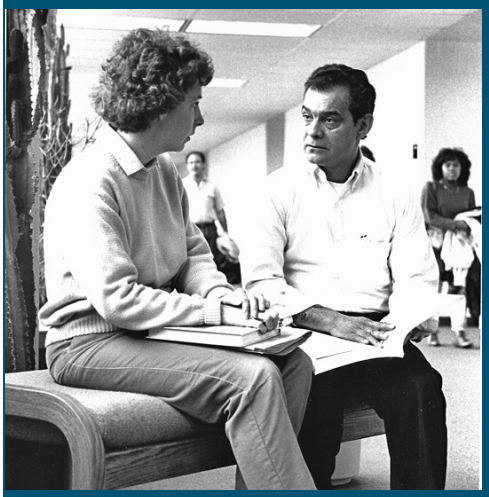
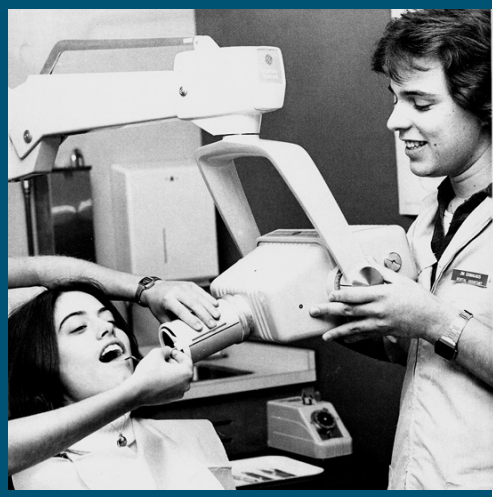
REPORT TO THE BOARD OF TRUSTEES

June 23, 2020





COLLEGE OF LAKE COUNTY

50

PROUD PAST
BOLD FUTURE

1969 - 2019

Community College District 532
Grayslake, Illinois

College Lake County™

College Lake County™

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

College of Lake County
Community College District No. 532
June 23, 2020 6:00 PM

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a regular meeting in Room A011, 19351 W. Washington St., Grayslake, Illinois.

On May 29, 2020, Governor Pritzker issued the fourth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. In consideration of this and due to the COVID-19 health pandemic, Dr. Lori Suddick, has determined that a fully accessible in-person meeting is not practical or prudent. As permitted by Public Act 101-640, this meeting may be held without the physical presence of a quorum at the meeting location.

Dr. Suddick and one or more trustees will be present at the meeting location, along with other employees performing essential functions. In consideration of the COVID-19 pandemic and present limitations on gatherings, it is not feasible to allow members of the public to attend the meeting in person. Members of the public will be able to view a live stream of all open portions of the meeting at: https://youtu.be/5xTIoz6taPI.

The meeting will include an opportunity for public comment. Any member of the public who would like to make a public comment can submit their public comment via email to president@clcillinois.edu by 3:00 PM on June 23, 2020. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

01. Board Convenes the Regular Meeting
    - 1.1 Call to Order and Roll Call
    - 1.2 Board Chair Comments
    - 1.3 Approval of the Agenda
    - * 1.4 Public Hearing on Fiscal Year 2021 Budget (pp. 1-2)

02. Approval of Minutes
    - * 2.1 Regular Meeting of May 19, 2020
    - * 2.2 Closed Meeting of the Regular Meeting of May 19, 2020

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

04. Chair's Report
    - 4.1 Student Trustee Report

05. President's Report
    - 5.1 Integrated Marketing Enrollment Plan for FY2021-FY2024
    - 5.2 Business Services and Finance Updates:
        - FY 2020 Annual Financial Pre-Audit Meeting
        - FY 2021 Budget
        - Solar Panels Placement Discussion

06. Approval of Board Policies and Objectives
- *6.1 Policy 114 – Trustee Emeritus – New – Second Reading (pp. 3-4)
- *6.2 Policy 432 – Transfer Students – Revised – Second Reading (pp. 5-6)
- *6.3 Policy 921 – Court Appearance – Revised – Second Reading (pp. 7-8)
- *6.4 Policy 930 – Post Retirement Incentive – Non-Bargaining Unit Employees – Revised – Second Reading (pp. 9-11)
- *6.5 Policy 954 – Clean Air and Smoke-Free Campus – Revised – First Reading (pp. 12-13)

07. Approval of Financials
- 7.1 Resolution Approving Reimbursement of Travel, Meal and Lodging Expenses
- * 7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 15-30)
- * 7.3 Resolution Adopting Fiscal Year 2021 Budget (pp. 31-34)
- * 7.4 Resolution Authorizing a Permanent Transfer of Interest Earned from the Working Cash Fund to the Education Fund (pp. 35-38)

08. Approval of Purchasing
- * 8.1 Biddable Items
  - Products
    - Ratification of Purchase of Pyxis Medication Dispenser (Medical Shipment, LLC) (p. 39)
    - Ratification of Performance Management Software (Carahsoft Technology Corporation) (pp. 40-41)
    - Ratification of Purchase of Laptop Computers and Accessories (CDW Government, LLC) (p. 42)
    - Printing of Non-Credit Continuing Education Class Schedules (Woodward Printing Services Inc.) (p. 43)
  - Services
    - General Contractor for Classroom Modernization (Bowa Construction) (p. 44)
    - Amendment – Guaranteed Energy Savings (TCA Microgrid Energy LLC, dba Pivot Energy) (pp. 45-47)
- * 8.2 Non-Biddable Items
  - Products
    - Ratification of Document Imaging Software License Upgrade (Hyland, LLC) (p. 48)
    - Ratification of Security Camera Software License Maintenance (eNorman Security Systems, Inc.) (p. 49)
    - IT Software Licensing, Maintenance and Subscription Agreements (various vendors) (pp. 50-53)
    - Library Database Fees, Research Materials and Hosting Fees (various vendors) (pp. 54-55)
    - FY 2021 Textbook Software Maintenance and Support Expenses (various vendors) (pp. 56-57)
    - FY 2021 General Merchandise Expenses (various vendors) (pp. 58-59)

* *8.2 Non-Biddable Items (continued)*
  - *Products (continued)*
    - FY 2021 Postage Expense (United States Post Office) (p. 60)
    - FY 2021 Food Service Management Expenses (Aladdin Food Management Services, LLC) (pp. 61-62)
    - Specialty Food for Hospitality and Culinary Management (Fortune Fish, Premier Produce Inc., Testa Produce, Whittingham Meats) (pp. 63-64)
  - Services
    - On-Site Athletic Training (RCI, Inc., d/b/a NovaCare Rehabilitation) (pp. 65-66)
    - Ratification of UPS Preventive Maintenance and Repairs (DC Group Inc.) (p. 67)
    - SharePoint Design and Implementation (AgreeYa Solutions, Inc.) (pp. 68-69)
    - Project Management Consulting Services (Tactus, Inc.) (pp. 70-71)
    - Ratification of Annual High and Low Voltage Data Cabling (Foresite Electric, Inc. and Kace Communications, LLC) (p. 72)
    - Financial Services Consulting (Dam, Snell & Taveirne, Ltd.) (pp. 73-74)
    - Employee Benefits Brokerage Consulting Services (Alliant/Mesirow Insurance Services) (pp. 75-76)
    - Media Buys (various vendors) (pp. 77-78)
    - A-Wing and L-Wing Safety System Architectural Engineering Services (Root Engineering Services) (p. 79)

08.3 Disposal

09. Approval of Contracts and Grants

* 9.1 Acceptance of the Illinois Environmental Protection Agency's Renewable Energy Resources Trust Fund Grant (p. 81)

* 9.2 Authorization of a Memorandum of Understanding for Partnership Between College of Lake County and the University Center of Lake County (pp. 82-83)

* 9.3 Authorization to Renew Intergovernmental Agreements with 19th Judicial Circuit Court of Lake County, Illinois (pp. 84-85)

10. Approval of Programs

11. Approval of Human Resources Recommendations

* 11.1 Resignations and Retirements (p. 87)

* 11.2 Personnel and Position Changes (pp. 88-112)

* 11.3 Full-Time Employment
  - Administrative Hire (p. 113)
  - Vacant Positions (p. 114)
  - Faculty (pp. 115-116)
  - Limited Term Faculty (pp. 117-118)
  - Probationary Period Completed (pp. 119-121)
  - Faculty Hires (pp. 122-124)

11. Approval of Human Resources Recommendations (continued)

** 11.3 Full-Time Employment (continued)*

- FY 2021 Employment Contracts of Administrative Personnel (pp. 125-127)
- FY 2021 Employment Contracts of Professional Personnel (pp. 128-129)
- FY 2021 Employment Contracts of Specialist Personnel (pp. 130-141)
- Contract – Vice President, Business Services and Finance / Chief Financial Officer (p. 142)
- Contract – Vice President of Student Development (p. 143)
- Interim Administrative Assignment (p. 144)

Note: *Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsJune2020.pdf or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T108, Grayslake, IL.*

* 11.4 Promotions and Transfers (pp. 145-146)

11.5 Staff Benefits

11.6 Other

12. Closed Meeting

13. Other Matters for Information, Discussion, or Action

14. Adjournment

* Report Enclosed

PUBLIC HEARING ON FISCAL YEAR 2021 BUDGET

JUNE 23, 2020

AGENDA

The public hearing on the Fiscal Year 2021 Budget is included as part of the regular Board meeting scheduled for 6:00 p.m. on June 23, 2020. The format for the hearing is as follows:

1. Chair calls the hearing to order.

2. Chair makes reference to the notice of the hearing published in the *Daily Herald* and *News Sun*. Business Services & Finance has made the budget on file and conveniently available for public inspection at the College of Lake County public website (www.clcillinois.edu/budget).

   Requests for a pdf file of the tentative FY 2021 budget could also made to the College's Finance Department's Controller Connie Kravitz at ckravitz@clcillinois.edu.

3. Chair opens the hearing for questions from the audience regarding the proposed Fiscal Year 2021 Budget.

4. At the conclusion of questions and discussions on the proposed Fiscal Year 2021 Budget, the Chair declares the public hearing closed.

As published May 22, 2020 in the *Daily Herald* and *Lake County News Sun* newspapers:

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, that commencing at 10:00 a.m. on May 22, 2020, a tentative budget for said District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the College of Lake County website (**www.clcillinois.edu/budget**). Requests for a pdf file of the tentative FY 2021 budget can be made to the College's Finance Department's Controller Connie Kravitz at **ckravitz@clcillinois.edu**.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 6:00 p.m. on the 23rd day of June 2020, at 19351 West Washington Street, Room C213, Grayslake, Illinois.

DATED at Grayslake, Illinois this 19th day of May 2020.
Board of Trustees, Community College District No. 532
County of Lake and State of Illinois

Published in Daily Herald May 22, 2020 (4544892)

Responsible Department(s): President's Office

TRUSTEE EMERITUS

Policy 131 – New – Second Reading

This new Board of Trustees Policy – 131 – Trustee Emeritus – is being proposed based on the Board of Trustees' discussion at its January 2020 meeting and a review of the trustee policies of peer colleges.

The proposed policy is highlighted in red and was presented as the First Reading. No new changes are presented with the Second Reading.

It is recommended that the Board of Trustees approve the policy changes.

131 Trustee Emeritus

To recognize the valued service, commitment and contributions of former members of the College of Lake County Board of Trustees, the title of "Trustee Emeritus" may be conferred by majority vote of the Board of Trustees upon any retiring Trustee who is in good standing and for whom a sitting Board member has recommended such status be conferred. The conferring of Trustee Emeritus status shall be done at a public Board meeting by resolution.

Trustee Emeritus status shall entitle the individual to a one-time, Board-paid lifetime membership in the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA), provided the individual is eligible for lifetime membership, and a parking permit to park in any posted staff parking areas while on campus. Those with Trustee Emeritus status shall also be entitled to complimentary access to on-campus events (outside of fundraisers), as well as up to two (2) complimentary tickets to any performances hosted at the James Lumber Center each fiscal year.

Except as expressly provided in this Policy, no other expenses, reimbursements or benefits will be extended to those with Trustee Emeritus status.

The Office of the President shall maintain a list of individuals holding Trustee Emeritus status.

Adopted _____

Responsible Department(s): Student Development

TRANSFER STUDENTS

Policy 432 – Revised – Second Reading

The current Board of Trustees Policy 432 – Transfer Students – is presented for revision to reflect updates in college department names and to include standards for transfer credit acceptance.

This policy was reviewed through the shared governance process during the Academic Year 2019-20.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No new changes are presented with the Second Reading.

It is recommended that the Board of Trustees approve the policy changes.

432 TRANSFER STUDENTS

432.1 TRANSCRIPTS

A student who has attended any other college(s) must have official transcripts from each college attended sent to the ~~Office~~ Department of ~~Admissions and~~ Student Records.

432.2 TRANSFER CREDIT

Transfer credit will be accepted from institutions with regional accreditation at the time the coursework was completed. Coursework taken at non-regionally accredited and foreign institutions may be transferred using guidelines and procedures published in the College Catalog.

Credit will be granted for acceptable work completed at other approved colleges and universities for courses in which a student has earned a grade of "C" or better. Credit will also be awarded for courses in which a grade of "D" has been earned provided a student's overall grade average is "C" or better for the credits transferred. Transfer credit will be evaluated and awarded by the ~~Office~~ Department of ~~Admissions and~~ Student Records, ~~following guidelines prepared by the Dean of Instruction.~~ in coordination with the Academic Divisions. Developmental courses, audited courses, pass/fail courses, and continuing education courses will not be accepted for transfer credit.

Transfer credits accepted from other collegiate institutions will be entered on the student's permanent record at the College of Lake County, but the grades earned in these courses will not be used to compute the student's cumulative grade point average.

Adopted 02/11/1969
Amended 03/25/1975
Amended 02/28/1978
Amended

Responsible Department(s): Human Resources

COURT APPEARANCE

Policy 921– Revised – Second Reading

The current board policy is presented with revision to include part-time Board-appointed personnel in granting leave with pay for court appearance. This recommended change is the result of a proposal made by Classified Senate as part of the College's shared governance structure.

Proposed changes are highlighted in red and reflect changes presented as the First Reading. No changes presented as the Second Reading.

It is recommended that the Board of Trustees approve the policy changes.

921 COURT APPEARANCE

A full-time or part-time employee in a Board ~~established~~ appointed position who is summoned to court to perform jury duty or to appear as a subpoenaed witness in a court action in which ~~he/she is~~ they are not a litigant shall be granted leave to attend with pay~~, but a deduction shall be made from his/her pay in an amount equal to the compensation he/she receives for such duty or attendance~~. An employee so summoned shall make every effort to meet ~~his/her~~ their obligations to the College when ~~his/her~~ their services are not required by the court.

Adopted 11/12/68
Amended 02/22/72
Amended 01/25/83
Amended

Responsible Department(s): Human Resources

POST RETIREMENT INCENTIVE - NON-BARGAINING UNIT EMPLOYEES

Policy 930– Revised – Second Reading

The current board policy is presented for revision to include a minimum award amount in the post retirement incentive policy. This recommended change is the result of a proposal made by Classified Senate as part of the College's shared governance structure.

Proposed changes are highlighted in red and reflect changes presented as the First Reading. Proposed changes are highlighted in blue and reflect changes presented as the 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 not less than Three-Hundred and Fifty Dollars ($350.00) 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, t~~. 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. Once approved by the Board, the employee's retirement decision is irrevocable; however, i~~I~~f 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. 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 9/24/19
Amended

Responsible Department(s): Student Life

CLEAN AIR SMOKE-FREE CAMPUS

Policy 954 – Revised – First Reading

The current Board of Trustees Policy 954 – Clean Air Smoke Free Campus – is presented for revision in order to more fully comply with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act, and the Illinois Smoke Free Campus Act.

This policy was reviewed through the shared governance process. The work initiated in the Drug Free Schools Committee during the fall of 2019. The Governance Coordinating Council reviewed proposed changes, gave feedback, and were updated as to its newest provisions. In addition, the Student Government Association reviewed proposed changes and gave feedback.

Proposed changes are highlighted in red and reflect changes presented as the First Reading.

954 CLEAN AIR SMOKE-FREE CAMPUS

To promote a healthy atmosphere for the College of Lake County, support environmental sustainability efforts, decrease maintenance costs, and ~~to~~ comply with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act, and the Illinois Smoke-Free Campus Act (110 ILCS 64) ~~and the Smoke-Free Illinois Act~~, the College hereby prohibits smoking, vaping, and any use of tobacco products on all CLC campuses, which includes but is not limited to: buildings, grounds, parking lots and vehicles owned and operated by the College.

~~"Campus" means all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. The prohibitions on smoking do not apply to instances in which an individual, in a vehicle not owned by the College, travels through or parks on campus."Smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment.~~

~~"Smoke" or "smoking" includes products, such as electronic cigarettes, containing or delivering nicotine for human consumption unless that product is otherwise specifically certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is marketed and sold solely for that approved purpose. The use of smokeless/chewing tobacco is also prohibited.~~

~~"Smoke" or "smoking" does not include smoking conducted for the purpose of medical or scientific, health-related research in enclosed laboratories or smoking that is associated with a native recognized religious ceremony or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act.~~

This policy applies to all College faculty, staff, students, employees, contractors, visitors and guests. Violators ~~will~~ could be subject to ~~discipline and fines~~ disciplinary or restrictive actions; see Clean Air Smoke-Free Procedures on the CLC website at [link]. ~~The Vice President for Administrative Affairs, or designee, will develop~~ ~~procedures to implement this policy and to comply with the Smoke-Free Campus~~

Adopted 05/27/97
Amended 10/25/05
Amended 09/23/14
Amended 01/27/15

Amended _____

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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 Approval of Bills for Payment 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 $233,112.96 are recommended to the Fiscal Year 2020 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 $233,112.96.

PASSED this 23rd day of June 2020 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.

FY20 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	539000 01 01083 8030 V9	Public Relations	Other Contractual Svcs	$1,200.00		To move funds to correct
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$1,200.00	account.
2)	541009 01 00092 8060 V9	Institutional	Other Supplies	$25,000.00		To move funds to correct
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$25,000.00	account.
3)	541009 01 12001 7040 V9	Police	Other Supplies	$128.00		To move funds to correct
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$128.00	account.
4)	592000 80 00160 9070 01	Found. Scholarships	Student Grant/Scholarship	$25,000.00		Authorized award in scholarships in
	530000 80 00310 9070 01	Found. Operations	Contractual Svcs.		$25,000.00	response to global pandemic.
5)	539000 01 00025 8080 V9	Application Develop	Other Contractual Svcs	$22,250.00		To move funds to correct
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$22,250.00	account.
6)	542000 01 01083 8030 v9	Public Relations	Printing	$1,720.00		To move funds to correct
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$1,720.00	account.
7)	536000 01 00228 1010 01	Comm Arts	Office Services	$1,000.00		To cover student related cost.
	542000 01 00228 1010 01	Comm Arts	Printing		$1,000.00	
8)	575000 01 01051 2090 01	Academic Success	Telephone	$1,500.00		To cover increase in AT&T phone
	553000 01 01051 2090 01	Academic Success	Travel/Out-of-District		$1,500.00	costs due to COVID-19 closure.

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
9)	585000 01 01025 2090 01	Testing	Office Equip Campus	$350.55		To cover cost of phone for new
	534008 01 01025 2090 01	Testing	Computer Software Maint		$350.55	Testing staff.
10)	585000 01 01025 2090 01	Testing	Equipment – Office	$1,502.17		To cover cost of laptop for Testing
	541010 01 01025 2090 01	Testing	Computer Supplies		$1,502.17	Mgr. who travels between campuses.
11)	532000 01 01035 3090 01	Disability Services	Consultants	$35,000.00		To cover cost of AIM (Accessible
	519001 01 01035 3090 01	Disability Services	Seasonal/PT Flex		$35,000.00	Information Management).
12)	585000 02 00093 8040 01	Campus Services	Equipment – Office	$14,508.00		Purchase new folder/inserter to handle
	534009 02 00093 8040 01	Campus Services	Computer Hdwr Maint		$14,508.00	mail currently being done by hand.
13)	589000 01 01095 8080 V9	Information Tech	Other Capital Outlay	$30,000.00		To move funds to correct account.
	599020 01 00092 8060 V9	Institutional	Coronavirus Expenses		$30,000.00	
14)	539000 01 01037 3090 01	Admissions/Recruit	Other Contractual Svcs	$4,000.00		To cover cost of contractual
	534008 01 01037 3090 01	Admissions/Recruit	Computer Software Maint	$4,000.00		services & computer software maint
	562000 01 01037 3090 01	Admissions/Recruit	Rental – Equipment		$4,000.00	
	599000 01 0107 3090 01	Admissions/Recruit	Other Expenditures		$4,000.00	
15)	585000 01 01021 2010 01	Library	Equipment – Office	$5,500.00		To cover cost of equipment
	542000 01 01021 2010 01	Library	Printing		$1,500.00	purchases.
	544001 01 01021 2010 01	Library	Audio/Visual Materials		$2,000.00	
	544003 01 01021 2010 01	Library	Postage		$2,000.00	
16)	534008 01 01021 2010 01	Library	Computer Software Maint	$17,500.00		To cover cost of contract renewals.
	545001 01 01021 2010 01	Library	Main Account		$17,500.00	

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
17)	513009 01 01017 4030 01	Teaching&Learning	Faculty,Stipends&Misc/PT	$9,500.00		To cover increased stipends for
	551000 01 01017 4030 01	Teaching&Learning	Conference/Meeting Exp		$4,100.00	Faculty to attend Faculty
	553000 01 01017 4030 01	Teaching&Learning	Travel/Out-of-District		$5,400.00	Development Workshops.
18)	585000 01 01040 3010 01	Ctr for Internat'l Ed	Equipment – Office	$1,056.17		To move funds to correct account.
	599000 01 01040 3010 01	Ctr for Internat'l Ed	Other Expenditures		$1,056.17	
19)	534008 02 00078 7080 01	Facilities Admin	Computer Software Maint	$7,742.00		To cover the cost of contractual
	584000 02 00079 8060 01	Capital Projects	Building Remodeling		$7,742.00	services.
20)	512004 01 01034 3040 01	Financial Aid	Specialist Staff/O-T	$1,500.00		To fund staff overtime.
	553000 01 01034 3040 01	Financial Aid	Travel/Out-of-District		$1,500.00	
21)	516002 55 55001 6030 01	Children's LC	Clerical Staff/P-T	$5,547.00		To cover employee salaries for
	519000 55 55001 6030 01	Children's LC	Other Salaries	$2,968.41		training, extra house, meeting for
	512004 55 55003 6030 01	Children's LC, LSC	Specialist Staff/O-T	$256.91		staff at both centers and additional
	512001 55 55003 6030 01	Children's LC, LSC	Specialist Staff/F-T		$8,772.32	substitutes in the classroom.
22)	534009 57 00836 4020 01	Judicial Services	Computer Hdwr. Maint.	$6,383.75		To cover cost of contractual
	532000 57 00836 4020 01	Judicial Services	Consultants		$6,383.75	services.
23)	544003 57 00836 4020 01	Judicial Services	Postage	$5,000.00		To cover unexpected project/
	532000 57 00836 4020 01	Judicial Services	Consultants		$5,000.00	Purpose cost increase.
24)	519001 57 01042 4010 01	Personal Enrichment	Seasonal/PT Flex	$2,000.00		To cover additional staff for
	532000 57 01042 4010 01	Personal Enrichment	Consultants		$2,000.00	Fast Paced.

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
25)	541002 57 01042 4010 01	Personal Enrichment	Instructional Supplies	$1,000.00		To cover cost of contractual
	532000 57 01042 4010 01	Personal Enrichment	Consultants		$1,000.00	services.
			TOTAL TRANSFERS-ALL FUNDS	**$233,112.96**	**$233,112.96**	

Operating Funds
Financial Highlights

REVENUE:

The revenues in the operating funds reflect 64.5% of budgeted revenues through April 2020. In comparison, at the end of April 2019, the College had received 65.4% of the amount budgeted.

The College has received revenues equal to $34.4 million of the Fiscal Year 2020 amount for local property taxes. On September 6, 2019, the second installment of the 2018 tax levy was due to the Lake County Treasurer's Office. The first installment for the 2019 tax levy was mailed to taxpayers in May 2020 with a due date of June 8; therefore, not much activity will occur until the end of June. Local property tax revenue is budgeted at $70.9 million for Fiscal Year 2020.

As of April 30, 2020, student enrollment reflected 91.2% of the tuition revenue. At the end of April 2019, the College had received 90.3% of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded. Comprehensive fees are initially recorded in the Education Fund. The adjustment to move the majority of these fees to other funds is reflected in this April 30, 2020 financial report.

Interest rates, for investment purposes, are averaging 0.97% for all investments, whereas last year at this time, the interest rates were averaging 2.43%.

EXPENDITURES:

The expenditures in the operating funds at the end of April 2020 reflect 71.6% of budgeted expenditures for the year. In comparison, at the end of April 2019, the College had expended 69.4% of the amount budgeted. The College is trending on track with the FY2020 budget plan.

At the September 2020 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.

College of Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

April 30, 2020

Educational Fund
Balance Sheet
As of April 30, 2020

ASSETS

CASH	
Cash In Bank	25,121,611.61
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	7,300.00
INVESTMENTS	
Investments	36,405,006.83
RECEIVABLES	
Taxes Recvbl - Current Levy	0.00
Corp PRS Prty Replc Tax Rec	0.00
Allowance for Uncoll. Tuition	(3,197,475.07)
Allowance Acct.Traffic Program	0.00
Governmental Claims Receivable	0.00
Chargebacks Receivables	0.00
Student Tuition Receivable	10,897,541.83
3rd Party Tuition Receivble	20.00
Vendor Receivables	0.00
Traffic System Tuition Recvbl.	0.00
Family Parenting Receivable	0.00
Contract System Receivable	0.00
Other Receivables	0.00
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	1,729,481.03
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	89,781.82
Recvbl From Restr.Purpose Fund	17,977,912.36
Receivable From Working Cash	0.00
Tuit.Rcvbl.From Financial Aid	0.00
Receivable Fom Other Funds	1,567,115.16
Deferred Expenses	
Deferred Expenses	51,342.80
TOTAL ASSETS	90,716,584.25

Educational Fund
Balance Sheet
As of April 30, 2020

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	(4.07)
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	113,033.03
ACCRUED EXPENSES	
Accrued Expense	456,383.00
INTER-FUND PAYABLE	
Payable to Maintenance Fund	6,948.00
Payable to Education Fund	8,488,800.25
Payable to O. B. M. Funds	7,283,981.73
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	57,200.90
Payable to Restr. Purpose Fund	19,177,542.03
Payable to Working Cash Fund	0.00
Payable to Other Funds	22,383,189.46
DEFERRED REVENUES	
Property Taxes	0.00
Total Tuititon & Fees	6,876,855.00
Miscellaneous Deferred Revenues	0.00
OTHER LIABILITIES	
Other Liabilities	1,367,272.48
Vacation Accrual	2,466,925.00
FUND BALANCE	
Fund Balance	22,038,457.44
TOTAL FUND BALANCE	22,038,457.44
TOTAL LIABILITIES & FUND BALANCE	90,716,584.25

RECONCILIATION	
BEGINNING FUND BALANCE	36,201,379.47
ADD: REVENUE	63,964,492.07
LESS:EXPENDITURES	(71,380,509.10)
OPERATING TRANSFERS	(6,746,905.00)
ENDING FUND BALANCE	22,038,457.44

College of Lake County
CLC_COMPARISON_FUND_01
Statement of Changes in Fund Balance
Month Ending: April 30, 2020

	Year to Date Actual	Year to Date Percent	Prior Year to Date Actual	Prior Year to Date Percent
INCOME				
Current Taxes	27,077,026.73	42.33%	26,333,483.96	41.59%
T.I.F.A.	83,986.21	0.13%	82,901.47	0.13%
CPPRT Corp Pers Prop Repl Tax	913,680.63	1.43%	667,778.55	1.05%
ICCB Credit Hour Grants	6,620,092.37	10.35%	6,459,926.00	10.20%
Vocational Education	0.00	0.00%	534,490.00	0.84%
Tuition	26,904,838.63	42.06%	26,193,717.21	41.37%
Graduation Fees	510.00	0.00%	14,075.00	0.02%
Transcript Fees	73,325.57	0.11%	81,919.44	0.13%
On-line Course Fee	260,376.03	0.41%	297,736.96	0.47%
Laboratory Fees	579,915.09	0.91%	561,747.99	0.89%
Payment Plan Enrollment Fee	49,855.00	0.08%	0.00	0.00%
Credit By Exam Fees	1,200.00	0.00%	500.00	0.00%
Comprehensive Fees	4,607,497.12	7.20%	5,070,954.58	8.01%
Activity Fee Adjustment	(4,545,024.00)	-7.11%	(4,780,801.00)	-7.55%
Gain(Loss) on Investment	1,205,962.80	1.89%	1,570,405.13	2.48%
Other Interest	0.00	0.00%	28,833.28	0.05%
Sweep Accounts	108,139.93	0.17%	118,770.72	0.19%
Library Fines	3,481.36	0.01%	7,150.82	0.01%
Miscellaneous Revenue	23,859.00	0.04%	41,955.31	0.07%
Other Revenue/Rebates	0.00	0.00%	2,660.83	0.00%
Over Short	(4,230.40)	-0.01%	0.00	0.00%
Payment Plan Enrollment Fee	0.00	0.00%	27,193.00	0.04%
Total Income	63,964,492.07	100%	63,315,399.25	100%

EXPENDITURES				
Salaries	52,966,958.39	74%	48,844,108.59	73%
Employee Benefits	8,013,977.89	11%	7,609,183.96	11%
Contactual Services	2,945,825.76	4%	3,017,863.77	5%
General Material & Supplies	2,381,275.00	3%	2,480,503.14	4%
Travel/Conference Meeting Exp	565,154.18	1%	570,742.51	1%
Fixed Charges	970,049.02	1%	911,435.91	1%
Utilities	4,970.44	0%	2,774.00	0%
Capital Outlay	593,266.26	1%	694,625.79	1%
Other Expenditures	2,939,032.16	4%	2,894,960.55	4%
Total Expense	71,380,509.10	100%	67,026,198.22	100%
Beginning Fund Balance	36,201,379.47		27,216,303.41	
Add: Revenues	63,964,492.07		63,315,399.25	
Less: Expenses	(71,380,509.10)		(67,026,198.22)	
Operating Transfers	(6,746,905.00)		0.00	
Ending Fund Balance	22,038,457.44		23,505,504.44	

Operations & Maintenance Fund
Balance Sheet
As of April 30, 2020

ASSETS

CASH	
Cash In Bank	9,316,582.07
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	0.00
INVESTMENTS	
Investments	1,606,059.00
RECEIVABLES	
Taxes Recvbl - Current Levy	0.00
Governmental Claims Receivable	0.00
Vendor Receivables	0.00
Traffic System Tuition Recvbl.	0.00
Other Receivables	0.00
ACCRUED REVENUE	
Accrued Interest	0.00
Other Accrued Revenue	0.00
INTER-FUND RECEIVABLE	
Receivable From Education Fund	16,013.00
Receivable From O.B.M. Fund	1,665,670.15
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Recvbl From Restr.Purpose Fund	742,352.76
Receivable From Working Cash	0.00
Receivable Fom Other Funds	95,169.59
Deferred Expenses	
Deferred Expenses	281,463.50
TOTAL ASSETS	13,723,310.07

Operations & Maintenance Fund
Balance Sheet
As of April 30, 2020

LIABILITIES AND FUND BALANCE

LIABILITIES	
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	325,127.18
ACCRUED EXPENSES	
Accrued Expense	0.00
INTER-FUND PAYABLE	
Payable to Education Fund	403,288.70
Payable to O. B. M. Funds	9,058,860.99
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	72.24
Payable to Restr. Purpose Fund	48,778.53
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	3,887,182.43
TOTAL FUND BALANCE	3,887,182.43
TOTAL LIABILITIES & FUND BALANCE	13,723,310.07

RECONCILIATION

BEGINNING FUND BALANCE	5,803,196.40
ADD: REVENUE	7,519,642.29
LESS:EXPENDITURES	(7,954,795.26)
OPERATING TRANSFERS	(1,480,861.00)
ENDING FUND BALANCE	3,887,182.43

College of Lake County
CLC_COMPARISON_FUND_02
Statement of Changes in Fund Balance
Month Ending: April 30, 2020

	Year to Date Actual	Year to Date Percent	Prior Year to Date Actual	Prior Year to Date Percent
INCOME				
Current Taxes	7,203,437.53	95.79%	7,005,586.22	98.88%
T.I.F.A.	22,343.27	0.30%	22,054.56	0.31%
Building Rentals	256,079.56	3.41%	21,637.00	0.31%
Other Facility Rentals	20,790.00	0.28%	20,790.00	0.29%
Miscellaneous Revenue	16,991.93	0.23%	14,731.58	0.21%
Total Income	7,519,642.29	100%	7,084,799.36	100%
EXPENDITURES				
Salaries	3,414,526.83	43%	3,234,636.71	43%
Employee Benefits	1,192,464.30	15%	1,293,071.95	17%
Contactual Services	579,848.67	7%	558,958.78	7%
General Material & Supplies	47,033.03	1%	45,769.42	1%
Travel/Conference Meeting Exp	1,919.06	0%	7,227.21	0%
Fixed Charges	520,866.19	7%	561,337.77	7%
Utilities	2,038,480.61	26%	1,729,805.21	23%
Capital Outlay	152,466.94	2%	89,890.77	1%
Other Expenditures	7,189.63	0%	8,837.37	0%
Total Expense	7,954,795.26	100%	7,529,535.19	100%

Beginning Fund Balance	5,803,196.40	12,683,267.43
Add: Revenues	7,519,642.29	7,084,799.36
Less: Expenses	(7,954,795.26)	(7,529,535.19)
Operating Transfers	(1,480,861.00)	(8,393,941.00)
Ending Fund Balance	3,887,182.43	3,844,590.60

AGENDA ITEM 7.3 - FINANCIAL

RESOLUTION ADOPTING FISCAL YEAR 2021 BUDGET

Administration was directed to prepare a tentative budget for the College of Lake County for Fiscal Year 2021. This budget was presented to the Board on May 19, 2020, and a notice of public hearing was published in the News-Sun and Daily Herald on May 22, 2020. The tentative annual budget has been on public display since May 22, 2020. The public hearing was held earlier this evening (Item 1.4 of this meeting agenda). The Resolution Adopting Fiscal Year 2021 Budget is included in this report.

It is, therefore, recommended that the Board of Trustees adopt the following Resolution Adopting the Fiscal Year 2021 Annual Budget.

RESOLUTION ADOPTING FISCAL YEAR 2021 BUDGET

WHEREAS, the Board of Trustees of Community College District No. 532, Lake County, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a public hearing was held as to such budget on the 23rd day of June 2020, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements having been complied with;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Community College District No. 532, Lake County, Illinois as follows:

Section 1. That the fiscal year of said District hereby is fixed and declared to begin July 1, 2020 and end June 30, 2021.

Section 2. That the final budget in the form attached hereto which contains an estimate of the receipts and expenditures from each fund separately, and which the Board deems necessary to defray all necessary expenses and liabilities of the District for the fiscal year, be hereby adopted as the budget of said District for said fiscal year.

ADOPTED AND APPROVED this 23rd day of June 2020.

AYES:_____

NAYS:_____

ABSENT:_____

BY: _____
Chair, Board of Trustees

ATTEST:

_____
Secretary, Board of Trustees

RESOLUTION ADOPTING FISCAL YEAR 2021 BUDGET

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are, respectively, the Secretary of the Board of Trustees of Community College District No. 532, Lake County, Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that the attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on June 23, 2020, by the Board of Trustees of said Community College for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and an estimate of revenues, by source, anticipated to be received by the College in the following fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College district.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of June 23, 2020.

_____
Secretary, Board of Trustees

_____
Chief Fiscal Officer

RESOLUTION AUTHORIZING A PERMANENT TRANSFER OF INTEREST EARNED FROM THE WORKING CASH FUND TO THE EDUCATION FUND

The following resolution provides for the permanent transfer of an estimated $800,000.00 in interest earned through the end of Fiscal Year 2020 from the Working Cash Fund to the Education Fund. As of May 31, 2020, the Working Cash Fund earned $567,635.67; the fund was budgeted to earn $438,750.00 in FY2020. The anticipated increase in earnings is due to several Federal Fund Rate changes in Fiscal Year 2020 and changes in the College's investment strategy. Administration brings this transfer resolution to the Board of Trustees every year for approval.

In addition, in April 2019, Administration estimated the interest earned through the end of the Fiscal Year 2019 from the Working Cash Fund to be $388,500.00; however, at the end of the Fiscal Year 2019, the interest earned was $507,820.00. As it does not have the authority to transfer the additional $119,320.00 without Board approval, Administration now seeks to transfer the remaining interest earnings from Fiscal Year 2019, which is now available through Fund Balance. (Refer to the table below for the recent history of working capital fund Board transfer requests.)

Fiscal Year	Working Capital Budgeted Revenues	Working Capital Board Transfer Request
FY 2020-Request	$438,750	$800,000
FY 2019-Approved	$350,000	$388,500
FY 2018-Approved	$210,000	$260,000
FY 2017-Approved	$50,000	$114,331

Section 805/3-33.6 of the Illinois Community College Act provides for the transfer of interest earned on Working Cash Fund monies to the education or operating funds without any request of repayment to the Working Cash Fund. The College's projected Working Cash Fund balance after this transfer is $17.55 million, which represents approximately 2.3 months of average FY 2019 monthly spending. The College's peer group maintains between 1.8 to 2.6 months of working cash (WC) availability to have sufficient cash to pay bills throughout the year.

Peer Colleges 15% to 22% WC Balances	FY 2019 Working Cash Fund Balance	FY 2019 WC % of Exps	FY 2019 WC No. Months
Lake County	$17,669,320	19.1%	2.3 months
Harper College	$16,391,293	15.3%	1.8 months
Moraine Valley	$13,592,999	15.8%	1.9 months
Oakton College	$14,500,000	21.2%	2.6 months
Triton College	$10,482,791	18.1%	2.2 months

Source*: College of Lake County, Three Year Financial Plan FY 2021 to FY23, February 25, 2020, p. 83*

It is, therefore, recommended that the Board of Trustees adopt the following resolution.

RESOLUTION AUTHORIZING A PERMANENT TRANSFER OF INTEREST EARNED FROM THE WORKING CASH FUND TO THE EDUCATION FUND

WHEREAS, interest earned on Working Cash Fund monies is a substantial percentage of the interest budgeted in the Education Fund; and

WHEREAS, the Working Cash Fund will have excess funds above the financial plan of $17,550,000.00 available at the end of the Fiscal Year due to the accumulation of interest earnings; and

WHEREAS, the Board of Trustees deems that it is in the best interest of the College that the Education Fund receives up to the estimated $800,000.00 in interest from the Working Cash Fund; and

WHEREAS, such transfers are authorized by the Illinois Community College Act, 110 ILCS 805/3-33.6, subject to annual board approval;

NOW THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 532, Lake County, Illinois 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 permanent transfer of up to $800,000.00 from the Working Cash Fund to the Education Fund.

Section 3. That the Treasurer of the college district is hereby authorized and directed to take all steps necessary to record appropriate entries on the college's ledgers to complete the transfer of funds as directed.

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 June 23, 2020.

BIDDABLE ITEM RFB#20044

Item	Account	Description
1	586712-03-03084-8060-01	PRODUCTS: RATIFICATION OF PURCHASE OF PYXIS MEDICATION DISPENSER LEAD STAFF: Jeet Saini, Acting Dean, Biological & Health Sciences Division

I. BIDS — AMOUNT

*1. Medical Shipment, LLC — $38,939.00

II. STATEMENT OF NEED

The Nursing Department purchases instructional lab equipment to provide experiential learning opportunities to prepare students to become nursing practitioners after graduation. This purchase includes delivery, installation and training of a Pyxis Medstation™, a medication retrieval system, designed for teaching students this practice during lab sessions to enhance their educational experience.

The FY2020 budgeted amount is $38,939.00.

III. EXPLANATION OF PURCHASE

Advertisement for the solicitation of bids was released on May 4, 2020 and opened on May 15, 2020. Proactively, three companies were solicited, and one company submitted a bid. Medical Shipment, LLC is the lowest responsive and responsible bidder.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify an award to Medical Shipment, LLC of Skokie, IL for purchase, delivery and training of a Pyxis Medication Dispenser in a not-to-exceed amount of 38,939.00.

*Recommended for Approval

BIDDABLE ITEM

Item	Account	Description
2	534008-01-01006-8040-01	PRODUCTS: RATIFICATION OF PERFORMANCE MANAGEMENT SOFTWARE LEAD STAFF: Sue Fay, Executive Director, Human Resources

I. PROPOSALS — AMOUNT

*1. Carahsoft Technology Corporation — $79,787.50

II. STATEMENT OF NEED

This is for the purchase of Performance Review Management software. The Qualtrics software will provide the necessary development tools to support automated, 360-degree feedback for annual performance evaluations, and will fully replace the use of paper evaluations.

The planned budgeted amount for a five-year performance management software agreement is $79,787.50.

III. EXPLANATION OF PURCHASE

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Omnia Partners contract# R191902 for educational software solutions and services.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

(Note: By locking in a long-term agreement and utilizing this cooperative pricing, the college will save $5,596.97.)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify a five-year agreement, from May 31, 2020 through May 30, 2025, with Carahsoft Technology Corporation of Reston, VA for Qualtrics performance management software in a not-to-exceed amount of $79,787.50.

*Recommended for Approval

BIDDABLE ITEM #D1702TMS

Item	Account	Description
3	589000-01-01095-8080-V9	PRODUCTS: RATIFICATION OF PURCHASE OF LAPTOP COMPUTERS AND ACCESSORIES LEAD STAFF: Dave Aykroid, Director, Technology Support

I. BIDS — AMOUNT

*1. CDW Government, LLC — $110,333.08

II. STATEMENT OF NEED

This purchase of 85 laptop computers is intended to provide mobile computing capability for CLC faculty and staff to facilitate "anytime, anywhere" collaboration and instruction. Laptop accessories (for example, monitors, keyboards, mice, docking stations, and carrying cases) are critical peripherals and supplies that will complement the laptop purchases.

The FY 2020 budgeted amount is $165,000.00.

III. EXPLANATION OF PURCHASE

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Illinois Public Higher Education Cooperative (IPHEC) contract #D1702TMS for Microcomputer Systems, Products & Services.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify an award to CDW Government, LLC of Vernon Hills, IL for the purchase of laptop and accessories in a not-to-exceed amount of $110,333.08.

*Recommended for Approval

BIDDABLE ITEM RFB#20043

Item	Account	Description
4	542000-57-00910-4020-01 542000-57-00834-4020-01	PRODUCTS: PRINTING OF NON-CREDIT CONTINUING EDUCATION CLASS SCHEDULES LEAD STAFF: Eric Kurtz, Executive Director, Workforce & Professional Development

I. BIDS

BIDS	AMOUNT
*1. Woodward Printing Services Inc.	$66,913.29
2. John S. Swift Company, Inc.	$78,590.25
3. Indiana Printing & Publishing Company	$78,894.00
4. Walsworth Publishing Company, Inc.	$82,800.00

II. STATEMENT OF NEED

Approximately 135,000 non-credit continuing education class schedules for FY2021, including fall 2020, spring 2021 and summer 2021 will be printed and delivered countywide. Learning Resources Network (LERN), the world's largest association in continuing education and lifelong learning, considers the printing of non-credit schedules to be a best practice. Over 50 percent of the College's enrollments for non-credit courses link directly to recipients of these schedules.

The FY 2021budgeted amount is $68,000.00.

III. EXPLANATION OF PURCHASE

Advertisement for the solicitation of bids was released on April 24, 2020 and opened on May 7, 2020. Proactively, five companies were solicited, and four companies submitted a bid. Woodward Printing Services is the lowest responsive and responsible bidder.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to Woodward Printing Services Inc. of Platteville, WI for printing and delivery of FY 2021 continuing education class schedules in a not-to-exceed amount of $66,913.29.

*Recommended for Approval

BIDDABLE ITEM RFB #20046

Item	Account	Description
5	585000-03-03030-8060-01 585000-06-06683-4010-01	SERVICES: GENERAL CONTRACTOR FOR CLASSROOM MODERNIZATION LEAD STAFF: Mike Welch, Director, Facilities

I. BIDS

	**AMOUNT
*1. Bowa Construction	$604,732.72
2. Boller Construction Company, Inc.	$631,500.00

II. STATEMENT OF NEED

The College's classroom modernization initiative includes general contractor labor and materials at the Grayslake and Lakeshore campuses for painting, replacing ceilings tiles, interior lighting, and window treatments. This contractor will also provide demolition and installation services on the Grayslake campus for the Testing Center interior lockers and a folding partition in the E building.

The FY2020 budgeted amount is $675,000.00

III. EXPLANATION OF PURCHASE

Advertisement for the solicitation of bids was released on May 18, 2020 and opened on June 5, 2020. Proactively, the College solicited four contractors, and two contractors submitted a bid. Bowa Construction is the lowest responsive and responsible bidder.

Due to the unexpected costs that can be incurred when renovating, Administration requests a 10% contingency in the amount of $60,473.72 be added to the base amount of $604,732.72.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to Bowa Construction of Chicago, IL for general contractor services for classroom modernization with $60,473.72 contingency for a total not-to-exceed amount of $665,205.99.

*Recommended for Approval
**Bid amounts include base bid and the three alternates

BIDDABLE ITEM RFP #19017

Item	Account	Description
6	N/A	SERVICES: AMENDMENT - GUARANTEED ENERGY SAVINGS LEAD STAFF: Mike Welch, Director, Facilities

I. PROPOSALS	AMOUNT
*1. TCA Microgrid Energy LLC dba Pivot Energy	To be determined, based on Board guidance

II. STATEMENT OF NEED

Administration requests a Board decision regarding solar array placement on the Grayslake Campus. Administration presented the following two options to the Board at today's meeting in Agenda Item 5.2. Business Services and Finance Updates: Solar Panels Placement Discussion:

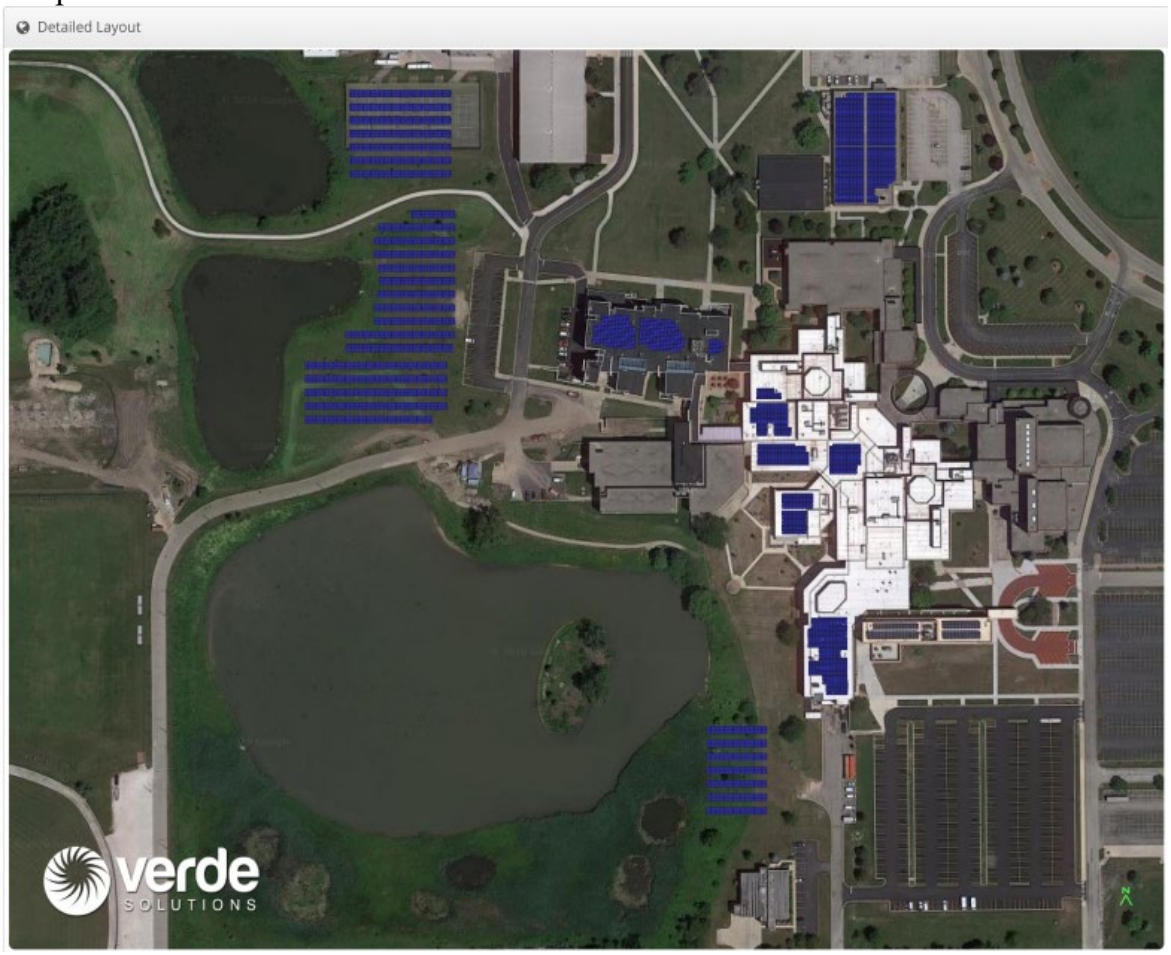
Option 1: Authorize $4.5 million in roof repairs to Building D, E, L, and T and keep the existing Board-approved solar array roof plan in place.

Option 2: Delay the roof repair work and move the roof solar arrays on Buildings D, and L to ground-mounted solar arrays.

III. EXPLANATION OF PURCHASE

The reconfiguration in Option 2 is a direct result of the Administration's decision to defer the issuance of the $75 million capital renovation bond until FY 2021 as a portion of the bond proceeds were earmarked to fund immediate roof repairs on Buildings D, E, L and T, allowing the completion of this project. By relocating roof-mounted solar panels from Buildings D and L to expanded ground-mounted locations west of T Building and southwest of A building, it allows the College to minimize the amount of funds needed for immediate repairs, increases the amount of energy produced, and ultimately results in increased savings to the College. Furthermore, the investor will not install new solar panels on existing roofs that are past their useful life.

The illustration below depicts the proposed revisions to the installation locations for the solar panels. Please note that these new locations are on the roofs of existing buildings that have new roofing and are located on the grounds of the Grayslake campus.



Summary

If the Board agrees to move forward with the original Option 1, Administration recommends that the Board authorize the Administration to add $4.5 million in roof repairs to FY 2021 capital improvement budget financed by interim debt financing plan and maintain existing roof-mounted solar arrays plan.

If the Board agrees to move forward with Option 2, Administration recommends that the Board amend the action taken at the January 2020 Board meeting and approve an amendment to the contract with Pivot Energy to reconfigure the solar arrays to move certain roof-mounted panels and increase the size of the ground-mounted solar arrays as reflected above.

IV. RECOMMENDATION OF AWARD

It is the Administration's recommendation that the Board of Trustees select Option 1 to maintain current solar contract installation plan with TCA Microgrid Energy LLC dba Pivot Energy, dated December 23, 2019 through December 22, 2039, and authorize additional $4.5 million roof repairs added to FY 2021 capital improvement plan budget to be funded from interim debt financing plan.

* Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
1	544002-01-00025-8080-V9	PRODUCTS: RATIFICATION OF DOCUMENT IMAGING SOFTWARE LICENSE UPGRADE LEAD STAFF: Jay Meyer, Director Application Development

I. QUOTES — AMOUNT

* 1. Hyland, LLC — $20,091.89

II. STATEMENT OF NEED

Due to the current remote work environment and the limitation of the College's current web-based document imaging software to Internet Explorer, the College needs to upgrade its document imaging software for ImageNow. The new license will allow the software to be accessed via multiple browsers and will help improve the transition to alternative web browsers in anticipation of Microsoft's plans to end support for Internet Explorer.

The total FY2020 budgeted amount is $20,091.89.

III. EXPLANATION OF PURCHASE

The total cumulative spend for Hyland, LLC through June 15, 2020 is $47,841.89. With this purchase, the June 2019 Board authority of $50,000 for annual licensing is exceeded by $20,091.89.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify an award to Hyland, LLC of Dallas, TX, for a document imaging software license upgrade in a not-to-exceed amount of $20,091.89.

* Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
2	534008-01-00021-8080-01	PRODUCT: RATIFICATION OF SECURITY CAMERA SOFTWARE LICENSE MAINTENANCE LEAD STAFF: Greg Kozak, CIO, Information Technology

I. QUOTES — AMOUNT

* 1. eNorman Security Systems, Inc. — $36,975.00

II. STATEMENT OF NEED

The College currently owns 461 security cameras that are installed across all campuses and operate with Ocularis Enterprise StayCURRENT software licenses. eNorman is a certified distributor and installer of this software and will provide ongoing maintenance of these licenses.

The planned budgeted amount for a three-year agreement is $36,975.00.

III. EXPLANATION OF PURCHASE

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

(Note: The new agreement, over the next three years, will save the College $10,614.12 by locking in a long-term agreement to hold the price flat.)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award for a three-year agreement from May 29, 2020 to May 29, 2023 to eNorman Security Systems, Inc. of Naperville, IL for security camera software license maintenance in a not-to-exceed amount of $36,975.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
3	534008-01-00021-8080-01 534009-01-00021-8080-01 534008-01-00025-8080-01 534008-03-03004-8060-01 575000-02-00021-8080-01 534008-01-00017-8080-01 589000-01-01095-8080-01 544002-03-03004-8060-01 539000-01-00017-8080-01 546000-01-01095-8080-01 544002-01-01019-4030-01	PRODUCTS: IT SOFTWARE LICENSING, MAINTENANCE AND SUBSCRIPTION AGREEMENTS LEAD STAFF: Greg Kozak, CIO, Information Technology

I. AGREEMENTS

	AMOUNT
IT User Software	$ 264,920.00
Academic Software	$ 126,442.00
Enterprise Software	$1,796,098.00
Enterprise Support & Services	$ 583,347.00
Enterprise Infrastructure Services	$ 62,500.00
*Total IT Maintenance	$2,833,307.00
The total planned FY 2021 budgeted amount is	$2,880,768.00

II. STATEMENT OF NEED

Administration is seeking approval of FY 2021 license renewals, maintenance agreements, telecommunication agreements, and subscriptions for academic software accessible on all campuses. IT requests approval to move forward with these annual renewals to provide continuity of services, while increasing transparency regarding vendor usage. All agreements are for extensions of services that were previously approved by the Board and are included in the proposed FY 2021 budget.

III. EXPLANATION OF PURCHASE

This is for the purchase of software license renewals, hardware and software maintenance, telecommunications agreements and subscriptions. Each of these products is reviewed on an annual basis to address and determine usage and need.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

IT SOFTWARE LICENSING, MAINTENANCE AND SUBSCRIPTION SERVICES		
Categories and Descriptions	**Product Name**	**FY21**
User Software		
Laptop client access security broker	Netskope	$ 12,000.00
End-point Protection	Symantec SYMED Bundle	$ 18,000.00
Productivity and Collaboration Suite	Microsoft Campus Agreement (F1/F3)*	$ 116,000.00
Self-Service Password Reset (will be replaced by Microsoft tool)	SpecOps (F1/F3)	$ -
Password Management tool	Thycotic Secret Server	$ 10,000.00
Adobe Creative Suite software and Adobe Acrobat PDF management tools	Adobe agreement (F1/F3)*	$ 83,000.00
PDF Conversion Software	CUTE Software	$ 100.00
File sharing encryption	Symantec File Share Encryption	$ 120.00
File comparison software	Beyond Compare / Scooter	$ 500.00
Digital signage software	Risevision (F1)	$ 15,750.00
Hololens	Hololens	$ 9,450.00
TOTAL USER SOFTWARE		**$ 264,920.00**
Academic Software		
Bio/Health Sciences software for Medical Transcriptionist Program	Ahima - Vlab virtual lab enrollment	$ 3,400.00
EMPS Engineering software hydraulic/penumatic design	Automation Studio	$ 3,000.00
System state / management software for academic computers	Deep Freeze	$ 4,725.00
Bio/Health Sciences Dental Hygiene software	Dentrix	$ 1,573.00
EMPS Engineering design software	Eac Pro Engineer University Plus SPN4107	$ 3,020.00
Bus/SocSci computer forensic software	EnCase Forensics software license	$ 650.00
Bio/Healt sciences nursing software	Evolve - Elearn (replaced Healthstream)	$ 1,772.00
EMPS Computer Aided Manufacturing (CAM) software	Mastercam (DEPCO)	$ 2,400.00
Bus/SocSci CIT subscription providing Microsoft products to students	Azure Dev Tools for teaching	$ 499.00
Credit card processing software	Nelnet (Fund 3 - renew in July)	$ 55,000.00
Academic computer lab management software	Netsupport school classroom management soft/maint	$ 4,000.00
EMPS Computerized Numerical Control (CNC) software	Predator	$ 1,845.00
Bus/SocSci Accounting software	QuickBooks	$ 1,000.00
Academic testing (lockdown browser) software	Respondus/Studymate licenses	$ 12,000.00
CommArts lanuage lab management software	Sananko Study - Lab 300 (B117)	$ 5,565.00
EMPS Computer Aided Design (CAD) engineering software	Solidworks	$ 3,100.00
Bus/SocSci statistics analysis software	SPSS Statistics-D0EVQLL 85ea (jeff stomper)	$ 15,352.00
Bus/SocSci Prairie Restaurant culinary software	Touch Bistro	$ 2,541.00
Bus/SocSci CIT subscription providing VMWare products to students	VMWare subscription (a.k.a. Kivuto VMAP)	$ 1,500.00
Java software client licenses for faculty and staff who need it	Java Licenses	$ 3,500.00
TOTAL ACADEMIC SOFTWARE		**$ 126,442.00**

Enterprise Software		
SIS (Campus Solutions, Finance, HR, etc.)	PeopleSoft	$ 514,400.00
Document Imaging System	Image Now	$ 48,000.00
College Portal for students and staff	Campus EAI Portal	$ 31,400.00
College Mobile App	Blackboard Mosiac	$ 33,600.00
Change control software for audit purposes	Phire (Audit for PS)	$ 9,450.00
Security management software	PS Firewall (Appsian)	$ 46,560.00
DB2 database licensing softare	Clean Slate	$ 99,000.00
Database SQL analysis tool (performance monitoring)	Embarcadero (DbArtisan / Rapid SQL)	$ 14,210.00
Computer scheduling software to manage processes	Scheduling Software (NEW)	$ 50,000.00
software used to transfer files	SFTp Software (Titanium)	$ 600.00
hardware support	Logicalis	$ 20,450.00
Video platform for recording/distribution of academic video	Panopto (Growth & Innovation)	$ 52,000.00
Learning Management system for course materials online	Canvas (replaces blackboard)FUND03	$ 260,000.00
Platform for hosting and development of OER materials	PressBooks	$ 5,000.00
Replacement for SafeAssign that was part of Blackboard	Plagarism Detection Software	$ 30,000.00
Virtual Meeting Online Office Hours platform	Zoom-NEW	$ 25,000.00
software that links to the LMS for advanced analysis of assessments-nursing	Testing Analytic Software	$ 20,000.00
Sever Virtualization Software Software	WMWare/Vsphere	$ 20,000.00
Data backup Software	Net Backup	$ 40,000.00
Spam Firewall	Barracuda	$ 25,000.00
Virtualization Backup Software	VEEAM	$ 8,000.00
Backup device	ExaGrid	$ 25,000.00
Cisco Support	SmartNet	$ 130,000.00
Enterprise Monitoring Software	SolarWinds	$ 12,000.00
Firewall Device	Palo Alto	$ 48,000.00
Secure Certificate	SSL	$ 5,500.00
Umbrella Insights	Umbrella Insights	$ 18,000.00
Phone Usage Software	Infortel	$ 3,000.00
UPS Maintainance	DC Group	$ 17,000.00
Cost for edu domain	Educause Domain	$ 100.00
Server Virus Protection	Symantec Server Virus Protection	$ 4,000.00
SysAid	SysAid - Helpdesk Software (F1/F3)	$ 6,825.00
Extend Office Phones to Home Devices	Jabber Licenses	$ 27,331.00
Protect VPN access to safe devices	Palo Alto HIP	$ 20,672.00
Spam Filter	Barracuda	$ 21,000.00
EMC SAN	EMC SAN (Maintainance)	$ 75,000.00
Other hardware support services (IBM Servers, etc.)	Park Place	$ 30,000.00
TOTAL ENTERPRISE SOFTWARE		**$ 1,796,098.00**
Enterprise Support & Services		
Internet and Telephone Service	Comcast and ICN services	$ 350,000.00
Vulnerability Management Tool	Rapid7 Insight VM	$ 62,247.00
Vulnerability Scans	ICN Vulnerability Scans (4 quarterly scans)	$ 1,100.00
Log Aggregation	Log Aggregation ($20,000-FY19 Surplus); Initial Cost + 5% annual maintenance increase	$ 20,000.00
Malware Analysis	Malware Analysis ($10,000-FY19 Surplus); Initial Cost + 5% annual maintenance increase	$ 10,000.00
IT Research and Advising	Gartner	$ 50,000.00
Website Support Services	Website Services (Blue Ocean) previously PR	$ 25,000.00
Support	AZURE CLOUD	$ 5,000.00
Cell Phone and Internet reimbursement (partially impacted by pandemic response)		$ 60,000.00
TOTAL ENTERPRISE SUPPORT & SERVICES		**$ 583,347.00**
Enterprise Infrastructure Services		
Microsoft Enterprise Support Incidents	Microsoft Support Pack (5 incidents)	$ 10,500.00
External Security Assessment	Security Assessment: External/Perimeter	$ 11,000.00
Internal Security Assessment	Internal Network/Wireless Infrastructure	$ 11,000.00
Security Assessment: CLC Applications	Security Assessment: CLC Applications	$ 20,000.00
Security Assessment: Service Provider/Vendor devices in the CLC environment	Security Assessment: Service Provider/Vendor devices in the CLC environment	$ 10,000.00
TOTAL ENTERPRISE INFRASTRUCTURE SERVICES		**$ 62,500.00**
TOTAL IT SOFTWARE LICENSING, MAINTENANCEAND SUBSCRIPTIONS		**$ 2,833,307.00**

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to the vendors listed in the tables above for FY 2021 Information Technology software licensing, maintenance and subscription agreements in the not-to-exceed amount of $2,833,307.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
4	534008-01-01021-2010-01 546000-01-01021-2010-01 545001-01-01021-2010-01 544001-01-01021-2010-01	PRODUCTS: LIBRARY DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES LEAD STAFF: Tanya Woltmann Dean, Library, Testing & Academic Success

I. AGREEMENTS — AMOUNT

*Various vendors (see list below) — $708,640.00

The planned FY 2021 budgeted amount is $708,640.00

II. STATEMENT OF NEED

Administration is seeking approval of FY 2021 database license renewals, fees for hosting platforms and interfaces, and purchase of materials for the library collection. The Library requests approval to move forward with these annual renewals and materials as they provide continued access to library resources for students, faculty and staff. All agreements are for extensions of services that were previously approved by the Board and are included in the proposed FY 2021 budget.

III. EXPLANATION OF PURCHASE

This is for the purchase of database licensing agreements, fees for software-hosting platforms, and the purchase of research material. Each of these resources listed in the table on the following page are reviewed on an annual basis to determine usage and need.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

LIBRARY EXPENDITURES			
Item	Description	Type	Amount
U of IL/CARLI	Access to fourteen academic databases	College Use Licenses	$ 74,000.00
Amazon	Purchase of e-books and research materials for the library collection	Books and Research Materials	$ 18,000.00
Clarivate Analytics	Access to Science database	College Use Licenses	$ 7,100.00
CREDO Reference	Access to US History Collection databases	College Use Licenses	$ 8,200.00
CRL	Access to New York Times and database	College Use Licenses	$ 6,115.00
EBSCO	Online periodical access for research	College Use Licenses	$ 76,000.00
Gale	Purchase of e-books and research materials for the library collection	Books and Research Materials	$ 38,000.00
IHLS	Access to bibliographic records database and Interlibrary loan program	College Use Licenses	$ 29,000.00
Infobase Learning	Access to online academic videos for classroom use	College Use Licenses	$ 20,000.00
Innovative Interfaces, Inc.	Hosting fees for software platforms and interfaces for library management	Hosting Fees	$ 113,625.00
Kanopy	Video Streaming for documentaries for faculty and student use	College Use Licenses	$ 10,000.00
Mango	Access to world language database and instructional tools	College Use Licenses	$ 5,400.00
Mergent	Access to business databases	College Use Licenses	$ 6,200.00
NILRC	Consortium membership for databases and alternative instructional tools	College Use Licenses	$ 31,000.00
Overdrive	Purchase of e-books for the library collection	Books and Research Materials	$ 10,000.00
Proquest	Access academic database and eBooks	College Use Licenses	$ 135,000.00
Rittenhouse	Purchase of books and materials for the medical & sciences collections	Books and Research Materials	$ 13,000.00
West Publishing Corp	West Law Database Access and Legal Resources for student research	College Use Licenses	$ 21,000.00
YBP Library Services	Purchase of books and research materials for the library collection	Books and Research Materials	$ 87,000.00
	Total Requested for FY2021		$ 708,640.00

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to the vendors listed in the table above for FY 2021 Library annual database fees, research materials and hosting fee agreements in the not-to-exceed amount of $708,640.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
5	548000-51-51000-6020-01	PRODUCTS: FY 2021 TEXTBOOK, SOFTWARE MAINTENANCE AND SUPPORT EXPENSES LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

I. PROPOSALS — AMOUNT

* Various vendors (see list below) — $1,897,000.00

II. STATEMENT OF NEED

The College bookstore purchases textbooks from various publishers and wholesalers in an effort to make affordable course materials available to students in support of their educational efforts and in alignment with the College's strategic plan's pillars and mission. In addition, the bookstore is a retail outlet and requires point of sale (POS) and inventory control equipment, software services, system support and maintenance, website support and website hosting.

The FY 2021 budgeted amount is $2,781,941.00.

III. EXPLANATION OF PURCHASE

The College bookstore is seeking approval of textbook purchases for the fall 2020, spring 2021 and summer 2021 semesters from publishers and wholesalers whose annual cumulative purchases exceed the $25,000.00 threshold.

The total amount of textbook purchases has declined in recent years due to enrollment decreases, the increase in purchases of less costly textbooks from online sellers, the College's use of Open Educational Resources and the purchase of less expensive digital textbooks. Faculty and staff continuously research ways to save students money on course materials.

In addition to textbooks, the bookstore also purchases maintenance and support services from Nebraska Book Company for the internal retail sales systems used for daily bookstore operations such as inventory control, point of sale and the bookstore's website. The

Nebraska Book Company's bookstore operating system is one of three major systems used by colleges and universities in the United States.

Pursuant to 10 ILCS 805/3-27.1 (l), contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports are excluded from the competitive bidding process.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

BOOKSTORE
ESTIMATED TEXTBOOK EXPENDITURES FY 2021

*Vendors	Estimated Spend	Account Number
Redshelf	$40,000.00	548000-51-51000-6020-01
Sage Publications, Inc.	$35,000.00	548000-51-51000-6020-01
Cengage Learning	$380,000.00	548000-51-51000-6020-01
Pearson Education	$375,000.00	548000-51-51000-6020-01
McGraw-Hill School Education Holdings	$360,000.00	548000-51-51000-6020-01
Nebraska Book Company	$190,000.00	548000-51-51000-6020-01
Nebraska Book Company (Software Maintenance)	$22,000.00	534008-51-51000-6020-01
MPS	$70,000.00	548000-51-51000-6020-01
Elsevier	$90,000.00	548000-51-51000-6020-01
Bluedoor	$90,000.00	548000-51-51000-6020-01
John Wiley & Sons Inc.	$40,000.00	548000-51-51000-6020-01
Wolters Kluwer Health	$60,000.00	548000-51-51000-6020-01
MBS Textbook Exchange	$64,000.00	548000-51-51000-6020-01
Oxford University Press	$25,000.00	548000-51-51000-6020-01
W.W. Norton & Co., Inc.	$20,000.00	548000-51-51000-6020-01
Vista Higher Learning	$36,000.00	548000-51-51000-6020-01
Total Requested for FY 2021	**$1,897,000.00**	

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to the vendors listed in the table for FY 2021 textbooks and bookstore software in the cumulative, not-to-exceed amount of $1,897,000.00.

* Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
6	548002-51-51000-6020-01	PURCHASE: FY 2021 GENERAL MERCHANDISE EXPENSES LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

I. PROPOSALS — AMOUNT

* Various vendors (see list below) — $305,000.00

II. STATEMENT OF NEED

The College bookstore purchases non-textbook general merchandise from various vendors for resale online and in all campus bookstore locations. In addition, these items include non-textbook course materials required for College classes such as calculators, uniforms for various programs, nursing equipment, dental instrument kits, art kits, HVAC and automotive tool kits.

The planned budgeted amount is $530,000.00.

III. EXPLANATION OF PURCHASE

The College bookstore purchases non-textbook merchandise from over 110 specialized vendors. Vendors are selected based on a variety of factors, with price being the determining factor above all others to offer a consistent style and quality of merchandise. It is the bookstore's intent to offer a wide variety of innovative and attractive merchandise offerings that appeal to students, faculty, staff and the community at each campus bookstore location.

While no contract for purchase will exceed $25,000.00, the annual cumulative purchases for the nine identified vendors below may exceed $25,000.00 based on actual individual orders placed throughout the year. The actual value of the purchases from individual vendors will vary based on merchandise selected, quantity and market price. Each purchase over $5,000.00 requires three quotes to comply with Board policy and to obtain competitive pricing. The Bookstore requests authority to spend up to a not-to-exceed amount of $305,000.00.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n) contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

BOOKSTORE ESTIMATED GENERAL MERCHANDISE EXPENDITURES FY 2021

Vendor	Description	Estimated Spend FY 2021	Account Number
Pepsi	Pop	$25,000.00	548002-51-51000-6020-01
D & H Distributing	Electronics	$60,000.00	548002-51-51000-6020-01
El Dorado Trading Group	Electronics	$25,000.00	548002-51-51000-6020-01
Service Wholesale	School Supplies	$30,000.00	548002-51-51000-6020-01
Douglas Stewart Company	Electronics	$25,000.00	548002-51-51000-6020-01
Kaiser & Blair, Inc.	Uniforms, Clothing, and Specialty Promotional Materials	$50,000.00	548002-51-51000-6020-01
Vistar	Snacks and Sundries	$30,000.00	548002-51-51000-6020-01
Hu-Friedy	Dental Kit Instruments	$35,000.00	548002-51-51000-6020-01
SLS Arts	Art Kit Purchases	$25,000.00	548002-51-51000-6020-01
Total Requested for FY 2021		**$ 305,000.00**	

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve purchases from the vendors listed in the table for FY2021 purchases of general merchandise in the not-to-exceed amount of $305,000.00.

* Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
7	544003-02-00093-8040-01	PRODUCTS: FY 2021 POSTAGE EXPENSE LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

I. PROPOSALS — AMOUNT

*1. United States Post Office — $380,000.00

II. STATEMENT OF NEED

Administration is seeking approval for FY 2021 annual purchases for postage from the United States Post Office for $380,000.00.

The FY2021 budgeted amount is $400,000.00.

III. EXPLANATION OF PURCHASE

The total postage spend for FY 2020 is estimated to be $290,407.00, which is lower than normal due to the State's stay-at-home orders and instruction being delivered via alternative methods. The College's mail machine is pre-funded by the United States Post Office to expedite mail processing for operations and to support ongoing marketing and recruiting campaigns.

Pursuant to 110 ILCS 805/3-27.1 (k), contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to the United States Post Office of Washington, DC for the FY 2021 purchase of postage in the not-to-exceed amount of $380,000.00.

*Recommended for Approval

BIDDABLE ITEM RFP #18020

Item	Account	Description
8	VARIOUS	PRODUCTS: FY2021 FOOD SERVICE MANAGEMENT EXPENSES LEAD STAFF: Pat Argoudelis, Auxiliary Services

I. PROPOSALS — AMOUNT

*1. Aladdin Food Management Services, LLC — $ 200,000.00

II. STATEMENT OF NEED

Administration is seeking Board approval to reimburse Aladdin Food Management Services, LLC for FY2021 for internal and external catering and food service purchases, as stipulated in the current food service management contract.

The FY2021 budgeted amount is $270,000.00.

III. EXPLANATION OF PURCHASE

The FY2020 catering and food service expenses are estimated to be $229,495.37, which is lower than the projected $270,000.00 due to the State's stay-at-home orders and instruction being delivered via alternative methods. For FY 2021, Administration is requesting an amount that is lower than the previous fiscal year's expenditures due to the unknown status of future campus events.

At the May 22, 2018 Board meeting, Auxiliary Services obtained approval to enter into a contract with Aladdin Food Management Services, LLC for food service management, including catering services. Catering purchases include food and services provided by Aladdin Food Management Services to internal departments for College and student events. Additional services include the reimbursement of CLC-branded gift cards redeemed in Café Willow and coffee shops as well as internal department charges for catering purchases coordinated with Café Willow. The College is also requesting approval of catering and other purchases arranged with Aladdin Food Management Services for non-College-related events that are later reimbursed by third parties.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to Aladdin Food Service Management, LLC of Charlotte, NC for FY2021 purchases of catering, food and related services in the not-to-exceed amount of $200,000.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
9	541002-01-00120-1020-01	PRODUCTS: SPECIALTY FOOD FOR HOSPITALITY AND CULINARY MANAGEMENT LEAD STAFF: Jeff Stomper, Dean, Business & Social Sciences

I. PROPOSALS

	AMOUNT
* Fortune Fish	$ 32,000.00
* Premier Produce Inc.	$ 55,000.00
* Testa Produce	$ 29,000.00
* Whittingham Meats	$ 30,000.00
TOTAL	$146,000.00

II. STATEMENT OF NEED

Administration is seeking approval for FY 2021 annual purchases of food products used for instruction by the Hospitality and the Culinary Management Program of the Business and Social Sciences Division.

The FY 2021 Budgeted amount is $200,858.00

III. EXPLANATION OF PURCHASE

Fortune Fish, Premier Produce Inc., Testa Produce and Whittingham Meats are all specialty foods distribution companies that provide supplies for use in Hospitality and Culinary courses.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to Fortune Fish (Bensenville, IL), Premier Produce Inc. (Franklin Park, IL), Testa Produce (Chicago, IL) and Whittingham Meats (Alsip, IL) for FY 2021 specialty food purchases in the not-to-exceed amounts of $32,000.00, $55,000.00, $29,000.00 and $30,000.00, respectively.

*Recommended for Approval

NON-BIDDABLE ITEM RFP #19019

Item	Account	Description
10	539000-50-50090-6040-01	SERVICES: ON-SITE ATHLETIC TRAINING LEAD STAFF: Bradley Unger, Director, Athletics & Physical Activities

I. PROPOSALS — AMOUNT

*1. RCI, Inc. d/b/a NovaCare Rehabilitation — $ 42,500.00

II. STATEMENT OF NEED

This is a renewal of an agreement for on-site certified athletic training services for the College's athletics program. The services will ensure the safety of student athletes during practice and competition. The National Junior College Athletic Association (NJCAA) requires that a certified/licensed athletic trainer be provided at all NJCAA post-season events. In addition, the Illinois Skyway Collegiate Conference (ISCC) requires host schools to have a licensed athletic trainer on site for all contact sports for ISCC home games and matches.

The FY2021 budgeted amount is $53,000.00.

III. EXPLANATION OF PURCHASE

At the May 2019 Board of Trustees' meeting, the Board approved an award for a one-year agreement with NovaCare Rehabilitation. The RFP specifications state, "The College reserves the right to renew the Agreement for three additional one-year terms." Based on satisfactory performance by the vendor, the College is requesting renewal of the agreement for a second one-year term.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a renewal of the agreement for an additional one-year term, from August 1, 2020 to July 31, 2021, with RCI Inc. d/b/a NovaCare Rehabilitation of Chicago, IL for FY 2021 academic year on-site athletic training services in an annual not-to-exceed amount of $42,500.00, and authorizes the College's Administration to determine renewal in future years in accordance with the current contract.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
11	539000-01-00021-8080-01	SERVICES: RATIFICATION OF UPS PREVENTIVE MAINTENANCE AND REPAIRS LEAD STAFF: Jim Senft, Director, Core Systems & Infrastructure

I. PROPOSALS — AMOUNT

*1. DC Group Inc. — $50,000.00

II. STATEMENT OF NEED

The College utilizes 47 back-up batteries as an uninterruptible power supply (UPS) for emergency service in the event of an outage. These batteries require preventive maintenance, annual inspections and ongoing monitoring. Any repairs and maintenance, including battery replacements, are billed on a time and material basis.

The planned budgeted amount for a three-year preventive maintenance agreement, including time and material repairs, is $50,000.00.

III. EXPLANATION OF PURCHASE

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services, are exempt from the competitive bidding process.

(Note: By locking in a three-year agreement with a new vendor for preventive maintenance only and paying for repairs as needed, the College will save $29,485.00.)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award for a three-year agreement from June 1, 2020 to May 31, 2023 to DC Group, Inc. of Minneapolis, MN for UPS preventive maintenance services and as-needed repairs in a not-to-exceed amount of $50,000.00.

*Recommended for Approval

NON-BIDDABLE ITEM RFP #20030

Item	Account	Description
12	539000-01-00025-8080-01	SERVICES: SHAREPOINT DESIGN AND IMPLEMENTATION LEAD STAFF: Jay Meyer, Director Application Development

I. PROPOSALS

	AMOUNT
1. Vertex Computer Systems, Inc.	$ 70,800.00
2. AQL Technologies	$ 89,000.00
*3. AgreeYa Solutions, Inc.	$ 96,239.45
4. Affirma, LLC	$115,900.00
5. Databank LMX	$182,665.00
6. Evoke New York Corporation	$542,400.00

II. STATEMENT OF NEED

This purchase is for the design and implementation of the College's intranet site that supports communication, collaboration and productivity for all faculty and staff. The successful implementation of an intranet site will improve the ability of faculty and staff to provide quality service to students, which will enhance student success efforts.

The FY 2021 budgeted amount is $125,000.00.

III. EXPLANATION OF PURCHASE

Advertisement for the solicitation of proposals for a SharePoint Design & Implementation was released on February 24, 2020 and opened on March 16, 2020. Proactively, the College solicited eight firms, and six firms submitted a proposal. An evaluation committee independently reviewed, evaluated and ranked each firm's qualifications based on specific criteria, including vendor and staff qualifications, approach to the Statement of Work, project plan and timeline, project management and technical support and pricing. In addition, the two highest scoring firms were invited to present their capabilities to the committee via Zoom. Based on the overall evaluation and the best and final offer, the committee recommends AgreeYa Solutions, Inc., a certified minority and women-owned business, as the most responsive and responsible bidder.

(Note: The total competitive bid savings for this project includes a reduction in pricing for best and final offer of $5,596.97 and a 2% prompt payment discount of $1,924.79 for a total savings to the College of $7,521.76.)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an agreement with AgreeYa Solutions, LLC of Folsom, CA for SharePoint design and implementation in a not-to-exceed amount of $96,239.45.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
13	532000-03-03023-8060-01	SERVICES: PROJECT MANAGEMENT CONSULTING SERVICES LEAD STAFF: Mike Welch, Director, Facilities

I. PROPOSALS — AMOUNT

*1. Tactus, Inc. — $170,000.00

II. STATEMENT OF NEED

Facilities is looking to renew an independent contractor agreement with a consultant to assist with project management services, specifically for Capital Development Board (CDB) projects, including the new Lakeshore building. This independent consultant will act as the College of Lake County owner's representative to assist with state-funded projects.

The planned budgeted amount for a two-year agreement is $170,000.00.

III. EXPLANATION OF PURCHASE

At the April 2019 Board of Trustee's meeting, the Board approved funding for a one-year independent contractor agreement with Tactus, Inc. Administration is looking to renew this agreement for two consecutive one-year terms to coincide with the construction of the Lakeshore building. The consultant, Bruce Locke, has prior experience with the CDB and project management, and pending approval, he will continue to be the College's project manager on various projects.

Pursuant to 110 ILCS 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award for a two-year independent contractor agreement from July 1, 2020 through June 30, 2022 with Tactus, Inc. of Libertyville, IL for project management services in a not-to-exceed annual amount of $170,000.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
14	539000-01-00017-8080-01 539000-01-00021-8080-01 584000-03-03046-8060-01	SERVICES: RATIFICATION OF ANNUAL HIGH AND LOW VOLTAGE DATA CABLING LEAD STAFF: Jim Senft, Director, Core Systems and Infrastructure, & Mike Welch, Director of Facilities

I. QUOTES

	AMOUNT
*1. Foresite Electric, Inc. and Kace Communications, LLC	$ 9,703.22 $38,431.00

II. STATEMENT OF NEED

Each year the College relocates offices and reconfigures or redesigns office or classroom spaces that result in moving or installing network connections and various high- and low-voltage cabling. These cabling projects vary each year and are coordinated by either Facilities or Information Technology.

The planned FY 2020 budgeted amount is $72,828.00.

III. EXPLANATION OF PURCHASE

These vendors have been used for unplanned cabling projects that have exceeded the August 2019 Board authority of $72,828.00. Annual cumulative spend for both vendors through June 9, 2020 is $120,962.22.

Administration requests a ratification of the FY 2020 excess cumulative spend of $48,134.22.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify an award in the amount of $38,431.00 to Foresite Electric, Inc. of Wauconda, IL and $9,703.22 to Kace Communications, LLC, of Libertyville, IL for data cabling services in a total not-to-exceed amount of $48,134.22.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
15	531000-11-00092-8060-01	SERVICES: FINANCIAL SERVICES CONSULTING

I. PROPOSALS — AMOUNT

*1. Dam, Snell & Taveirne, Ltd. — $275,000.00

II. STATEMENT OF NEED

For the past 20 years, the College has utilized a third-party financial services consulting firm to provide College-related financial statement preparation work. In addition, this firm helps prepare the Foundation's financial statement and tax return and assists with special engagement work for the College as needed. The number or consulting hours needed each year varies depending on the financial statement impact and the complexity of implementation of any new Governmental Accounting Standards Board (GASB) Statements for the College or the Financial Accounting Standards Board (FASB) Statements for the Foundation.

The planned budgeted amount for a five-year financial services consulting agreement is $275,000.00.

III. EXPLANATION OF PURCHASE

Administration is requesting to continue the relationship with Dam, Snell & Taveirne, Ltd. and execute a new five-year agreement, locking in a fixed hourly rate of $190.00.

A strong working relationship has developed in the last six years, and the College is satisfied with the firm's responsiveness and delivery of services.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award for a five-year agreement from July 1, 2020 through June 30, 2025 with Dam, Snell & Taveirne, Ltd. of Fox Lake, IL for financial services consulting in a not-to-exceed amount of $275,000.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
16	521001-01-00016-8060-01	SERVICES: EMPLOYEE BENEFITS BROKERAGE CONSULTING SERVICES LEAD STAFF: Sue Fay, Executive Director, Human Resources

I. PROPOSALS — AMOUNT

*1. Alliant/Mesirow Insurance Services — $457,500.00

II. STATEMENT OF NEED

For the past five years, the College has utilized a third-party brokerage consulting firm that provides a full range of benefit program services related to the acquisition, implementation, maintenance, communication and improvement of employee health and welfare benefits. These services include legal direction, guidance, and reporting, as well as compliance interpretation related to Affordable Care Act (ACA) provisions.

Added benefits have included a branded website, compliance resources and Human Resources training at no cost.

The planned budgeted amount for a five-year employee benefits consulting service agreement is $457,500.00.

III. EXPLANATION OF AWARD

In calendar year 2015, the College released a request for proposal for employee benefits consultant services. Following committee review and Board approval, the employee benefits brokerage services were awarded to Alliant /Mesirow Insurance Services.

A strong working relationship has developed in the last five years, and the College is satisfied with the firm's responsiveness and delivery of services. Administration is requesting to continue the relationship with Alliant/Mesirow Insurance Services and execute a new five-year agreement, locking in an average annual fee increase of 2.8%.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award for a five-year agreement from July 1, 2020 through June 30, 2025 with Alliant/Mesirow Insurance Services of Chicago, IL for employee benefits brokerage consultant services in a not-to-exceed amount of $457,500.00.

*Recommended for Approval

NON-BIDDABLE ITEM

Item	Account	Description
17	547000-01-01083-8030-01 Various Grant Accounts	SERVICES: MEDIA BUYS LEAD STAFF: Anne O'Connell, Director, PR & Marketing

I. PROPOSALS — AMOUNT

*1. Various vendors (see list below) — $600,000.00

II. STATEMENT OF NEED

Each year, the Public Relations and Marketing department purchases advertising to promote recruitment initiatives. A comprehensive plan is developed for each fiscal year, taking into account the College's semester schedule, plus the external cycle of student engagement. An integrated strategy is necessary to drive application and enrollment and to create awareness and a positive image of the College. Advertisers listed below may be used to promote campaigns for fall, spring and summer semester registration, open house, recruitment events and a campaign to attract returning adult learners. Funds are within the budgeted amount, and no additional funds are being requested.

The budgeted amount is $600,000.00.

III. EXPLANATION OF PURCHASE

Media allocation is subject to change based on campaign goals, target audience, station ratings, rate negotiation and market conditions. It is anticipated the following vendors may be those the College advertises with in FY 2021:

MEDIA	PARENT
Clear Channel Outdoor	Clear Channel Outdoor
Comcast	Comcast Corp/NBC Universal
Crain's Chicago Business	Crain Communications
Gurnee Mills Media	Simon Property Group
Gurnee Mills Productions	Britten, Inc.
iMedia Email	iMedia Services
Lake County News Sun	Tribune Publishing
OTT	Premion
Outfront Media	Outfront Media

Pace Bus	Intersection Media
Pandora	Pandora
Six Flags	Six Flags Theme Parks
Spotify	Spotify
WBBM-AM	Entercom Communications
WBBM-FM	Entercom Communications
WBMX-FM	Entercom Communications
WCIU-TV	Weigel Broadcasting
WDRV-FM	Hubbard Broadcasting
WEBG-FM	iHeart Media
WFLD-TV	Fox Television
WGN-TV	Tribune Broadcasting
WIIL-FM	Alpha Media
WKQX-FM	iHeart Media
WLEY-FM	Spanish Broadcasting System
WLS-TV	ABC/Disney Company
WMAQ-TV	NBC Universal
WOJO-FM	Univision
WPPN-FM	Univision
WPWR-TV	Fox Television
WRME-FM	Weigel Broadcasting
WSNS-TV	NBC Universal
WTMX-FM	Hubbard Broadcasting
WUSN-FM	Entercom Communications
WXLC-FM	Alpha Media
YouTube	Google

Media allocation is subject to change based on campaign goals, target audience, station ratings, rate negotiation and market conditions. It is anticipated that the percentages spent per category will be the following:

Category	Percentage
Television	26%
Radio	45%
Digital	15%
Outdoor	11%
Other	3%

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve purchases with the vendors identified for media buys as stated in the tables in a total not-to-exceed amount of $600,000.00.

*Recommended for Approval

NON-BIDDABLE ITEM RFP#20047

Item	Account	Description
18	584000-03-03046-8060-01	SERVICES: A-WING AND L-WING SAFETY SYSTEM ARCHITECTURAL ENGINEERING SERVICES LEAD STAFF: Mike Welch, Director, Facilities

I. BIDS

	AMOUNT
*1. Root Engineering Services	$51,000.00
2. Imeg Corporation	$87,000.00

II. STATEMENT OF NEED

The completed renovations on the Grayslake Campus for the A-wing in 2019 and L-wing in 2018 did not include updates to the Fire Alarm, Fire Protection and Emergency Power Systems now required by the Grayslake Fire Department. Therefore, the College needs to engage an Engineering firm to design documents and drawings for updates to the safety system to address fire code deficiencies. These documents will be included in the public bid documents for the construction phase of this project.

The FY 2021 budgeted amount is $350,000.00.

III. EXPLANATION OF PURCHASE

The proposal request was released on May 21, 2020 and opened on June 5, 2020. Proactively, the College solicited five Engineering firms based on prior direct relationships with the College and two firms submitted a proposal. Root Engineering Services was selected as the lowest responsive and responsible bidder based on their fire safety credentials, pricing, and references.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to Root Engineering Services of Gurnee, IL for the A-wing and L-wing safety system architectural engineering services for a total not-to-exceed amount of $51,000.00.

* Recommended for Approval

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ACCEPTANCE OF
THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY'S
RENEWABLE ENERGY RESOURCES TRUST FUND GRANT

Grantor: IL Environmental Protection Agency

Lead Staff: Kenneth Gotsch, VP/CFO

Type: Appropriation

Amount: $103,990.00

Period: 7/1/2020 to 6/30/2021

Matching Funds: None

PURPOSE: Grant funds will be used to employ the Executive Director of the Illinois Green Economy Network (IGEN), which is administered and housed at the College of Lake County. IGEN provides comprehensive programming in education, outreach, and training for renewable energy and energy efficiency technology through the Illinois community college system. Lewis and Clark Community College in Godfrey, Illinois, is IGEN's fiscal agent.

It is recommended that the Board of Trustees approve acceptance of the Renewable Energy Resources Trust Fund Grant in the amount of $103,990.00 from the Illinois Environmental Protection Agency.

AUTHORIZATION OF A MEMORANDUM OF UNDERSTANDING FOR PARTNERSHIP BETWEEN COLLEGE OF LAKE COUNTY AND THE UNIVERSITY CENTER OF LAKE COUNTY

The University Center of Lake County (UCLC) and the College of Lake County (College) would like to advance a strategic partnership to improve access to higher education opportunities for Lake County residents and lower operating costs of both institutions. Executive leadership in both organizations see significant opportunities in the joint sharing of services. One step toward this goal is to update a shared services agreement to add new support opportunities of the College's custodial services and access to the College's vendor agreements for specific services.

Therefore, Administration of both the College and UCLC propose to enter into a Fiscal Year 2021 Memorandum of Understanding (MOU) that incorporates the following shared services provisions and future areas to explore for partnership:

1. Alignment of academic pathways;
2. Collaboration on new bachelor's degree completion program development opportunities;
3. Joint recruitment and outreach throughout Lake County including coordination of public relations, marketing and communication services;
4. Commitment to equity focus areas to fulfill opportunities for Latinx students and families;
5. Joint fundraising for scholarships and student success programs;
6. Sharing of services -
    a. Update College Police services annual reimbursement from UCLC to College;
    b. Offer College Facilities custodial services under an annual reimbursement from UCLC to College;
    c. Consider UCLC future access to College maintenance, grounds and HVAC services;
    d. Consider UCLC future access to College's copier and print services and catering services vendor contracts;
7. Sharing of space at each organization to maximize utilization -
    a. UCLC will create an annual reimbursement structure for the College to use instructional space and unused administrative office space at the 1200 University Center Drive, Grayslake, Illinois facility.

It is recommended that the Board of Trustees authorize the President or designee to sign the FY21 Memorandum of Understanding (located in the Board portal) between College of Lake County and the University Center of Lake County.

AUTHORIZATION TO RENEW INTERGOVERNMENTAL AGREEMENTS WITH 19TH JUDICIAL CIRCUIT COURT OF LAKE COUNTY, ILLINOIS

Lead Unit: Community & Workforce Partnerships

This Board action report authorizes the renewal of the remaining four-years of three five-year Intergovernmental Agreements between the College of Lake County, District No. 532, and the 19th Judicial Circuit Court of Lake County, IL for driver safety, family parenting and volunteer probation services, all of which are due to expire June 30, 2024. The College operates the:

- Driver safety school program that educates individuals who have been charged with minor traffic violations to improve traffic skills, decrease possibility of future traffic violations and reduce possibility of serious or fatal collisions;
- Family parenting program that educates parents who have minor children, who have filed for divorce or are divorced with minor children, on the effect that divorce has on minor children; and
- Court services support and volunteer probation program that is responsible for recruitment, training, programming, assignment and supervision of volunteers, maintaining records relating to volunteers and implementing educational components to the program.

The term of these intergovernmental agreements began on July 1, 2019 and expire on June 30, 2024 and are located in the Board portal.

Agreements are funded through court fines and include program costs with the Clerk of the Court remitting the fee to the College. Fees are reviewed annually to determine whether modifications are needed in relation to operating costs.

The 19th Judicial Circuit Court of Lake County intergovernmental agreements include the following annual estimated costs for Fiscal years 2021 through 2024:

Program	FY21	FY22	FY23	FY24
Driver Safety				
National Safety Council (driver training online and in person curriculum)	$ 153,000	$ 154,000	$ 155,000	$ 157,000
Alliance Against Intoxicated Motorists (Live Victim Impact Panel)	$ 52,000	$ 54,000	$ 56,000	$ 58,000
19th Circuit Court Judges Training	$ 12,000	$ 12,000	$ 12,000	$ 12,000
Lake County Chiefs of Police (LVIP Security)	$ 8,400	$ 8,500	$ 8,700	$ 8,900
W.C. Dorsey	$ 83,000	$ 84,000	$ 86,000	$ 88,000
Creekside Printing (forms)	$ 12,000	$ 14,000	$ 16,000	$ 18,000
Driver Safety Totals	**$ 320,400**	**$ 326,500**	**$ 333,700**	**$ 341,900**
Family Parenting				
Children First Foundation (online and in-person training)	$ 45,000	$ 45,000	$ 48,000	$ 48,000
19th Circuit Court Case Coordination	$ 70,000	$ 72,000	$ 74,000	$ 74,000
Creekside Printing (forms)	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Family Parenting Totals	**$ 120,000**	**$ 122,000**	**$ 127,000**	**$ 127,000**
Volunteer Program				
Program Coordination Reimbursement (court pays CLC)	$ 72,000	$ 74,000	$ 76,000	$ 78,000
Volunteer Appreciation Dinner	$ 3,000	$ 3,000	$ 3,000	$ 3,500

It is therefore recommended that the Board of Trustees approve an award of the remaining four years of three five-year Intergovernmental Agreements with the 19th Judicial Circuit Court of Lake County for various program services.

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RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Scoles, Charles	FOP Classified, Position Number: 1321 Police Officer, Police Department	June 6, 2020
2	Resignation	Winfrey Glende, Ajami	Classified Position Number: 1697 Office Associate, Counseling, Advising and Transfer Center	June 26, 2020
3	Retirement	Guenther, Thomas	Administrator Position Number: 0044 Chief of Police, Police Department	July 2, 2020
4	Retirement	Bankston, Sharon	Specialist Position Number: 1069 Compliance Officer, Financial Aid	August 1, 2020
It is recommended that the Board of Trustees approve the above actions.				

PERSONNEL AND POSITION CHANGES

With the vacancy created by a retirement, Public Relations and Marketing department is requesting a reclassification of Position 0304 to realign with a departmental peer position. This position is approved in the FY 2021 budget.

The proposed position reclassification is as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Reclassification	Vacant	Specialist Position Number: 0304 Marketing and Communications Analyst, Public Relations and Marketing	Specialist Position Number: 0304 Public Relations Coordinator, Public Relations and Marketing	B23 Nonexempt	B24 Exempt	6/23/2020	TBD

It is recommended that the Board of Trustees approve the proposed position reclassification, effective June 23, 2020.

PERSONNEL AND POSITION CHANGES

As presented to the Board at the Committee of the Whole Meeting on April 21, 2020, a reorganization of the Student Development unit is being proposed, pending FY 2021 budget approval. The reorganization is the result of a cross-functional team of 25 faculty and staff who have had multiple retreats and biweekly meetings since September 2019 to reimagine onboarding and first-year experiences for CLC students. Their evidence-based work included the analysis of quantitative research data collected from CLC students, qualitative data that included the collection of numerous sources of CLC students' voices, and the review of national best practices and models at successful community colleges. The team presented its preliminary plans to more than 200 faculty and staff, as well as CLC students and invited their input on the proposed design to help understand the specific needs required to make this effort successful.

The proposed reorganization is as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	New Position	Vacant	N/A	Classified Position Number: TBD Senior Administrative Assistant, Student Recruitment and Onboarding	N/A	B23 Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
2	New Position	Vacant	N/A	Classified Position Number: TBD Senior Administrative Assistant, Academic Success Programs, Library, Testing and Academic Success	N/A	B23 Nonexempt	7/1/2020	N/A
3	New Position	Vacant	N/A	Specialist Position Number: TBD Communication Specialist, Enrollment Services	N/A	B32 Exempt	7/1/2020	TBD
4	New Positions (5 positions)	Vacant	N/A	Specialist Position Numbers: TBD College and Career Navigator, Student Recruitment and Onboarding	N/A	B32 Exempt	7/1/2020	TBD
5	New Position	Vacant	N/A	Specialist Position Number: TBD Business Analyst, Library, Testing and Academic Success	N/A	B32 Exempt	7/1/2020	TBD

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
6	New Position	Vacant	N/A	Specialist Position Number: TBD Coordinator, Orientation and Success Programs, Library, Testing and Academic Success	N/A	B41 Exempt	7/1/2020	TBD
7	New Position	Vacant	Professional Position Number: 0048 Director*, Educational Talent Search Grants	Professional Position Number: 0048 Manager*, TRIO-Educational Talent Search Grants	C45 Exempt	C45 Exempt	7/1/2020	TBD
8	Promotion	Sanders-Funnye, Sharon	Administrator Position Number: 0048 Director*, Educational Talent Search Grants	Administrator Position Number: TBD Director, Student Recruitment and Onboarding	C45 $88,186/ Annual Exempt	D61 $102,000/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
9	Title and Department Name Change	Ward, Ashley	Specialist Position Number: 1647 Recruiting Coordinator, Admissions and Recruitment	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	B32 $56,892/ Annual Exempt	B32 $58,628/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021

*Grant/externally funded position.

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
10	Title and Department Name Change	Eder, Melicia	Specialist Position Number: 0893 Recruitment Specialist, Admissions and Recruitment	Specialist Position Number: 0893 College and Career Navigator, Student Recruitment and Onboarding	B32 $51,904/ Annual Exempt	B32 $53,488/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
11	Title and Department Name Change	Guzman, Norma	Specialist Position Number: 1178 Recruitment Specialist, Admissions and Recruitment	Specialist Position Number: 1178 College and Career Navigator, Student Recruitment and Onboarding	B32 $47,488/ Annual Exempt	B32 $48,936/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
12	Title and Department Name Change	Nyquist, Sarah	Specialist Position Number: 0345 Recruitment Specialist, Admissions and Recruitment	Specialist Position Number: 0345 College and Career Navigator, Student Recruitment and Onboarding	B32 $47,488/ Annual Exempt	B32 $48,936/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
13	Title and Department Name Change	Padilla, Klaudya	Specialist Position Number: 0346 Recruitment Specialist, Admissions and Recruitment	Specialist Position Number: 0346 College and Career Navigator, Student Recruitment and Onboarding	B32 $49,392/ Annual Exempt	B32 $50,899/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
14	Title and Department Name Change	Rancharan, Eileen	Specialist Position Number: 1696 College Transitions Coach, Student Development	Specialist Position Number: 1696 College and Career Navigator, Student Recruitment and Onboarding	B32 $47,488/ Annual Exempt	B32 $48,936/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
15	Promotion	Rodriguez, Carolina	Specialist Position Number: 1699 Multicultural Retention Coordinator*, Multicultural Student Center	Specialist Position Number: 1699 College and Career Navigator, Student Recruitment and Onboarding	B24 $42,254/ Annual Exempt	B32 $47,488/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
16	Title and Department Name Change	Carrillo, Brittney	Classified Position Number: 0940 Admissions Representative, Admissions and Recruitment	Classified Position Number: 0940 Registration Services Representative, Student Recruitment and Onboarding	B22 $17.39/ Hour Nonexempt	B22 $17.92/ Hour Nonexempt	7/1/2020	N/A
17	Title and Department Name Change	Catalan, Lucy	Classified, Part-time Position Number: 0938 Admissions Representative, Admissions and Recruitment	Classified, Part-time Position Number: 0938 Registration Services Representative, Student Recruitment and Onboarding	B22 $17.56/ Hour Nonexempt	B22 $18.09/ Hour Nonexempt	7/1/2020	N/A

*Grant/externally funded position.

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
18	Title and Department Name Change	Griffin, Bryn	Classified Position Number: 0068 Admissions Representative, Admissions and Recruitment	Classified Position Number: 0068 Registration Services Representative, Student Recruitment and Onboarding	B22 $17.56/ Hour Nonexempt	B22 $18.09/ Hour Nonexempt	7/1/2020	N/A
19	Title and Department Name Change	Kula, Joanne	Classifed Position Number: 0894 Admissions Representative, Admissions and Recruitment	Classified Position Number: 0894 Registration Services Representative, Student Recruitment and Onboarding	B22 $25.34/ Hour Nonexempt	B22 $26.11/ Hour Nonexempt	7/1/2020	N/A
20	Title and Department Name Change	Sparr, Patti	Classifed Position Number: 0343 Senior Administrative Assistant, Admissions and Recruitment	Classifed Position Number: 0343 Senior Administrative Assistant, Student Recruitment and Onboarding	B23 $20.12/ Hour Nonexempt	B23 $20.73/ Hour Nonexempt	7/1/2020	N/A
21	Title and Department Name Change	Sarna, Jason	Administrative Position Number: 0042 Director, Admissions and Recruitment	Administrative Position Number: 0042 Assistant Director, Student Outreach and On-Campus Experience	D61 $92,741/ Annual Exempt	C52 $95,571/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
22	Transfer	Moeller, Eric	Specialist Position Number: 1141 New Student Orientation Coordinator, Orientation/First Year Experience	Specialist Position Number: 1141 Outreach and On-Campus Experience Coordinator, Outreach and On-Campus Experience	B22 $21.08/ Hour Nonexempt	B22 $21.72/ Hour Nonexempt	7/1/2020	7/1/2020-6/30/2021
23	Transfer	Ferguson, Julie	Classified, Part-time Position Number: 1462 Office Associate, Orientation/First Year Experience	Classified, Part-time Position Number: 1462 Office Associate, Outreach and On-Campus Experience	B21 $15.78/ Hour Nonexempt	B21 $16.26/ Hour Nonexempt	7/1/2020	N/A
24	Promotion	Lewis, Christine	Administrative Position Number: 0159 Director, Advising and New Student Programs	Administrative Position Number: 0159 Director, Advising and Retention	D61 $84,966/ Annual Exempt	D61 $102,000/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
25	Transfer	Bataz, Frankie	Specialist Position Number: 1500 Academic Success Coach, Academic Success	Specialist Position Number: 1500 Field of Interest Advisor, Advising and Retention	B32 $25.75/ Hour Nonexempt	B32 $55,189/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
26	Transfer	Pizano, Sandra	Specialist Position Number: 1483 Academic Success Coach, Academic Success	Specialist Position Number: 1483 Field of Interest Advisor, Advising and Retention	B32 $26.53/ Hour Nonexempt	B32 $56,874/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
27	Transfer	Rodriguez, Salvador	Specialist Position Number: 1481 Academic Success Coach, Academic Success	Specialist Position Number: 1481 Field of Interest Advisor, Advising and Retention	B32 $23.74/ Hour Nonexempt	B32 $50,892/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
28	Transfer	Ruiz, Laura	Specialist Position Number: 1680 Academic Success Coach, Academic Success	Specialist Position Number: 1680 Field of Interest Advisor, Advising and Retention	B32 $23.51/ Hour Nonexempt	B32 $50,404/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
29	Transfer	Tumminello, Kara	Specialist Position Number: 1482 Academic Success Coach, Academic Success	Specialist Position Number: 1482 Field of Interest Advisor, Advising and Retention	B32 $24.46/ Hour Nonexempt	B32 $52,418/ Annual Exempt	7/1/2020	7/1/2020-6/30/2021
30	Reorg. appointment from 9- to 12-month	McNulty, Paul	Specialist, Part-time Position Number: 1425 Student Services Coordinator, Tutoring Center, Lakeshore Campus	Specialist, Part-time Position Number: 1425 Student Services Coordinator, Tutoring Center, Lakeshore Campus	C41 $27.92/ Hour Nonexempt	C41 $28.78/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
31	Reorg. appointment from 9- to 12-month	Manetsch, Cathy	Specialist, Part-time Position Number: 1095 Student Services Coordinator, Tutoring Center, Southlake Campus	Specialist, Part-time Position Number: 1095 Student Services Coordinator, Tutoring Center, Southlake Campus	C41 $24.44/ Hour Nonexempt	C41 $25.19/ Annual Nonexempt	7/1/2020	N/A

It is recommended that the Board of Trustees approve the proposed reorganization and position changes, effective July 1, 2020.

PERSONNEL AND POSITION CHANGES

The information below is being presented to the Board as position and personnel changes requested in the FY 2021 budget. Salaries and wages listed below include the approved across-the-board increase of 3.05%, any adjustment for internal equity and increase for promotion. All changes will be effective July 1, 2020.

The proposed position changes are as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	New Position	Vacant	N/A	Specialist Position Number: TBD Career Program Manager, Business and Social Sciences	N/A	C41 Exempt	7/1/2020	TBD
2	New Position	Vacant	N/A	Specialist Position Number: TBD Advanced Manufacturing Center Manager, Engineering, Mathematics and Physical Sciences	N/A	C41 Exempt	7/1/2020	TBD

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
3	New Position	Vacant	N/A	Specialist Position Number: TBD Student Employment Coordinator, Career and Job Placement Center	N/A	B32 Exempt	7/1/2020	TBD
4	New Position	Vacant	N/A	Specialist Position Number: TBD Business Analyst, Community and Workforce Partnerships	N/A	B32 Exempt	7/1/2020	TBD
5	New Position	Vacant	N/A	Specialist Position Number: TBD Business Analyst, Business Services and Finance	N/A	B32 Exempt	7/1/2020	TBD
6	New Position	Vacant	N/A	Specialist Position Number: TBD Project Manager, Facilities	N/A	C45 Exempt	7/1/2020	TBD

PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
7	New Position	Vacant	N/A	Administrator Position Number: TBD Director, Student Success Strategies, Strategy, Planning and Support	N/A	D61 Exempt	7/1/2020	TBD
It is recommended that the Board of Trustees approve the proposed new positions and the search begin on or after June 23, 2020.								

PERSONNEL AND POSITION CHANGES

Consistent with the Total Rewards Philosophy endorsed by the Board on April 21, 2020, Administration performed job analyses and pay reviews for 156 classified staff positions in spring 2020. This resulted in the recommendations below to ensure that employees are paid equitably for comparable jobs. The pay increases resulting from the review were budgeted in FY 2020. In addition to individual employee adjustments, Administration is requesting market adjustments to increase the minimum hourly rate of three DBMs (pay grades): A11 ($11.50/hour to $12.00/hour), A12 ($11.99/hour to $12.74/hour) and A13 ($13.73/hour to $13.96/hour).

The proposed position changes are as follows:

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Alagna, Margie	Classified Position Number: 1190 Administrative Assistant, Human Resources	Classified Position Number: 1190 Human Resources Representative, Human Resources	B22 $23.43/ Hour Nonexempt	B22 $24.14/ Hour Nonexempt	7/1/2020	N/A
2	Burkhead, Cindy	Classified Position Number: 1731 Assistant Teacher, Children's Learning Centers	Classified Position Number: 1731 Assistant Teacher, Children's Learning Centers	A12 $12.84/ Hour Nonexempt	A13 $15.20/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
3	Carrera, Silvia	Classified Position Number: 0300 Accounting Assistant, Finance Department	Classified Position Number: 0300 Senior Accounting Assistant, Finance Department	A13 $14.71/ Hour Nonexempt	B21 $16.07/ Hour Nonexempt	7/1/2020	N/A
4	Catalan, Fany	Classified Position Number: 0069 Admissions Representative, Admissions and Recruitment	Classified Position Number: 0069 Registration Services Representative, Student Recruitment and Onboarding	B22 $18.26/ Hour Nonexempt	B22 $20.67/ Hour Nonexempt	7/1/2020	N/A
5	Chaput, Mardianne	Classified Position Number: 0330 Office Associate, Student Life	Classified Position Number: 0330 Adminstrative Assistant, Student Life	B21 $17.65/ Hour Nonexempt	B22 $20.37/ Hour Nonexempt	7/1/2020	N/A
6	Colbert, Yolanda	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	B22 $18.26/ Hour Nonexempt	B22 $21.97/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
7	Cotugno, Sam	Classified Position Number: 1281 Part-time Office Assistant, Biological and Health Sciences Division	Classified Position Number: 1281 Part-time Office Assistant, Biological and Health Sciences Division	A11 $11.50/ Hour Nonexempt	A11 $12.37/ Hour Nonexempt	7/1/2020	N/A
8	Crouch, Wendy	Classified Position Number: 0161 Part-time Office Assistant, Counseling, Advising and Transfer Center	Classified Position Number: 0161 Part-time Office Assistant, Counseling, Advising and Transfer Center	A11 $11.90/ Hour Nonexempt	A11 $12.77/ Hour Nonexempt	7/1/2020	N/A
9	Day, Brenda	Classified Position Number: 1207 Part-time Accounting Associate, Finance Department	Classified Position Number: 1207 Part-time Accounting Associate, Finance Department	B21 $25.56/ Hour Nonexempt	B22 $27.92/ Hour Nonexempt	7/1/2020	N/A
10	De Leon, Anny	Classified Position Number: 0298 Accounting Assistant, Student Accounting	Classified Position Number: 0298 Senior Accounting Assistant, Student Accounting	A13 $14.14/ Hour Nonexempt	B21 $15.63/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
11	Dizzonne, Kim	Classified Position Number: 0128 Part-time Accounting Assistant, Bookstore	Classified Position Number: 0128 Part-time Senior Accounting Assistant, Bookstore	A13 $14.14/ Hour Nonexempt	B21 $15.63/ Hour Nonexempt	7/1/2020	N/A
12	Dorado, Nina	Classified Position Number: 0169 Part-time Office Assistant, Engineering, Mathematics and Physical Sciences Division	Classified Position Number: 0169 Part-time Office Assistant, Engineering, Mathematics and Physical Sciences Division	A11 $11.50/ Hour Nonexempt	A11 $12.37/ Hour Nonexempt	7/1/2020	N/A
13	Flores II, Art	Classified Position Number: 1197 Media Conversion Technician, Disability Services	Classified Position Number: 1197 Media Conversion Technician, Disability Services	B21 $17.09/ Hour Nonexempt	B23 $19.16/ Hour Nonexempt	7/1/2020	N/A
14	Galvez, Ellen	Classified Position Number: 0339 Part-time Assistant Teacher, Children's Learning Centers, Lakeshore Campus	Classified Position Number: 0339 Part-time Assistant Teacher, Children's Learning Centers, Lakeshore Campus	A12 $11.99/ Hour Nonexempt	A13 $14.41/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
15	Giese, George	Classified Position Number: 1459 Part-time Telecommunicator, Police Department	Classified Position Number: 1459 Part-time Telecommunicator, Police Department	B21 $16.28/ Hour Nonexempt	B23 $20.03/ Hour Nonexempt	7/1/2020	N/A
16	Gonzalez, Beatriz	Classified Position Number: 1317 Part-time Payroll Assistant, Finance Department	Classified Position Number: 1317 Part-time Payroll Assistant, Finance Department	A13 $14.28/ Hour Nonexempt	A13 $14.97/ Hour Nonexempt	7/1/2020	N/A
17	Hanner, Vicki	Classified Position Number: 1194 Part-time Bookkeeper, Student Life	Classified Position Number: 1194 Part-time Bookkeeper, Student Life	A12 $12.47/ Hour Nonexempt	A12 $13.62/ Hour Nonexempt	7/1/2020	N/A
18	Harlan, Kaye	Classified Position Number: 0864 Head Cashier*, Judicial Services	Classified Position Number: 0864 Accounting Associate*, Judicial Services	B21 $26.01/ Hour Nonexempt	B22 $28.41/ Hour Nonexempt	7/1/2020	N/A
19	Haug, Joan	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	B22 $18.26/ Hour Nonexempt	B22 $19.37/ Hour Nonexempt	7/1/2020	N/A

*Grant/externally funded position.

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
20	Hudson, Tamara	Classified Position Number: 1218 Part-time Office Assistant, Lakeshore Campus	Classified Position Number: 1218 Part-time Office Assistant, Lakeshore Campus	A11 $12.19/ Hour Nonexempt	A11 $13.08/ Hour Nonexempt	7/1/2020	N/A
21	Jimenez, Angelina	Classified Position Number: 1708 Part-time Office Assistant, WPDI-Operations	Classified Position Number: 1708 Part-time Office Assistant, WPDI-Operations	A11 $11.50/ Hour Nonexempt	A11 $12.37/ Hour Nonexempt	7/1/2020	N/A
22	Lange, Robin	Classified Position Number: 1458 Part-time Office Assistant, Athletics and Physical Activity	Classified Position Number: 1458 Part-time Office Assistant, Athletics and Physical Activity	A11 $11.90/ Hour Nonexempt	A11 $12.77/ Hour Nonexempt	7/1/2020	N/A
23	Lehman, Belisa	Classified Position Number: 1629 Part-time Accounting Assistant, Bookstore	Classified Position Number: 1629 Part-time Senior Accounting Assistant, Bookstore	A13 $15.41/ Hour Nonexempt	B21 $17.70/ Hour Nonexempt	7/1/2020	N/A
24	Marchese, Lori	Classified Position Number: 1371 Office Associate, Personal Enrichment	Classified Position Number: 1371 Adminstrative Assistant, Personal Enrichment	B21 $15.78/ Hour Nonexempt	B22 $18.10/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
25	McIntire, Lisa	Classified Position Number: 0299 Part-time Accounting Associate, Finance Department	Classified Position Number: 0299 Part-time Accounting Associate, Finance Department	B21 $16.40/ Hour Nonexempt	B22 $17.91/ Hour Nonexempt	7/1/2020	N/A
26	Munoz, Teresa	Classified Position Number: 0331 Assistant Teacher, Children's Learning Centers	Classified Position Number: 0331 Assistant Teacher, Children's Learning Centers	A12 $24.98/ Hour Nonexempt	A13 $27.29/ Hour Nonexempt	7/1/2020	N/A
27	Newsome, Jianni	Classified Position Number: 1128 Part-time Box Office Assistant, James Lumber Center of the Performing Arts	Classified Position Number: 1128 Part-time Box Office Assistant, James Lumber Center of the Performing Arts	A13 $13.73/ Hour Nonexempt	A13 $14.41/ Hour Nonexempt	7/1/2020	N/A
28	Oelkers, Sue	Classified Position Number: 0967 Shipping and Receiving Associate, Bookstore	Classified Position Number: 0967 Inventory Associate, Bookstore	A13 $15.34/ Hour Nonexempt	A13 $15.81/ Hour Nonexempt	7/1/2020	N/A
29	Pearson, Bonnie	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	B22 $18.83/ Hour Nonexempt	B22 $20.67/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
30	Pizano, Melissa	Classified Position Number: 1219 Part-time Office Assistant, Student Services, Lakeshore Campus	Classified Position Number: 1219 Part-time Office Assistant, Student Services, Lakeshore Campus	A11 $11.90/ Hour Nonexempt	A11 $12.77/ Hour Nonexempt	7/1/2020	N/A
31	Porretta, Celina	Classified Position Number: 1698 Office Associate, Counseling and Psychological Services	Classified Position Number: 1698 Adminstrative Assistant, Counseling and Psychological Services	B21 $15.17/ Hour Nonexempt	B22 $17.39/ Hour Nonexempt	7/1/2020	N/A
32	Quijada, Sarah	Classified Position Number: 1044 Part-time Retail Assistant, Bookstore	Classified Position Number: 1044 Part-time Retail Assistant, Bookstore	A12 $12.35/ Hour Nonexempt	A12 $13.50/ Hour Nonexempt	7/1/2020	N/A
33	Quintero, Saira	Classified Position Number: 0221 Human Resources Operation Associate, Human Resources	Classified Position Number: 0221 Human Resources Representative, Human Resources	B21 $15.78/ Hour Nonexempt	B22 $18.10/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
34	Reyes, Evie	Classified Position Number: 0335 Part-time Assistant Teacher, Children's Learning Centers, Lakeshore Campus	Classified Position Number: 0335 Part-time Assistant Teacher, Children's Learning Centers, Lakeshore Campus	A12 $11.99/ Hour Nonexempt	A13 $14.41/ Hour Nonexempt	7/1/2020	N/A
35	Robinson, Doreen	Classified Position Number: 0934 Office Associate, Student Services, Lakeshore Campus	Classified Position Number: 0934 Adminstrative Assistant, Student Services, Lakeshore Campus	B21 $25.67/ Hour Nonexempt	B22 $28.04/ Hour Nonexempt	7/1/2020	N/A
36	Robinson, Rochelle	Classified Position Number: 1092 Office Associate, Advising and New Student Programs	Classified Position Number: 1092 Senior Administrative Assistant, Advising and New Student Programs	B21 $17.14/ Hour Nonexempt	B23 $21.52/ Hour Nonexempt	7/1/2020	N/A
37	Rodriguez, Becky	Classified Position Number: 0302 Senior Administrative Assistant, Strategy, Planning and Support	Classified Position Number: 0302 Assistant to the Vice President, Strategy, Planning and Support	B23 $19.15/ Hour Nonexempt	B25 $23.53/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
38	Samways, Hannah	Classified Position Number: 0338 Part-time Assistant Teacher, Children's Learning Centers	Classified Position Number: 0338 Part-time Assistant Teacher, Children's Learning Centers	A12 $12.84/ Hour Nonexempt	A13 $15.20/ Hour Nonexempt	7/1/2020	N/A
39	Schmidt, Lisa	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: Enrollment Services Generalist, Welcome and One Stop Center	B22 $18.26/ Hour Nonexempt	B22 $19.37/ Hour Nonexempt	7/1/2020	N/A
40	Seltzer, Harriet	Classified Position Number: 0312 Office Associate, Resource Development and Legislative Affairs	Classified Position Number: 0312 Adminstrative Assistant, Resource Development and Legislative Affairs	B21 $29.35/ Hour Nonexempt	B22 $32.06/ Hour Nonexempt	7/1/2020	N/A
41	Siefering, Sonya	Classified Position Number: 0149 Part-time Office Assistant, Personal Enrichment	Classified Position Number: 0149 Part-time Office Assistant, Personal Enrichment	A11 $11.50/ Hour Nonexempt	A11 $12.37/ Hour Nonexempt	7/1/2020	N/A

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
42	Tanner, Sharon	Classified Position Number: 0297 Accounting Associate, Student Accounting	Classified Position Number: 0297 Senior Accounting Associate, Student Accounting	B22 $19.30/ Hour Nonexempt	B23 $21.97/ Hour Nonexempt	7/1/2020	N/A
43	Teets, Cindy	Classified Position Number: 0131 Part-time Office Assistant, Bookstore	Classified Position Number: 0131 Part-time Office Assistant, Bookstore	A11 $11.85/ Hour Nonexempt	A11 $12.72/ Hour Nonexempt	7/1/2020	N/A
44	Ushkow, Lois	Classified Position Number: 0333 Part-time Assistant Teacher, Children's Learning Centers	Classified Position Number: 0333 Part-time Assistant Teacher, Children's Learning Centers	A12 $12.35/ Hour Nonexempt	A13 $14.79/ Hour Nonexempt	7/1/2020	N/A
45	Vizoso, Andres	Classified Position Number: 0260 Testing Assistant, Testing Center	Classified Position Number: 0260 Testing Assistant, Testing Center	A13 $14.28/ Hour Nonexempt	A13 $14.97/ Hour Nonexempt	7/1/2020	N/A
46	White, Sheryl	Classified Position Number: 0180 Part-time Office Associate*, Educational Talent Search Grants	Classified Position Number: 0180 Part-time Adminstrative Assistant*, Educational Talent Search Grants	B21 $16.25/ Hour Nonexempt	B22 $18.25/ Hour Nonexempt	7/1/2020	N/A

*Grant/externally funded position.

PERSONNEL AND POSITION CHANGES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
47	Briscoe, Dan	Classified Position Number: 0110 Sergeant, Police Department	Specialist Position Number: 0110 Sergeant, Police Department	C43 $31.80/ Hour Nonexempt	C43 $34.27/ Hour Nonexempt	7/1/2020	7/1/2020- 6/30/2021
48	Harlan, Darryl	Classified Position Number: 0117 Sergeant, Police Department	Specialist Position Number: 0117 Sergeant, Police Department	C43 $42.19/ Hour Nonexempt	C43 $43.48/ Hour Nonexempt	7/1/2020	7/1/2020- 6/30/2021
49	Lawson, John	Classified Position Number: 0111 Sergeant, Police Department	Specialist Position Number: 0111 Sergeant, Police Department	C43 $30.76/ Hour Nonexempt	C43 $32.21/ Hour Nonexempt	7/1/2020	7/1/2020- 6/30/2021

It is recommended that the Board of Trustees approve the proposed classified position and pay rate changes for employees and the minimum pay rate increases for DBMs A11, A12 and A13 effective July 1, 2020.

FULL-TIME EMPLOYMENT– ADMINISTRATIVE HIRE

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Administrative Hire	Vatistas, Vatistas	N/A	Administrator Position Number: 0031 Director, Financial Aid	N/A	D61 $90,000/ Annual Exempt	7/6/2020	7/6/2020- 6/30/2021
It is recommended that the Board of Trustees approve the above full-time employment.								

FULL-TIME EMPLOYMENT – VACANT POSITIONS

The following positions are not new and are budgeted for replacement.

	Reason	Position Number, Position Title, Department	Effective Date
1	Vacant Position	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	June 23, 2020
2	Vacant Position	Administrator Position Number: 0044 Chief of Police, Police Department	June 23, 2020
It is recommended that the Board of Trustees approve the above positions for the search process to begin on or after June 23, 2020.			

FULL-TIME EMPLOYMENT – FACULTY

On November 20, 2018, the Board approved this full-time faculty position and the search began in January 2020. Administration is requesting approval to make an offer of employment and set the start date prior to the August 25, 2020 Board meeting. This position is approved in the FY 2021 budget.

The proposed position approval is as follows:

	Reason	Position Number, Position Title	Effective Date
1	Full-time Faculty Position	Faculty Position Number: 1692 Instructor, Automation Robotics and Mechatronics Engineering, Mathematics and Physical Sciences Division	August 17, 2020
It is recommended that the Board of Trustees authorize Administration to make an offer of full-time employment for the above position, subject to Board approval of an employment contract at the August 25, 2020 Board meeting.			

FULL-TIME EMPLOYMENT – FACULTY

On November 19, 2019, the Board approved these full-time faculty positions and the search began in January 2020. Administration is requesting approval to make offers of employment and set start dates prior to the August 25, 2020 Board meeting. These positions are approved in the FY 2021 budget.

The proposed position approvals are as follows:

	Reason	Position Number, Position Title	Effective Date
1	Full-time Faculty Position	Faculty Position Number: 0543 Instructor, Medical Imaging, Biological and Health Sciences Division	August 17, 2020
2	Full-time Faculty Position	Faculty Position Number: 1747 Instructor, Biology, Biological and Health Sciences Division	August 17, 2020
3	Full-time Faculty Position	Faculty Position Number: 0420 Instructor, Health Information Technology, Biological and Health Sciences Division	August 17, 2020
4	Full-time Faculty Position	Faculty Position Number: 0453 Instructor, Hospitality and Culinary Management, Business and Social Sciences Division	August 17, 2020

It is recommended that the Board of Trustees authorize Administration to make employment offers, for the above positions, subject to Board approval of employment contracts at the August 25, 2020 Board meeting.

FULL-TIME EMPLOYMENT – LIMTED TERM FACULTY

On May 19, 2020, the Board approved this limited term faculty position in Mathematics. The search began on May 20, 2020. Administration is requesting approval to make an offer of limited term employment and set the start date prior to the August 25, 2020 Board meeting. This position is approved in the FY 2021 budget.

The proposed position approval is as follows:

	Reason	Position Number, Position Title	Effective Date
1	Limited Term Faculty Position	Faculty - Limited Term Position Number: 0543 Instructor, Math Engineering, Mathematics and Physical Sciences Division	August 17, 2020

It is recommended that the Board of Trustees authorize Administration to make a limited term employment offer, for the above position, subject to Board approval of an employment contract at the August 25, 2020 Board meeting.

FULL-TIME EMPLOYMENT – LIMITED TERM FACULTY

With the expansion of the Apprenticeship program in the areas of Auto Collision Repair and Heating, Ventilation, Air Conditioning Technologies, Administration is requesting to hire limited term faculty members in each area. These positions will allow for growth in apprenticeships and expand course availability. Administration is requesting approval to make an offer of employment and set the start date prior to the August 25, 2020 Board meeting. These positions will be partially funded through the Perkins Grant (50%) with the remaining portion funded through the approved FY 2021 budget.

The proposed position approvals are as follows:

	Reason	Position Number, Position Title	Effective Date
1	Limited Term Faculty New Position	Faculty - Limited Term Position Number: TBD Instructor, Heating, Ventilation, Air Conditioning Technologies Engineering, Mathematics and Physical Sciences Division	August 17, 2020
2	Limited Term Faculty New Position	Faculty - Limited Term Position Number: TBD Instructor, Auto Collision Repair Engineering, Mathematics and Physical Sciences Division	August 17, 2020

It is recommended that the Board of Trustees approve the proposed limited term faculty positions and the search process begin effective June 23, 2020.

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).

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Probationary Period Completed	Garoutte, Brian	Specialist Position Number: 0195 Financial Aid Associate, Financial Aid	N/A	B24 $20.31/Hour Nonexempt	N/A	Date of Hire: 11/4/2019 Date of Probationary Completion: 5/2/2020	11/4/2019-6/30/2020
2	Probationary Period Completed	Hudgins, Michael	Specialist Position Number: 1590 IT Technician, Tier III, Technology Support	N/A	B24 $23.36/Hour Nonexempt	N/A	Date of Hire: 12/2/2019 Date of Probationary Completion: 5/30/2020	12/2/2019-6/30/2020
3	Probationary Period Completed	Pasternak, Liya	Specialist Position Number: 1330 Financial Aid Specialist, Financial Aid	N/A	B32 $22.83/Hour Nonexempt	N/A	Date of Hire: 12/2/2019 Date of Probationary Completion: 5/30/2020	12/2/2019-6/30/2020

FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
4	Probationary Period Completed	Perez, Edith	Specialist Position Number: 1723 Digital Content Coordinator, Public Relations and Marketing	N/A	B24 $42,254/ Annual Exempt	N/A	Date of Hire: 11/18/2019 Date of Probationary Completion: 5/16/2020	11/18/2019-6/30/2020
5	Probationary Period Completed	Webster, Bret	Specialist Position Number: 0030 Manager*, Judicial Services	N/A	C41 $2,500/ Biweekly Exempt	N/A	Date of Hire: 11/18/2019 Date of Probationary Completion: 5/16/2020	11/18/2019-6/30/2020
It is recommended that the Board of Trustees approve the above full-time employment.								

*Grant/externally funded position.

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 (Employees Practices and Procedures).

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Probationary Period Completed	Nelson, Tiffany	Classified Position Number: 0085 Senior Administrative Assistant, Biological & Health Sciences Division	N/A	B23 $18.59/Hour Nonexempt	N/A	Date of Hire: 11/18/2019 Date of Probationary Completion: 5/16/2020	N/A
2	Probationary Period Completed	Ratilla, Athena	Classified Position Number: 0980 Office Associate, Workforce and Professional Development-Operations	N/A	B21 $15.17/Hour Nonexempt	N/A	Date of Hire: 12/2/2019 Date of Probationary Completion: 5/30/2020	N/A
<u>It is recommended that the Board of Trustees approve the above full-time employment.</u>								

FULL-TIME EMPLOYMENT – FACULTY HIRES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Full-time Employment	Jones, Malika	N/A	Faculty Position Number: 1745 Instructor, Adult Basic Education-Transitions, Adult Education and ESL Division	N/A	$78,064/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
2	Full-time Employment	Hester, Joseph	N/A	Faculty Position Number: 0921 Instructor, ESL, Adult Education and ESL Division	N/A	$73,895/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
3	Full-time Employment	Thompson, Danielle	N/A	Faculty Position Number: 0883 Instructor, Dental Hygiene, Biological and Health Sciences Division	N/A	$63,599/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
4	Full-time Employment	Berkowitz, Eric	N/A	Faculty Position Number: 1744 Instructor, Computer Information Technology (Cybersecurity), Business and Social Sciences Division	N/A	$101,898/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021

FULL-TIME EMPLOYMENT – FACULTY HIRES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
5	Full-time Employment	Schael, Diane	N/A	Faculty Position Number: 0912 Instructor, Early Childhood/Elementary Education, Business and Social Sciences Division	N/A	$101,898/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
6	Full-time Employment	Leifheit, Cristen	N/A	Faculty Position Number: 0460 Instructor, Digital Media and Design, Communication Arts, Humanities, and Fine Arts Division	N/A	$72,874/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
7	Full-time Employment	Otto, Laura	N/A	Faculty Position Number: 1748 Instructor, English, Communication Arts, Humanities, and Fine Arts Division	N/A	$87,951/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
8	Full-time Employment	Lee, Yoonill	N/A	Position Number: 1752 Instructor, Electrical Engineering Technology, Engineering, Mathematics and Physical Sciences Division	N/A	$93,576/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021

FULL-TIME EMPLOYMENT – FACULTY HIRES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
9	Full-time Employment	Chapa, Michael	N/A	Faculty Position Number: 0540 Instructor, Heating and Air Conditioning Engineering Technology, Engineering, Mathematics and Physical Sciences Division	N/A	$68,061/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
10	Full-time Employment	LeFeber, Lindsey	N/A	Faculty Position Number: 0551 Librarian, Library	N/A	$62,323/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
11	Full-time Employment	O'Connell, Mary	N/A	Faculty Position Number: 1000 Librarian, Library	N/A	$63,599/ Exempt	8/17/2020	August 17, 2020 - May 15, 2021
It is recommended that the Board of Trustees approve the above faculty employment.								

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF ADMINISTRATIVE PERSONNEL

Per Policy 211, administrative employees are issued an employment contract. FY 2021 compensation and contracts for full-time administrative staff members have been made public with the public posting of the Board meeting agenda. Salaries include the approved across-the-board increase of 3.05%.

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
1	Ammon	Richard	Dean, Engineering, Math and Physical Sciences Division	June 30, 2021
2	Argoudelis	Patricia	Director, Auxiliary Services-Admin	June 30, 2021
3	Aykroid	Dave	Director, Technology Support	June 30, 2021
4	Berek	Jessica	Director of Curriculum and Planning, Educational Affairs	June 30, 2021
5	Bronner	Gwethalyn	Executive Director, James Lumber Center for the Performing Arts	June 30, 2021
6	Conley	Carlotta	Director, Children's Learning Centers	June 30, 2021
7	Crizer	James	Associate Dean, Communication Arts, Humanities and Fine Arts Division	June 30, 2021
8	Crowe	Thomas	Director, Disability Services	June 30, 2021
9	Cushing	Jacob	Director, Center for International Education	June 30, 2021
10	Cvitkovic	Viki	Dean, Southlake Campus and CLC Online	June 30, 2021
11	Davis	Katie	Director*, IL Green Economy Network-IGEN	June 30, 2021*
12	Esser	Krysty	Assistant Registrar, Registrar and Records	June 30, 2021
13	Fay	Sue	Executive Director, Human Resources	June 30, 2021
14	Fowles	Erin	Dean, Enrollment Services	June 30, 2021
15	Grace	Michelle	Director, Health Services	June 30, 2021
16	Gray	Stephanie	Associate Dean, Business and Social Sciences Division	June 30, 2021
17	Head	Lucreshia	Assistant Director, Financial Aid	June 30, 2021
18	Hittenmiller	Dave	Assistant Controller, Student Accounting	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF ADMINISTRATIVE PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
19	Johnson Jones	Sylvia	Executive Director, Career and Job Placement Center	June 30, 2021
20	Kallieris	Nick	Director, Resource Development and Legislative Affairs	June 30, 2021
21	Kilby	Sue	Director, Purchasing and Contracts	June 30, 2021
22	Kozak	Greg	Chief Information Officer, Information Technology	June 30, 2021
23	Kravitz	Connie	Controller, Finance Department	June 30, 2021
24	Kurtz	Eric	Executive Director, Workforce and Professional Development	June 30, 2021
25	Lara	Gabriel	Dean, Student Life	June 20, 2021**
26	Lewis	Christine	Director, Advising and Retention	June 30, 2021
27	Maller	Jennifer	Registrar, Registrar and Records	June 30, 2021
28	Martin	Roneida	Executive Director, Community Programming	June 30, 2021
29	Meyer	Jay	Director, Application Development	June 30, 2021
30	Mireles	Tammy	Assistant Director, Student Development	June 30, 2021
31	O'Connell	Anne	Director, Public Relations and Marketing	June 30, 2021
32	Peacy	Deanna	Assistant Director, Educational Affairs	June 30, 2021
33	Peterson	Kurt	Executive Director, College Foundation	June 30, 2021
34	Rial	Scott	Educational Technology Director, Educational Technology	June 30, 2021
35	Roldan-Johnson	Christian	Associate Dean, Engineering, Math and Physical Sciences Division	June 30, 2021
36	Ruiz	Jesus	Dean, Lakeshore Campus	June 30, 2021
37	Saini	Jeet	Dean, Biological and Health Sciences Division	June 30, 2021
38	Sanders-Funnye	Sharon	Director, Student Recruitment and Onboarding	June 30, 2021
39	Santos-George	Arlene	Dean, Adult Education and ESL	June 30, 2021
40	Sarna	Jason	Assistant Director, Student Outreach and On-Campus Experience	June 30, 2021
41	Senft	James	Director, Core Systems and Infrastructure	June 30, 2021

**Contract is not inclusive of 3.05% FY 2021 salary increase, as staff member was hired after March 31, 2020.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF ADMINISTRATIVE PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
42	Sosa	Byron	Director, Cybersecurity, Cybersecurity	June 30, 2021
43	Stomper	Jeffrey	Dean, Business and Social Sciences Division	June 30, 2021
44	Sweeney	Katie	Assistant Director, Human Resources	June 30, 2021
45	Tammes	Eric	Director, Academic Success	June 30, 2021
46	Tennin	Jorge	Director, Student Activities	June 30, 2021
47	Trush	Karen	Assistant Director, Community and Workforce Partnerships	June 30, 2021
48	Tumilty	Meredith	Director, Online Student Success, CLC Online	June 30, 2021
49	Unger	Bradley	Director of Athletics, Athletics and Physical Activity	June 30, 2021
50	Villanueva	Sandra	Director, Institutional Effectiveness, Planning and Research	June 30, 2021**
51	Vatistas	Vatistas	Director, Financial Aid	June 30, 2021**
52	Walcher	Sheldon	Dean, Communication Arts, Humanities and Fine Arts Division	June 30, 2021
53	Weatherspoon	David	Director, Student Services and Campus Operations, Student Services, Lakeshore Campus	June 30, 2021
54	Welch	Mike	Director, Facilities Administration	June 30, 2021
55	Woltmann	Tanya	Dean, Academic Success, Student Development	June 30, 2021

It is recommended that the Board of Trustees approve the above full-time administrative employment contracts for Fiscal Year 2021.

**Contract is not inclusive of 3.05% FY 2021 salary increase, as staff member was hired after March 31, 2020.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF PROFESSIONAL PERSONNEL

Per Policy 211, professional employees are issued an employment contract. FY 2021 compensation and contracts for full-time professional staff members have been made public with the public posting of the Board meeting agenda. Salaries include the approved across-the-board increase of 3.05%.

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
1	Aguinaga	Arellys	Staff Psychologist, Counseling and Psychological Services	June 30, 2021
2	Barbato	Allena	Title IX Coordinator, Student Life	June 30, 2021
3	Barrientos	Lamont	Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division	May 14, 2021^
4	Branson	Nick	Assistant Director, Student Success Strategy, President's Office	June 30, 2021
5	Collins	Crandall	Employee Relations Manager, Human Resources	June 30, 2021
6	Gillespie	Kim	Academic Operations Manager, Engineering, Math and Physical Sciences Division	June 30, 2021
7	Grampo	Kevin	Deputy Chief, Police Department	June 30, 2021
8	Hughes	Kristie	Budget and Risk Manager, Finance Department	June 30, 2021
9	Israel	Melodiy	Manager, Student Services, Southlake Campus	June 30, 2021
10	Kamp	Greg	Internal Audit and Compliance Manager, Finance Department	June 30, 2021
11	Lombardi	Megan	Accreditation and Assessment Manager, Institutional Effectiveness, Planning and Research	June 30, 2021
12	Mersch	Margaret	Compensation and Benefits Manager, Human Resources	June 30, 2021
13	Morales	Jesse	Operations and Compliance Manager, Adult Education Testing	June 30, 2021
14	Padilla-Gaytan	Cynthia	Manager*, TRiO-Student Support Services	August 30, 2020*
15	Rosiles	Elizabeth	Academic Operations Manager, Biological and Health Sciences Division	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.
^ Retirement date declared.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF PROFESSIONAL PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
16	Scatliffe-Wallace	Kathleen	Manager, Recruiting, Human Resources	June 30, 2021
17	Senase	Karen	Executive Assistant, President's Office	June 30, 2021
18	Stashkiw	Sarah	Manager, College Readiness and Dual Credit, Dual Credit/College Readiness	June 30, 2021
19	Ware	Liliana	Academic Operations Manager, Business and Social Sciences Administration	June 30, 2021
20	Wentzell	David	Manager, Environmental Health and Safety, Environmental Health and Safety	June 30, 2021

It is recommended that the Board of Trustees approve the above full-time professional employment contracts for Fiscal Year 2021.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

Per Policy 611, specialist employees are issued an employment contract. FY 2021 compensation and contracts for full-time specialist staff members have been made public with the public posting of the Board meeting agenda. Salaries include the approved across-the-board increase of 3.05%.

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
1	Aguilar	Lisa	Laboratory Coordinator, Massage Therapy	June 30, 2021
2	Aguilera	Sandra	Laboratory Specialist, Foreign Language	June 30, 2021
3	Alfano	John	Campus Services Supervisor, Campus Services	June 30, 2021
4	Asbury	Laura	Manager, Professional Development	June 30, 2021
5	Babik	Rich	Lead Software Developer, Application Development	June 30, 2021
6	Bankston	Sharon	Compliance Officer, Financial Aid	August 1, 2020^
7	Baraboo	Leslie	Marketing and Communications Analyst, James Lumber Center for the Performing Arts	June 30, 2021
8	Barrett	Michael	Lead System Engineer, Core Systems and Infrastructure	June 30, 2021
9	Barta	Ann	Business Analyst, Educational Affairs	June 30, 2021
10	Bataz	Frankie	Field of Interest Advisor, Advising and Retention	June 30, 2021
11	Bates	Ben	Laboratory Specialist, Art - Ceramics	June 30, 2021
12	Baylor-Johnson	Illaina	Enrichment Center Coordinator*, Adult Education/Literacy	June 30, 2021*
13	Becker	Jack	Software Developer, Application Development	June 30, 2021
14	Bell	Dona	Database Administrator, Application Development	June 30, 2021
15	Benning	Hannah	Student Records Coordinator, Registrar and Records	June 30, 2021
16	Bershadskaya	Sasha	Manager, Testing Center, Southlake Campus	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.
^Retirement effective date.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
17	Bienvenue	Mitch	Manager*, Small Business Development/International Trade Center	December 31, 2020*
18	Billimack	Barbara	Career Services Specialist, Career and Job Placement Center	June 30, 2021
19	Billing	Brian	Maintenance Supervisor, Maintenance	June 30, 2021
20	Blanchard	Bob	Accessibility Coordinator, Disability Services	June 30, 2021
21	Bochantin	Joe	Veteran Student Services Coordinator, Financial Aid	June 30, 2021
22	Boos	Jill	Nursing Labs Coordinator, Nursing	June 30, 2021
23	Bravi	Diana	Accountant, Finance Department	June 30, 2021
24	Briscoe	Dan	Sergeant, Police Department	June 30, 2021
25	Bultinck	Brandon	Senior IT Technician II, Technology Support	June 30, 2021
26	Burns	Tammy	Student Services Specialist, Women's Center	June 30, 2021
27	Carrillo	Armando	Laboratory Specialist, Chemistry	June 30, 2021
28	Chronowski	Patti	Enrollment Services Specialist*, Adult Education Testing	June 30, 2021*
29	Chung	Michael	Media Technology Specialist, Technology Support	June 30, 2021
30	Cisneros	Andres	Academic and Data Operations Supervisor*, Adult Education Operations	June 30, 2021*
31	Clancy-Kelly	Susan	Talent Development Coordinator, Human Resources	June 30, 2021
32	Collins	Courtney	Business Analyst, Enrollment Services	June 30, 2021
33	Cordova Arteaga	Jennifer	Student Success Coordinator*, Adult Education	June 30, 2021*
34	Corpolongo	Nick	Volunteer Coordinator*, Judicial Services	June 30, 2021*
35	Cotton Wilson	JoHaan	Lakeshore Campus Academic Coach and Special Projects Coordinator, Lakeshore Campus	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
36	Cullum	Tony	IT Technician, Tier III, Technology Support	June 30, 2021
37	Cummings	Heath	Student-Athlete Academic Success and Compliance Coordinator/Head Coach, Athletics and Physical Activity	June 30, 2021
38	Daniels	Lisa	Senior Program Coordinator*, Judicial Services	October 31, 2020*^
39	Davis	Kristen	Annual Giving and Alumni Relations Manager, College Foundation	June 30, 2021
40	Davis	Angelina	Student Records Specialist, Registrar and Records	June 30, 2021
41	De La Rosa	Jennifer	Financial Aid Specialist, Financial Aid	June 30, 2021
42	De Leon	Hector	Manager, Help Desk, Technology Support	June 30, 2021
43	De Los Santos	Ivan	Senior IT Technician II, Technology Support	June 30, 2021
44	DeLaney	Kim	IT Project Coordinator, Information Technology	June 30, 2021
45	DeRose	Matt	Program Coordinator, Horticulture	June 30, 2021
46	Diaz	Jeison	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
47	Diehl	Steve	Senior IT Technician II, Technology Support	June 30, 2021
48	Dikelsky	Carol	Special Projects Coordinator, Strategy, Planning and Support	June 30, 2021
49	Dipersio	Patrick	Senior Software Developer, Application Development	June 30, 2021
50	Dowmon	Dina	Lead Teacher II, Children's Learning Centers	June 30, 2021
51	Dzike	Leslie	Business Analyst, Institutional Effectiveness, Planning and Research	June 30, 2021
52	Echevarria	Ryan	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
53	Eder	Melicia	College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
54	Eiden	Jeremy	Technical Coordinator, James Lumber Center for the Performing Arts	June 30, 2021
55	Ekornaas	Nels	Lead Network Engineer, Core Systems and Infrastructure	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.
^Retirement effective date.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
56	Fernando	Gihan	Senior IT Technician II, Technology Support	June 30, 2021
57	Fornander	Eric	Facility Manager, Custodial, Lakeshore Campus	June 30, 2021
58	Fowler	Allison	Marketing Manager, Public Relations and Marketing	June 30, 2021
59	Galazkiewicz	Maureen	Operations and Events Coordinator/Head Coach, Athletics Administration	June 30, 2021
60	Gardner	Christina	Multicultural Retention Coordinator, Multicultural Student Center	June 30, 2021
61	Garroutte	Brian	Financial Aid Associate, Financial Aid	June 30, 2021
62	Giertych	Janet	Financial Aid Specialist, Financial Aid	June 30, 2021
63	Gonzalez	Jorge	Enrollment Services Specialist*, Adult Education Testing	June 30, 2021*
64	Gonzalez	Denize	Manager, Counseling, Advising and Transfer Center	June 30, 2021
65	Gonzalez-Frer	Terese	Scheduling Coordinator, Central Scheduling	June 30, 2021
66	Gorski	Anita	Senior Educational Technology and Instructional Design Specialist, Educational Technology	June 30, 2021
67	Grant	Bryan	Financial Aid Specialist, Financial Aid	June 30, 2021
68	Gray	Colleen	International Student Recruiter, Center for International Education	June 30, 2021
69	Grob	David	Lead Database Administrator, Application Development	June 30, 2021
70	Grubb	Nathan	Scholarship Coordinator, Financial Aid	June 30, 2021
71	Gruen	Andy	Manager, Welcome and One Stop Center	June 30, 2021
72	Guzman	Norma	College and Career Navigator, Student Recruiment and Onboarding	June 30, 2021
73	Guzman	Marisol	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
74	Guzman	Jerry	Laboratory Specialist, HCM*, Hospitality and Culinary Management	June 30, 2021*

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
75	Guzman-Riley	Alicia	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
76	Hansen	Lori	Library Services Coordinator, Library	June 30, 2021
77	Harlan	Darryl	Sergeant, Police Department	June 30, 2021
78	Harnish	Denise	Senior Visual Communications Manager, Public Relations and Marketing	December 31, 2020^
79	Henning	Chris	Laboratory Specialist, Biology	June 30, 2021
80	Hobson	Lindsey	International Student Advisor, Center for International Education	June 30, 2021
81	Hollenbeck	Lisa	Academic Advising Coordinator, Advising and New Student Programs	June 30, 2021
82	Honaker	Taylor	Project Coordinator, Workforce and Professional Development	June 30, 2021
83	Hudgins	Michael	IT Technician, Tier III, Technology Support	June 30, 2021
84	Hunter	Kara	Program Coordinator, Professional Development	June 30, 2021
85	Husemoller	David	Sustainability Manager, Facilities Administration	June 30, 2021
86	Hussissian	Leon	Media Technology Specialist, Technology Support	June 30, 2021
87	Jacobs	Joann	Manager, Testing Center	June 30, 2021
88	Jaeger	Roger	Laboratory Specialist, Heating and Air Conditioning Engineering Technology	June 30, 2021
89	Jahn	Lora	Campus Operations Coordinator, Southlake Campus	June 30, 2021
90	Jocson	Joseph	Compensation and Benefits Specialist, Human Resources	June 30, 2021
91	Johnson	Steven	Grounds Supervisor, Grounds	June 30, 2021
92	Johnson	Tammie	Senior Program Coordinator, Personal Enrichment	June 30, 2021
93	Jordan II	Leo	Laboratory Specialist, Hospitality and Culinary Management	June 30, 2021

^Retirement effective date.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
94	Kahmann	Glenn	Manager, Library	June 30, 2021
95	Kairamkonda	Isha	Lead Software Developer, Application Development	June 30, 2021
96	Katz	Judie	Marketing and Communications Coordinator, James Lumber Center for the Performing Arts	June 30, 2021
97	Kellogg	Charles	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
98	Kim	Kevin	International Trade Specialist*, Small Business Development/International Trade Center	December 31, 2020*
99	Klein	Carol	Manager, Desktop Services, Technology Support	June 30, 2021
100	Klier	Annette	Math Center Specialist, Tutoring Center, Grayslake Campus	June 30, 2021
101	Klippert	Christine	Manager, Bookstore	June 30, 2021
102	Klosinski	Jen	Financial Aid Specialist, Financial Aid	June 30, 2021
103	Kozeniewski	Nancy	Senior Program Coordinator, Financial Aid	June 30, 2021
104	Landmann	Kim	Business Analyst, Human Resources	June 30, 2021
105	Lawson	John	Sergeant, Police Department	June 30, 2021
106	Lazarus	Elaine	Senior Graphic Designer, Public Relations and Marketing	June 30, 2021
107	Leconte	Nicole	Career Services Specialist, Career and Job Placement Center	June 30, 2021
108	Loftus	Levia	Instructional Support Manager*, Adult Education	June 30, 2021*
109	Lopez	Kimberly	Student Records Specialist, Registrar and Records	June 30, 2021
110	Lorenzo	Matt	Healthcare Program Manager, Biological and Health Sciences Division	June 30, 2021
111	Lowry	Carmen	Senior User Experience Developer, Application Development	June 30, 2021
112	Maghirang	Richard	Research Analyst, Institutional Effectiveness, Planning and Research	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
113	Mainza	Jose	IT Technician, Tier III, Technology Support	June 30, 2021
114	Mariscal	Gema	Financial Aid Coach, Financial Aid	June 30, 2021
115	Mata	Yesenia	Student Success Coordinator*, Adult Education	June 30, 2021*
116	Mathai	Shirley	Benefits and Leave Coordinator, Human Resources	June 30, 2021
117	Mather	Kasey	Business Analyst, Registrar and Records	June 30, 2021
118	McGaughey	Kevin	IT Support Coordinator, Technology Support	June 30, 2021
119	McNabb	Hollie	Business Analyst, Facilities Administration	June 30, 2021
120	Melnik	Galina	Senior Software Developer, Application Development	June 30, 2021
121	Miller	Austin	Lead Network Engineer, Core Systems and Infrastructure	June 30, 2021
122	Mireles	Miguel	Career Programs Coordinator, Engineering, Math and Physical Sciences Division	June 30, 2021
123	Moeller	Eric	Outreach and On-Campus Experience Coordinator, Outreach and Onboarding Experience	June 30, 2021
124	Morgan	Launa	Advancement Services Coordinator, College Foundation	June 30, 2021
125	Munda	Cindy	Supervisor Physical Education Center, Athletics Administration	June 30, 2021
126	Najarro	Sylvia	Business Analyst, Finance Department	June 30, 2021
127	Nassiri	Sam	Lead System Engineer, Core Systems and Infrastructure	June 30, 2021
128	Nemcek	Lindsey	Public Relations Manager, Public Relations and Marketing	June 30, 2021
129	Nieto	Carmen	Outreach and Recruitment Coordinator*, Community Education	June 30, 2021*
130	Noon	Rob	Senior IT Technician II, Technology Support	June 30, 2021
131	Nye	Gabe	Recruitment Specialist, Lakeshore Campus	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
132	Nyquist	Sarah	College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
133	O'Dell	Laura	Curriculum Coordinator, Educational Affairs	June 30, 2021
134	Oliveri	Bridget	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
135	Ortego	Dan	Apprenticeship Manager, Career and Job Placement Center	June 30, 2021
136	Ostrander	Michalina	Accessibility Coordinator, Disability Services	June 30, 2021
137	Padilla	Klaudya	College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
138	Padilla Cruz	Carlos	Student Services Specialist*, TRiO-Student Support Services	August 30, 2020*
139	Papp	James	Laboratory Specialist, Physics	June 30, 2021
140	Parpan	Anne	Lead Application Security Analyst, Application Development	June 30, 2021
141	Parra	Karen	Accessibility Coordinator, Disability Services	June 30, 2021
142	Pasternak	Liya	Financial Aid Specialist, Financial Aid	June 30, 2021
143	Patlan	Edgar	Testing Specialist, Testing Center, Lakeshore Campus	June 30, 2021
144	Patterson	Denise	Student Records Specialist, Registrar and Records	June 30, 2021
145	Pearson	Russell	Senior Educational Technology and Instructional Design Specialist, Educational Technology	June 30, 2021
146	Pecoraro	Rose	Events Coordinator, Central Scheduling	June 30, 2021
147	Perez	Edith	Digital Content Coordinator, Public Relations and Marketing	June 30, 2021
148	Pfligler	Eric	Manager, Talent Development Services	June 30, 2021
149	Phelps	Beverly	Multicultural Coordinator, Multicultural Student Center	June 30, 2021
150	Pizano	Sandra	Field of Interest Advisor, Advising and Retention	June 30, 2021
151	Pizano	Ana Karen	Research Analyst, Institutional Effectiveness, Planning and Research	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
152	Polich	Diane	Visual Communications Specialist, Public Relations and Marketing	June 30, 2021
153	Pough	Chelsea	Lead Teacher, Children's Learning Centers	June 30, 2021
154	Poulos	Margene	IT Finance Coordinator, Information Technology	June 30, 2021
155	Price	Adriane	Manager, Testing Center, Lakeshore Campus	June 30, 2021
156	Quist	Alissa	Custodial Supervisor, Custodial	June 30, 2021
157	Rancharan	Eileen	College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
158	Robb	Katy	Therapist, Counseling and Psychological Services	June 30, 2021
159	Rodriguez	Salvador	Field of Interest Advisor, Advising and Retention	June 30, 2021
160	Rodriguez	Anna	Student Services Specialist*, Educational Talent Search Grants	June 30, 2021*
161	Rodriguez	Carolina	College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
162	Ros	Susan	Dual Credit/College Readiness Program Coordinator, Dual Credit/College Readiness	June 30, 2021
163	Rosiles	Fabiola	Student Services Specialist II*, Educational Talent Search Grants	June 30, 2021*
164	Ruiz	Laura	Field of Interest Advisor, Advising and Retention	June 30, 2021
165	Ruiz-Velasco	Rodolfo	Multicultural Student Access and Success Coordinator, Multicultural Student Center	June 30, 2021
166	Rychlinski	Ryan	Manager, Media Services, Technology Support	June 30, 2021
167	Sabatino	Jennifer	Library Services Coordinator, Library	June 30, 2021
168	Salvadorini	Jan	Laboratory Coordinator, Dental Hygiene	June 30, 2021
169	Schlater II	John	Media Technology Specialist, Technology Support	June 30, 2021
170	Schoen	Becky	Business Analyst, Financial Aid	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
171	Schreiber	Marie	Coordinator, Children's Learning Centers, Lakeshore Campus	June 30, 2021
172	Schwab	Sandy	Senior Program Coordinator, Professional Development	June 30, 2021
173	Scocchera	Brian	Technical Production Assistant, James Lumber Center for the Performing Arts	June 30, 2021
174	Scott	Kimberley	Lead Teacher, Children's Learning Centers	May 31, 2021^
175	Scott	Emilia	Library Services Coordinator, Library	June 30, 2021
176	Sheade	Marla	Student Services Coordinator, Tutoring Center, Grayslake Campus	June 30, 2021
177	Simpson	Irma	Purchasing Agent, Purchasing and Contracts	June 30, 2021
178	Smith	Gina	Workforce Manager, Career and Job Placement Center	June 30, 2021
179	Smith	Kim	Marketing Analyst, Public Relations and Marketing	June 30, 2021
180	Smith	Cecil	Senior IT Technician II, Technology Support	June 30, 2021
181	Snowden	Magan	Student Services Specialist*, Educational Talent Search Grants	June 30, 2021*
182	Sostre	Maria	Dual Credit/College Readiness Program Coordinator, Dual Credit/College Readiness	June 30, 2021
183	Sturm	Sue	Lead Teacher II, Children's Learning Centers, Lakeshore Campus	June 30, 2021
184	Sullivan	Cindy	Transfer Information Coordinator, Community and Workforce Partnerships	June 30, 2021
185	Swan	John	HVAC Engineer Supervisor, H.V.A.C.	June 30, 2021
186	Sweeney	Joe	Major Gift Officer, College Foundation	June 30, 2021
187	Thomas	Warren	Student Success Coordinator*, Community Education	June 30, 2021*
188	Thompson	Jana	Dual Credit/College Readiness Program Coordinator*, Dual Credit/College Readiness	June 30, 2021*

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.
^Retirement effective date.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
189	Thompson	Marcy	Grant Writer, Resource Development and Legislative Affairs	June 30, 2021
190	Titus	Michael	Senior IT Technician II, Technology Support	June 30, 2021
191	Tumminello	Kara	Field of Interest Advisor, Advising and Retention	June 30, 2021
192	Umbricht	Christopher	IT Support Coordinator, Technology Support	June 30, 2021
193	Vagnoni	Kim	Accountant, Resource Development and Legislative Affairs	June 30, 2021
194	Vakhovsky	Oleg	Lead Software Developer, Application Development	June 30, 2021
195	Vazquez	Salvador	Laboratory Specialist, Automotive Technology	June 30, 2021
196	Voss	Kimberly	Student Services Coordinator, Tutoring Center, Grayslake Campus	June 30, 2021
197	Walker	Ericka	Marketing and Customer Service Specialist, Community and Workforce Partnerships	June 30, 2021
198	Walters	Carol	Payroll Manager, Finance Department	June 30, 2021
199	Ward	Ashley	Lead College and Career Navigator, Student Recruitment and Onboarding	June 30, 2021
200	Weaver	Melissa	Research Analyst, Institutional Effectiveness, Planning and Research	June 30, 2021
201	Weber	Jessica	Social Media Coordinator, Public Relations and Marketing	June 30, 2021
202	Webster	Bret	Manager*, Judicial Services	June 30, 2021*
203	Weiss	Jeff	Scene Shop Supervisor, Theatre	June 30, 2021
204	Wiegold	Jordan	Professional Academic Advisor, Advising and New Student Programs	June 30, 2021
205	Winn	Rhonda	Research Coordinator, Institutional Effectiveness, Planning and Research	September 13, 2020^
206	Woodruff	Susan	Lead Software Developer, Application Development	June 30, 2021
207	Wozniakowski	Przemek	Cybersecurity Engineer, Cybersecurity	June 30, 2021

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.
^Retirement effective date.

FULL-TIME EMPLOYMENT – FY 2021 EMPLOYMENT CONTRACTS OF SPECIALIST PERSONNEL

	Last Name	First Name	Position Title, Department	Proposed Contract End Date
208	Zavala	Maria	Data Reporting Specialist*, Adult Education/Literacy	June 30, 2021*
209	Zhang	Mingming	Senior Software Developer, Application Development	June 30, 2021
210	Zillmer	Sue	Human Resources Generalist, Human Resources	June 30, 2021

It is recommended that the Board of Trustees approve the above full-time specialist employment contracts for Fiscal Year 2021.

*Grant/externally funded position. Reappointment contingent upon renewal of funding source.

FULL-TIME EMPLOYMENT – CONTRACT
VICE PRESIDENT, BUSINESS SERVICES AND FINANCE/
CHIEF FINANCIAL OFFICER

It is recommended that the Board of Trustees approve the contract and compensation for Kenneth Gotsch, Vice President, Business Services and Finance/Chief Financial Officer. The contract is to be effective July 1, 2020-June 30, 2022. A copy of this proposed contract has been posted pursuant to the Illinois Public Community College Act and may be found at *http://dept.clcillinois.edu/pre/contracts/ContractsJune2020.pdf.* The contract establishes a contract through June 30, 2022, and includes provisions regarding no automatic rollover and separation. Other provisions include: use of a College-issued cellular phone and an additional College-paid consideration for SURS.

FULL-TIME EMPLOYMENT – CONTRACT
VICE PRESIDENT OF STUDENT DEVELOPMENT

It is recommended that the Board of Trustees approve the contract and compensation for Karen Hlavin, Vice President of Student Development. The contract is to be effective July 1, 2020-June 30, 2022. A copy of this proposed contract has been posted pursuant to the Illinois Public Community College Act and may be found at *http://dept.clcillinois.edu/pre/contracts/ContractsJune2020.pdf*. The contract establishes a contract through June 30, 2022, and includes provisions regarding no automatic rollover and separation. Other provisions include: use of a College-issued cellular phone and an additional College-paid consideration for SURS.

FULL-TIME EMPLOYMENT – INTERIM ADMINISTRATIVE ASSIGNMENT

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Interim Administrative Assignment	Grampo, Kevin	Professional Position Number: 1320 Deputy Chief, Police Department	Administrator Interim Chief of Police, Police Department	N/A	Monthly Stipend $505.12	July 2, 2020	N/A
It is recommended that the Board of Trustees approve the above interim administrative assignment until the position is filled.								

**Monthly stipend will vary by the number of days in a month.

PROMOTIONS AND TRANSFERS

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

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Promotion	Saini, Jeet	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	Administrator Position Number: 0008 Dean, Biological and Health Sciences Division	D61 $99,406/ Annual Exempt	D74/ $120,000/** Annual Exempt	7/1/2020	7/1/2020-6/30/2021
2	Promotion	Grob, David	Specialist Position Number: 0227 Database Administrator, Application Development	Specialist Position Number: 0227 Lead Database Administrator, Application Development	C43 $71,070/ Annual Exempt	C44 $77,575/** Annual Exempt	7/1/2020	7/1/2020-6/30/2021
3	Promotion	Smith, Gina	Specialist Position Number: 1052 Business and Industry Coordinator, Career and Job Placement Center	Specialist Position Number: 1052 Workforce Manager, Career and Job Placement Center	B32 $48,913/ Annual Exempt	C41 $55,150** Annual Exempt	7/1/2020	7/1/2020-6/30/2021
4	Promotion	Iqbal, Yasmeen	Classified Position Number: 1328 Workforce Associate, Career and Job Placement Center	Classified Position Number: 1328 Office Manager, Career and Job Placement Center	B22 $18.08/ Hour Nonexempt	B24 $20.31/** Hour Nonexempt	7/1/2020	N/A

**Salary includes FY 2021 Salary increase of 3.05%.

PROMOTIONS AND TRANSFERS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
5	Promotion	McGormley, Karen	Classified Position Number: 1013 Part-time Office Assistant, WPDI-Operations	Classified Position Number: 1013 Part-time Office Assistant, WPDI-Operations	A11 $11.85/ Hour Nonexempt	B21 $15.17/** Hour Nonexempt	7/1/2020	N/A
6	Promotion	Schreiber, Liz	Classified Position Number: 1165 General Merchandise Buyer, Bookstore	Classified Position Number: 1165 Lead Retail Associate and Buyer, Bookstore	B21 $16.95/ Hour Nonexempt	B23 $19.16/** Hour Nonexempt	7/1/2020	N/A
7	Promotion	Shaikh, Mehr	Classified Position Number: 0259 Testing Assistant, Testing Center	Classified Position Number: 0259 Senior Testing Assistant, Testing Center	A13 $16.58/ Hour Nonexempt	B21 $17.70/** Hour Nonexempt	7/1/2020	N/A
It is recommended that the Board of Trustees approve the above actions.								

**Salary includes FY2021 Salary increase of 3.05%.