9. At the conclusion of each course (FST 130, FST 131, and FST 132), the Department Chair of Fire Science Technology along with the Academy Coordinator shall assign a grade to each student as a measure of his/her performance relative to the course objectives. The manner in which student performance is assessed shall be mutually agreed upon by the District and the College.

10. No later than thirty (30) days following the completion of the Academy, the Department Chair of Fire Science Technology shall submit a roster of students who successfully completed the course to the Illinois Office of the State Fire Marshal.
11. The College and the District shall share responsibility for maintaining educational standards that make the Academy eligible for approval by the Illinois Office of the State Fire Marshal.

12. The District Fire Chief shall serve as the Academy Liaison to the College. The Dean of Business and Social Sciences of the College shall serve as the Academy Liaison to the District. In no event shall these individuals be under the supervision or control of the other.

13. The College will give advance notice to the District of any site visit by any accrediting agency related to the Academy curriculum, whenever feasible.

14. The College and the District represent and warrant that they have the authority to enter into this Agreement.

15. This Agreement and the Academy Program shall be reviewed annually by the College and the District as an opportunity to exchange progress reports and to give and receive suggestions for making this cooperative Agreement more effective.

16. This Agreement will be in effect for a one-year period, beginning on July 1, 2019, and terminating on June 30, 2020. The Agreement will automatically renew on July 1 of each subsequent year, for a one year period, with agreed to adjustments if it remains in the
interest of the District and College to do so. Any changes in terms are to be submitted to the other party within 60 days of the expiration date. The Agreement may be terminated by the College or District upon six months' advance written notice.

17. **Not a Joint Venture or Joint Powers Authority.** The Participating Agencies intend by this Agreement to establish only an educational arrangement of the Participating Agencies with regard to shared Academy Coordinator Services, and do not intend to create a joint powers agency, partnership, joint venture, or joint enterprise of any kind.

18. **Indemnification and Insurance.** The parties agree to maintain the following insurance coverage during the term of this Agreement:

   - Commercial General Liability - $1 million
   - Automobile Liability - $1 million
   - Worker’s Compensation - $1 million
   - Umbrella Coverage - $3 million

   The parties agree to name each other as an additional insured on such policies.

   The parties agree to indemnify, reimburse and hold each other harmless against any and all liabilities, claims, demands, actions, costs, expenses and fees, including attorney fees, that either party incurs arising out of or occurring in connection with the other party’s negligent, reckless or
intentional misconduct.

19. **No Third Party Beneficiary.** This Agreement is only for the benefit of the College and the District, as government entities, and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action or obtain any right to benefits or position of any kind for any reason whatsoever.

20. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

   **District:**
   
   Grayslake Fire Chief  
   160 Hawley St.  
   Grayslake, IL 60030

   **College:**
   Dean of Business and Social Sciences  
   19351 W. Washington  
   Grayslake, IL 60030

21. **Waiver.** No failure on the part of any Participating Agency party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that any Participating Agency may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
22. **Amendment.** No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by all Participating Agencies.

23. **Governing Law.** This Agreement shall be governed by and construed to the laws of the State of Illinois.

24. ** Entire Agreement.** This Agreement constitutes the complete and exclusive Statement of the Agreement between the Participating Agencies. No terms, conditions, understandings, or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by each Participating Agency to be bound, shall be binding on any of the Participating Agencies.

IN WITNESS WHEREOF, the Participating Agencies have executed this Agreement of the date indicated on page one (1).

Grayslake Fire Protection District

A municipal corporation of the State of Illinois.

By: ______________________________

ATTEST: ____________________________

College of Lake County District No. 532

A body politic and corporation of the State of Illinois.

By: ______________________________

ATTEST: ____________________________
Agenda Item 9.4 – Contracts and Grants (Continued)

Curriculum Addendum

Grayslake · Vernon Hills · Waukegan · Online

Firefighter Basic Operations

First Semester
- ENG 120 Technical Composition I or
- ENG 121 English Composition I ............. 3
- PSY 121 Introduction to Psychology .......... 3
- MTH 114 Applied Mathematics or higher numbered mathematics course .............. 3
- CIT 119 Introduction to Office Software or
- CIT 120 Introduction to Computers .......... 3
- FST 111 Introduction to Fire Service .......... 3

Second Semester
- CMM 121 Fundamentals of Speech or
- CMM 122 Interviewing Practices ............ 3
- EMT 111 Emergency Medical Tech Basic ... 7
- PHY 120 Practical Aspects of Physics ...... 4
- PSC 122 State and Local Politics ............ 3

Third Semester
- FST 130 Basic Operations
- FST 131 Basic Operations
- FST 132 Basic Operations
- FST 133 Basic Operations
- Concentration/Elective# ......................... 6

Fourth Semester
- FST 134 Basic Operations
- FST 135 Basic Operations
- FST 136 Basic Operations
- Concentration/Elective# ......................... 9

Total Hours for A.A.S. Degree ............. 62

# A minimum of 15 credit hours of Concentration/Electives are required to fulfill this requirement.

Elective course selection.
Students must choose 15 elective hours based on their preferred concentration. Management students must take the 15 credit hours listed in the Management block of elective courses. Non-management students will choose from the Non-Management block of elective courses, which includes some management courses.

Contact Info

Grayslake Campus
1935 W. Washington St.
Grayslake, IL 60030

Randy Justus
Department Chair
Room A235
(847) 547-3928
rjustus@cllillinois.edu

Business and Social Sciences
(847) 543-2047
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**RESIGNATIONS, RETIREMENTS AND DISMISSALS**

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<th>Effective Date</th>
</tr>
</thead>
</table>
| 1 | Resignation| Wells, Frances| Classified  
Position Number: 0824  
Office Associate, Southlake Campus                                                                                                                    | September 9, 2019|
| 2 | Resignation| Lapp, Jeanne  | Specialist  
Position Number: 0074  
Student Success Manager, Adult Education and ESL                                                                                                 | September 13, 2019|
| 3 | Resignation| *Silva, Ismael| Classified LCFT  
Position Number: 0397  
Custodian, Custodial                                                                                                                                | September 15, 2019|
| 4 | Retirement | Bronner, Gwethalyn | Administrator  
Position Number: 0050  
Executive Director, James Lumber Center for the Performing Arts                                                                                   | May 31, 2022  
Eligible for Policy 925 and Policy 930                                                                                 |
| 5 | Retirement – Revised Date Request | N/A | N/A                                                                                                                | N/A                                                   |

It is recommended that the Board of Trustees approve the above actions.

*Employee successfully completed probationary period as of August 31, 2019.
AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

PERSONNEL AND POSITION CHANGES

Community and Workforce Partnerships is requesting two (2) new grant-funded positions of Grants Specialist and Career Programs Coordinator to support the Illinois Community College Board (ICCB) Workforce Equity Initiative Grant. The goal of the Grants Specialist position is to support the operational components of the grant such as budgeting and reporting. The Career Programs Coordinator position will support recruitment, case management, and employer connections for participating students. These positions are funded by a one-year grant from the ICCB (see Board agenda item 9.2 for grant details).

The proposed position approvals are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
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<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Position</td>
<td>TBD</td>
<td>N/A</td>
<td>Specialist Position Number: TBD 25 Hours Per Week Grants Specialist*, Community and Workforce Partnerships</td>
<td>N/A</td>
<td>B24 Nonexempt</td>
<td>TBD</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>New Position</td>
<td>TBD</td>
<td>N/A</td>
<td>Specialist Position Number: TBD Career Programs Coordinator*, Community and Workforce Partnerships</td>
<td>N/A</td>
<td>B32 Exempt</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above positions.

*Grant/externally funded position.

Agenda Item 11.2
September 24, 2019
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

FULL-TIME EMPLOYMENT – ADMINISTRATIVE AND PROFESSIONAL HIRES

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Administrative Hire</td>
<td>TBD</td>
<td>N/A</td>
<td>Administrator Position Number: 0023 Director of Athletics, Athletics and Physical Activity</td>
<td>N/A</td>
<td>D61 Salary TBD Annual Exempt</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>2 Administrative Hire</td>
<td>TBD</td>
<td>N/A</td>
<td>Administrator Position Number: 1442 Assistant Director, Human Resources</td>
<td>N/A</td>
<td>C52 Salary TBD Annual Exempt</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>3 Professional Hire</td>
<td>Barbato, Allena</td>
<td>N/A</td>
<td>Professional Position Number: 1711 Title IX Coordinator, Student Life</td>
<td>N/A</td>
<td>C43 $70,000/ Annual Exempt</td>
<td>9/30/2019</td>
<td>9/30/2019 - 6/30/2020</td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above full-time employment.
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment, in the following Board-appointed positions in accordance with Board Policy 611 (Appointment and Status of Employment).

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Probationary Period Completed</td>
<td>Asbury, Laura</td>
<td>Specialist Position Number: 0051 Manager, Professional Development</td>
<td>N/A C41/ $56,650/ Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 2/4/2019</td>
<td>Date of Probationary Completion: 8/3/2019</td>
<td>7/1/2019 - 6/30/2020</td>
</tr>
<tr>
<td>2 Probationary Period Completed</td>
<td>Grob, David</td>
<td>Specialist Position Number: 0227 Database Administrator, Application Development</td>
<td>N/A C43/ $71,070/ Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 2/11/2019</td>
<td>Date of Probationary Completion: 8/10/2019</td>
<td>7/1/2019 - 6/30/2020</td>
</tr>
<tr>
<td>3 Probationary Period Completed</td>
<td>Chung, Michael</td>
<td>Specialist Position Number: 0189 Media Technology Specialist, Technology Support</td>
<td>N/A B23/ $20.34/ Hour Nonexempt</td>
<td>N/A</td>
<td>Date of Hire: 2/18/2019</td>
<td>Date of Probationary Completion: 08/17/2019</td>
<td>7/1/2019 - 6/30/2020</td>
</tr>
</tbody>
</table>
### FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

<table>
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<tr>
<th>Reason</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Probationary Period Completed</td>
<td>Mariscal, Gema</td>
<td>Specialist Position Number: 1673 Financial Aid Coach, Financial Aid</td>
<td>N/A</td>
<td>C41/ $52,362/ Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 2/18/2019</td>
<td>Date of Probationary Completion: 08/17/2019</td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above full-time employment.
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment, in the following Board-appointed positions in accordance with Board Policy 502 (Employee Practices and Procedures).

<table>
<thead>
<tr>
<th></th>
<th>Reason</th>
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<th>Current Job Classification, Position Number, Position Title, Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Probationary Period Completed</td>
<td>Bahrs, KateLynn</td>
<td>Classified Position Number: 0342 Assistant to the Vice President, Student Development</td>
<td>N/A</td>
<td>B25/ $24.02/Hour Nonexempt</td>
<td>N/A</td>
<td>Date of Hire: 3/4/2019</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of Probationary Completion: 8/31/2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Probationary Period Completed</td>
<td>De Leon, Anahi</td>
<td>Classified Position Number: 0298 Accounting Assistant, Student Accounting</td>
<td>N/A</td>
<td>A13/ $13.73/Hour Nonexempt</td>
<td>N/A</td>
<td>Date of Hire: 2/4/2019</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of Probationary Completion: 8/3/2019</td>
<td></td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above full-time employment.
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment, in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the College of Lake County Staff Council, LCFT, Local 504.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Probationary Period Completed</td>
<td>Moravec, Aaron</td>
<td>Classified - LCFT Position Number: 0777 Custodian, Custodial</td>
<td>N/A</td>
<td>LCFT $18.24/Hour Nonexempt</td>
<td>Date of Hire: 3/4/2019</td>
<td>Date of Probationary Completion: 8/31/2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above full-time employment.
FULL-TIME EMPLOYMENT — CONTRACT AMENDMENT

PRESIDENT

It is recommended that the Board of Trustees approve an amendment to President, Dr. Lori M. Suddick’s employment agreement. The contract amendment is to be effective retroactively to July 1, 2019. The contract amendment provides for a three (3%) percent increase to annual salary for the 2019-2020 contract year, and extends the term of the contract by one (1) year, through June 30, 2022.

A copy of this proposed contract amendment and the current executed initial contract have been posted pursuant to the Illinois Public Community College Act and may be found at http://dept.clcillinois.edu/pre/contracts/ContractsSeptember2019.pdf.
AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS

PROMOTIONS AND TRANSFERS

The following employee(s) applied for and have been selected for a promotion or transfer in Board-approved positions, noted below.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promotion</td>
<td>Jang, Joe</td>
<td>LCFT Position Number: 0386 Custodian, Custodial</td>
<td>LCFT Position Number: 1039 Maintenance Mechanic, Maintenance, Southlake Campus</td>
<td>LCFT $24.22/Hour Nonexempt</td>
<td>LCFT $24.22/Hour Nonexempt</td>
<td>Date of Promotion: 6/4/2019</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Promotion</td>
<td>Kosberg, Becky</td>
<td>Classified, Part-time Position Number: 1516 Office Associate, Testing Center</td>
<td>Classified, Full-time Position Number: 1332 Office Associate, Disability Services</td>
<td>B21 $16.95/Hour Nonexempt</td>
<td>B21 $16.95/Hour Nonexempt</td>
<td>Date of Promotion: 10/1/2019</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Promotion</td>
<td>Pecoraro, Rose</td>
<td>Classified, Full-time Position Number: 0348 Senior Administrative Assistant, Facilities Administration</td>
<td>Specialist, Full-time Position Number: 0778 Events Coordinator, Central Scheduling</td>
<td>B23 $25.80/Hour Nonexempt</td>
<td>B24 $27.35/Hour Nonexempt</td>
<td>Date of Promotion: 10/1/2019</td>
<td>10/1/2019 - 6/30/2020</td>
</tr>
</tbody>
</table>
## PROMOTIONS AND TRANSFERS

<table>
<thead>
<tr>
<th>Reason</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Promotion</td>
<td>Weaver, Melissa, Classified, Full-time Position Number: 0239 Administrative Assistant, Institutional Effectiveness, Planning and Research</td>
<td>Specialist, Full-time Position Number: 0905 Research Analyst, Institutional Effectiveness, Planning and Research</td>
<td>B22 $17.56/ Hour Nonexempt</td>
<td>B32 $22.83/Hour Nonexempt</td>
<td>Date of Promotion: 10/1/2019</td>
<td>10/1/2019 - 6/30/2020</td>
</tr>
<tr>
<td>6</td>
<td>Transfer</td>
<td>Rodriguez, Becky, Classified, Full-time Position Number: 0085 Senior Administrative Assistant, Biological and Health Sciences Division</td>
<td>Classified, Full-time Position Number: 0302 Senior Administrative Assistant, Strategy, Planning and Support</td>
<td>B23 $19.15/ Hour Nonexempt</td>
<td>B23 $19.15/ Hour Nonexempt</td>
<td>Date of Transfer: 10/1/2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>

It is recommended that the Board of Trustees approve the above actions.
AGENDA ITEM 11.6 - HUMAN RESOURCES RECOMMENDATIONS

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT
WITH THE COLLEGE OF LAKE COUNTY
ADJUNCT FACULTY ORGANIZATION

The Board of Trustees’ negotiating team and the College of Lake County Adjunct Faculty Organization reached a tentative agreement on August 29, 2019. The contract terms were ratified by the bargaining unit membership on September 19, 2019.

The agreement is for a four-year period beginning with the first faculty employment day of the 2019-2020 academic year and continuing through the day preceding the first faculty employment day of the 2022-2023 academic year.

It is therefore recommended that the Board of Trustees approve the proposed 2019-2023 collective bargaining agreement between the Board of Trustees and the College of Lake County Adjunct Faculty Organization, Local 504 IFT-AFT/AFL-CIO, to be effective retroactively to August 12, 2019 through the day preceding the first faculty employment date of the 2022-2023 academic year, and to authorize the President and Chairman of the Board to execute the Agreement on behalf of the Board of Trustees.
AGENDA ITEM 11.6 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT
WITH THE COLLEGE OF LAKE COUNTY
ILLINOIS FRATERNAL ORDER OF POLICE (FOP UNION)

The Board of Trustees’ negotiating team and the College of Lake County Illinois
Fraternal Order of Police Labor Council reached a tentative agreement on September 4,
2019. The contract terms were ratified by the bargaining unit membership on September
17, 2019.

The agreement is for a three-year period beginning retroactive to July 1, 2019 and
continuing through June 30, 2022.

It is therefore recommended that the Board of Trustees approve the proposed 2019-
2022 collective bargaining agreement between the Board of Trustees and the Illinois
Fraternal Order of Police Labor Council, to be effective retroactively on July 1, 2019, and
to authorize the President and Chair of the Board to execute the Agreement on behalf of
the Board of Trustees.