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.

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

STRATEGIC PILLARS
Access and Success for Students
Equity and Inclusion
Teaching and Learning Excellence
Community and Workforce Partnerships
Collaborative Culture
Strategic Use of Resources
The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a regular meeting on Tuesday, September 28, 2021, at 6:00 PM, in Room A011, 19351 W. Washington St., Grayslake, Illinois. This meeting will be in-person. For purposes of convenience or for those who do not wish to attend the meeting in-person, the College will live stream the meeting via You Tube at: [https://youtu.be/ZE4iqM7nx0w](https://youtu.be/ZE4iqM7nx0w)

Members of the public will be offered an opportunity to address the Board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](https://www.clcillinois.edu/policies), sets forth the College’s guidelines for public comment.

- **Members of the public who wish to address the Board in-person** must provide their name via email to **president@clcillinois.edu** by 2:00 PM on the date of the meeting. Individuals will be called to the podium when it is their time to address the Board. This is being done to allow for an orderly public comment session and to adhere to physical distancing guidelines related to COVID-19.

- **Alternatively, members of the public may submit a written public comment via email to** **president@clcillinois.edu** by 2:00 PM on the date of the meeting. Email submissions will be announced during the Board meeting and shared with all trustees.

All individuals attending the Board meeting in person must follow the COVID-19 protocols established by the College at the time and date of the meeting. **Note that face coverings are currently required when indoors at the College, regardless of vaccination status.** If you do not wish to wear a face covering, you can access the meeting via the You Tube livestream link above.

Individuals entering any College building or facility are representing to the College that they are not experiencing any COVID-19 symptoms and that they are not under a quarantine protocol related to COVID-19.
AGENDA

01. Board Convenes the Regular Meeting
   1.1 Call to Order and Roll Call
   1.2 Board Chair Comments
   1.3 Approval of Agenda
   *1.4 Public Hearing on Concerning the Intent of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, to Sell Not To Exceed $50,000,000 General Obligation Bonds (Alternate Revenue Source) and Not To Exceed $10,500,000 Funding Bonds on September 28, 2021 (pp. 1-3)

02. Approval of Minutes
   *2.1 Regular Meeting of August 24, 2021
   2.2 Closed Meeting of August 24, 2021

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

04. Chair’s Report
   4.1 Student Trustee Report

05. President’s Report
   5.1 FY 2021 Year-End Fiscal Accountability and Investment Reports
   5.2 FY 2021 Audit Report

06. Approval of Board Policies and Objectives
   *6.1 Policy 918 – Maintenance, Inspection and Dissemination of Personnel Records – Revised – Second Reading (pp. 5-6)
   *6.2 Policy 940 – Internal Recruitment and Promotion – Revised – Second Reading (pp. 7-9)
   *6.3 Policy 946 – Workplace Violence – Revised – Second Reading; and Policy 404 – Possession of Firearms on Campus – Eliminated; Second Reading (pp. 10-14)

07. Approval of Financials
   *7.1 Resolution Approving Reimbursement of Travel, Meal & Lodging Expenses (p. 15)
   *7.2 Resolution Approving and Ratifying Bills, and Authorizing Budget Transfers (pp. 16-17)
   *7.3 Authorization to File and Publish Fiscal Year 2021 Audit (pp. 18-19)

08. Approval of Purchasing
   *8.1 Biddable Items
      • Products
         o FY 2022 Dental Hygiene Supplies (Benco Dental) (p. 21)
      • Services
         o Lakeshore Campus Abatement Services (Ratification) (Universal Asbestos Removal, Inc.) (p. 22)
Agenda for Regular Meeting of September 28, 2021

*8.2 Non-Biddable Items
  • Products
  • Services
    o Audit Services (Ratification) (RSM US, LLP) (p. 23)
    o Project Manager Services (Ratification) (Cotter Consulting, Inc.) (p. 24)
    o Electronic Lock Repairs and Installation (Esscoe, LLC) (p. 25)
    o Hotspots and Broadband Internet Services (T-Mobile USA, Inc.) (p. 26)
    o Psychological Services Provider (Community Youth Network, Inc.) (p. 27)

*8.3 Disposal (pp. 28-30)

09. Approval of Contracts and Grants
  *9.1 Acceptance of the Governor’s Emergency Education Relief Fund II Appropriation (p. 31)
  *9.2 Acceptance of the United States Department of Education’s Childcare Access Means Parents in School (CCAMPIS) Grant (p. 32)
  *9.3 Acceptance of the Illinois Community College Board’s Adult Education and Family Literacy Grant (p. 33)
  *9.4 Resolution Authorizing Sale of a Portion of the Property Located at 7735 Grand Avenue, Gurnee, Illinois (p. 34-36)

10. Approval of Programs

11. Approval of Human Resources Recommendations
  *11.1 Resignations and Retirements (pp. 37-38)
  *11.2 Personnel and Position Changes (p. 39)
  *11.3 Full-Time Employment
    • Vacant Position (p. 40)
    • Probationary Period Completed (pp. 41-43)
    • Employment Status of Faculty for 2021-2022 Academic Year (p. 44)
    • Administrative Hire (p. 45)
    • Contract – Vice President of Business Services and Finance/Chief Financial Officer (p. 46)

  Note: Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsSeptember2021.pdf or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.

  *11.4 Promotions and Transfers (p. 47)
  11.5 Staff Benefits
  11.6 Other

12. Closed Meeting

13. Other Matters for Information, Discussion, or Action

14. Adjournment
Agenda for Regular Meeting of September 28, 2021

* Report Enclosed
NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 532, COUNTY OF LAKE AND STATE OF ILLINOIS TO SELL NOT TO EXCEED $50,000,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) AND NOT TO EXCEED $10,500,000 FUNDING BONDS

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 532, County of Lake and State of Illinois (the “District”), will hold a public hearing on the 28th day of September, 2021, at 6:00 o’clock P.M. The hearing will be held in Room A011, Grayslake Campus, 19351 West Washington Street, Grayslake, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District (a) in an amount not to exceed $50,000,000 for the purposes of (i) improving the sites of, building and equipping additions to, and altering, repairing and equipping buildings and facilities of the District, including but not limited to building-out the Advanced Technology Center and constructing an outdoor sports complex, and (ii) refunding an outstanding obligation of the District and (b) in an amount not to exceed $10,500,000 for the purpose of paying a claim against the District.

By order of the Chairperson of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois.

DATED the 24th day of August, 2021.

Torrie Mark Newsome
Secretary, Board of Trustees,
Community College District No. 532,
County of Lake and State of Illinois
AGENDA ITEM 1.4 NEW BUSINESS

1.4 PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 532, COUNTY OF LAKE AND STATE OF ILLINOIS, TO SELL NOT TO EXCEED $50,000,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) AND NOT TO EXCEED $10,500,000 FUNDING BONDS ON SEPTEMBER 28, 2021

The public hearing is to receive public comments on the intent to sell not to exceed $50,000,000 General Obligation Bonds (Alternate Revenue Source) and not to exceed $10,500,000 Funding Bonds as included as part of the regular Board meeting scheduled for 6:00 p.m. on September 28, 2021. All persons desiring to be heard will have an opportunity to present written or oral testimony. The format for the hearing is as follows:

1. Chair calls the hearing to order.
2. Chair explains the reasons for the proposed Alternate Bond issue.
3. Chair asks if there are any comments from the Trustees concerning the issuance of Alternate Bonds.
4. Chair accepts written testimony that is read into the record concerning the proposed issuance of Alternate Bonds or notes that no written testimony has been received.
5. Chair opens the hearing for public comments concerning the proposed issuance of the Alternate Bonds.
6. Chair explains the reasons for the proposed Funding Bond issue.
7. Chair asks if there are any comments from the Trustees concerning the issuance of Funding Bonds.
8. Chair accepts written testimony that is read into the record concerning the proposed issuance of Funding Bonds or notes that no written testimony has been received.
9. Chair opens the hearing for public comments concerning the proposed issuance of the Funding Bonds.
10. All persons are given an opportunity to present oral and written testimony with respect to the proposed issuance of the Alternate Bonds and the Funding Bonds. At the conclusion of questions and discussions on the proposed Alternate Bonds and Funding Bonds, the Chair declares the public hearing closed.

As published August 30, 2021 in the Daily Herald and Lake County News Sun newspapers.
NOTICE OF INTENT TO ISSUE BONDS AND RIGHT TO FILE PETITION

Notice is hereby given that pursuant to a resolution (the “Resolution”) adopted by the Board of Trustees (the “Board”) of Community College District No. 532, County of Lake and State of Illinois (the “District”), on the 20th day of August, 2021, the District intends to issue General Obligation Bonds (Alternate Revenue Source) (the “Bonds”) in an aggregate principal amount not to exceed $50,000,000 for the purposes of (a) improving the sites of, building and equipping additions to, and altering, repairing and equipping buildings and facilities of the District, including but not limited to building out the Advanced Technology Center and constructing an outdoor sports complex, and (b) refunding an outstanding obligation of the District. The revenue source that will be pledged to the payment of the principal of and interest on the Bonds will be student capital assessment fees, taxes, grants, state aid, interest earnings and other revenues received by the District and available to be expended for the improvement, maintenance, repair and benefit of community college and administrative buildings and property. If such revenue source is insufficient to pay the Bonds, ad valorem property taxes levied upon all taxable property in the District will be increased until such time as the principal of and interest on the Bonds are paid. A complete copy of the Resolution follows this notice.

Notice is hereby further given that if a petition signed by 35,146 or more voters of the District, said number of voters being equal to the greater of (i) 7.5% of the registered voters of the District or (ii) 200 of those registered voters or 1% of the registered voters whichever is less, is filed with the Secretary of the Board (the “Secretary”) within thirty (30) days after the date of publication of the Resolution and this notice, an election on the proposition to issue the Bonds will be held on the 28th day of August, 2022. The Circuit Court, or a successor thereto, may declare that an emergency referendum should be held pursuant to the provisions of Section 24A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed with the Secretary within said thirty (30) days, the District shall thereafter be authorized to issue the Bonds for the purposes hereinabove provided.

By Order of the Board of Trustees of the District.

Dated this 24th day of August, 2021.

Terrie Mark Newsome, Secretary, Board of Trustees, Community College District No. 532, County of Lake and State of Illinois

RESOLUTION AUTHORIZING THE ISSUE OF NOT TO EXCEED $50,000,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) OF COMMUNITY COLLEGE DISTRICT NO. 532, COUNTY OF LAKE AND STATE OF ILLINOIS, AS AMENDED, FOR THE PURPOSES OF (A) IMPROVING THE SITES OF, BUILDING AND EQUIPPING ADDITIONS TO, AND ALTERING, REPAIRING AND EQUIPPING BUILDINGS AND FACILITIES OF SAID COMMUNITY COLLEGE DISTRICT, INCLUDING BUT NOT LIMITED TO BUILDING OUT THE ADVANCED TECHNOLOGY CENTER AND CONSTRUCTING AN OUTDOOR SPORTS COMPLEX, AND (B) REFUNDING AN OUTSTANDING OBLIGATION OF SAID COMMUNITY COLLEGE DISTRICT.

WHEREAS, Community College District No. 532, County of Lake and State of Illinois (the “District”) is organized and existing, Community College District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community Collage Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended (the “Act”), and

WHEREAS, the Board of Trustees of the District (the “Board”) has determined that it is advisable, necessary and in the best interests of the District to improve the sites of, build and equip additions to, and alter, repair and equip buildings and facilities of the District, including but not limited to building out the Advanced Technology Center and constructing an outdoor sports complex (the “Project”), all in accordance with the preliminary plans and estimates of costs hereinafter approved by the Board and now on file in the office of the Secretary of the Board; and

WHEREAS, the Board has previously authorized and there remains outstanding a Taxable Debt Certificate, Series 2020, dated November 30, 2020, of the District (the “Outstanding Obligation”); and

WHEREAS, the Board has determined that it is advisable, necessary and in the best interests of the District to refund all or a portion of the Outstanding Obligation (the “Refunding”) in order to restructure the debt burden of the District and to realize interest cost savings; and

WHEREAS, the estimated costs of the Project and the Refunding, including engineering, legal, financial, bond discount, capitalized interest, printing and publication costs and other expenses, will not exceed $50,000,000, and there are insufficient funds on hand and available to pay such costs; and

WHEREAS, such costs of the Project and the Refunding are expected to be paid for from the proceeds of alternate bonds authorized to be issued pursuant to the Act; and

WHEREAS, it is necessary and for the best interests of the District to proceed with the Project and the Refunding and in order to raise the funds required to pay the costs thereof it will be necessary for the District to borrow an amount not to exceed $50,000,000 and in evidence thereof to issue alternate bonds in an aggregate principal amount not to exceed $50,000,000, all in accordance with the Act; and

WHEREAS, the revenue source that will be pledged to the payment of the principal of and interest on said alternate bonds will be student capital assessment fees, taxes, grants, state aid, interest earnings and other revenues received by the District and available to be expended for the improvement, maintenance, repair and benefit of community college and administrative buildings and property; and

WHEREAS, if such revenue source is insufficient to pay such alternate bonds, ad valorem property taxes levied upon all taxable property in the District will be increased until such time as the principal of and interest on such alternate bonds are paid.

NOW, THEREFORE, be it enacted by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, as follows:

Section 1. Incorporation of Provisions. The Board hereby finds that all of the recitals contained in the premises to this Resolution are true, correct and accurate, and incorporates them into this Resolution by this reference.

Agenda Item 1.4
September 28, 2021
AGENDA ITEM 1.4 NEW BUSINESS (Continued)

Section 2. Determination to Issue Bonds. It is necessary and advisable for the District to proceed with the Project and the Refunding in accordance with the preliminary plans and estimate of costs as described, and that for such purpose general obligation alternate bonds of the District are hereby authorized to be issued and sold from time to time in an aggregate principal amount not to exceed $50,000,000, known as "General Obligation Bonds (Alternate Revenue Source)" of the District and bearing such additional description(s) and series designation(s) as may be appropriate (the "Bonds").

Section 3. Publication. This Resolution, together with a notice in the statutory form, shall be published in the Daily Herald and the News-Sun, the same being newspapers of general circulation in the District. If no petition, signed by 35,146 electors, the same being equal to the greater of (i) 7.5% of the registered voters in the District or (ii) 200 of those registered voters or 15% of those registered, whichever is less, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the date of publication of this Resolution and said notice, then the Bonds shall be authorized to be issued.

Section 4. Additional Resolutions. If no petition meeting the requirements of applicable law is filed during the period hereinafter referred to, then the Board may adopt additional resolutions or proceedings supplementing this or amending this Resolution providing for the issuance and sale of the Bonds and prescribing all the details, but not the maximum amount, of the Bonds as set forth in this Resolution is not exceeded and there is no material change in the Project or the Refunding described here. Such additional resolutions or proceedings shall in all instances become effective immediately without publication or posting or any further act, as herein required. This Resolution, together with such additional resolutions or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Severability. If any section, paragraph, clause or provision of the Resolution shall be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other resolutions of this Resolution.

Section 6. Repealer. All resolutions or orders, or parts thereof, in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. Adopted August 24, 2021.

/\ Amanda Howland
Chairperson, Board of Trustees

/\ Torrie Mark Newsome
Secretary, Board of Trustees

AGENDA ITEM 1.4
September 28, 2021

NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 532, COUNTY OF LAKE AND STATE OF ILLINOIS TO SELL NOT TO EXCEED $50,000,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) AND NOT TO EXCEED $10,500,000 FUNDING BONDS

PUBLIC NOTICE is hereby given that Community College District No. 532, County of Lake and State of Illinois (the "District"), will hold a public hearing on the 28th day of September, 2021, at 5:00 o’clock P.M. The hearing will be held in Room A011, Graylake Campus, 9581 West Washington Street, Grayslake, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District (a) in an amount not to exceed $50,000,000 for the purposes of (i) improving the sites of, building and equipping additions to, and altering, repairing and equipping buildings and facilities of the District, including building-out the Advancing Technology Center and constructing an outdoor sports complex, and (ii) refunding an outstanding obligation of the District in an amount not to exceed $10,500,000 for the purpose of paying a claim against the District. By order of the Chairperson of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois. DATED the 24th day of August, 2021.

Torrie Mark Newsome, Secretary, Board of Trustees

County of Lake and State of Illinois

Published in Daily Herald August 30, 2021 (4569202)
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AGENDA ITEM 6.1-BOARD POLICIES AND OBJECTIVES

6.1 BOARD POLICIES AND OBJECTIVES

MAINTENANCE, INSPECTION AND DISSEMINATION OF PERSONNEL RECORDS: Policy 918 – Revised – Second Reading

Board approval is requested to modify the Maintenance, Inspection and Dissemination of Personnel Records policy. This policy, last updated in December 1984, includes clear, non-gender-specific language and ensures equitable practices for employees. The adoption and implementation of this change aligns with the 2024 Strategic Plan Pillars.

The policy has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from faculty and staff.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no changes for the Second Reading.

Recommendation: Approve revised Policy 918 – Employee Personnel Records.
MAINTENANCE, INSPECTION AND DISSEMINATION OF PERSONNEL RECORDS, EMPLOYEE FILES AND PERSONNEL RECORDS

The Board of Trustees College shall comply with the provisions of the Illinois Personnel Records Review Act (the “Act”), 820 ILCS 40/1 et seq., and any other applicable state and federal laws regarding employee personnel records. Employee personnel files and records shall be subject to review, inspection, copying and or disclosure as provided under this Act, any other applicable state and federal laws and, any collective bargaining agreement, or pursuant to court order or subpoena. acknowledges the maintenance, inspection, and dissemination of personnel records must reflect an appropriate balance between the needs of the Board for administrative effectiveness, the employee’s confidentiality and privacy, and third parties who have a legitimate interest in such information. The Board of Trustees hereby states its intention to comply with the laws of Illinois concerning personnel records. All personnel records shall be maintained, inspected, and disseminated in accordance with this policy and procedures for implementation of this policy.

Adopted 12/18/84
Amended 9/28/2021
AGENDA ITEM 6.2-BOARD POLICIES AND OBJECTIVES

6.2 BOARD POLICIES AND OBJECTIVES

INTERNAL RECRUITMENT AND PROMOTION: Policy 940 – Revised – Second Reading

Board approval is requested to modify the Internal Recruitment and Promotion policy. This policy, last updated in January 1983, includes clear, non-gender-specific language and ensures equitable practices. The adoption and implementation of this change aligns with the 2024 Strategic Plan Pillars.

The policy has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from faculty and staff.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. Recommended changes are highlighted in blue and reflect changes presented as the Second Reading.

Recommendation: Approve revised Policy 940 – Recruitment, Promotion and Transfer.
In alignment with the College mission, vision and values, College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified workforce of individuals who reflect the diverse student population and Lake County community served.

Positions may be filled using an external or internal competitive hiring process or employees may be appointed to a temporary assignment, promoted, transferred, or reassigned at the discretion of the College, subject to the following:

- The Total Rewards Philosophy which supports and empowers employee innovation, creativity, professional and personal development, career progression and skill mastery;
- In compliance with associated Board policy;
- In compliance with appropriate laws and regulations; and/or
- In compliance with any applicable collective bargaining agreements.

Except as otherwise may be provided in a collective bargaining agreement or at the discretion of the College, an employee must have completed the initial probationary period in their appointed position to be eligible to apply for another position. As applicable, candidates must complete and submit an electronic application and all required documents to be considered for employment in a particular position.

The College of Lake County has three (3) equal and compatible commitments with regard to employment:

01. To maintain high professional standards by employing competent, qualified individuals.

02. To uphold the spirit and requirements of Affirmative Action in employment considerations and decisions.

03. To provide opportunities, within the framework of available resources and College needs, that will encourage, enhance, and promote the professional development of staff and the attainment of staff career goals.

In seeking to meet employment goals and fill position vacancies, the College
AGENDA ITEM 6.2-BOARD POLICIES AND OBJECTIVES

recognizes the value of internal recruitment. Internal recruitment can serve as a valuable source for identifying well qualified candidates. In addition, internal recruitment encourages professional development and career advancement by maximizing the opportunity for internal promotions. When practical and in accord with the above stated commitments, the College shall utilize internal recruitment and promotion in filling position vacancies.

Internal recruitment and promotion shall be implemented through the established college internal recruitment and promotion procedures.

Adopted 01/25/83
Amended 09/28/2021
AGENDA ITEM 6.3-BOARD POLICIES AND OBJECTIVES

6.3 BOARD POLICIES AND OBJECTIVES

WORKPLACE VIOLENCE: Policy 946 – Revised – Second Reading

Board approval is requested to modify the Workplace Violence policy and eliminate Policy 404 – Possession of Firearms on Campus as it is duplicative. This policy, last updated in May 2004, includes clear, non-gender-specific language and ensures equitable practices for students and employees. The adoption and implementation of this change aligns with the 2024 Strategic Plan Pillars.

The policy has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from faculty and staff.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for the Second Reading.

Recommendation: Approve revised Policy 946 – Prohibition of Campus Violence.
WORKPLACE PROHIBITION OF CAMPUS VIOLENCE

The College prohibits carrying, possessing, transporting or storing firearms or other dangerous weapons in its facilities or its property, except for law enforcement officers or individuals acting consistent with Policy 973 (Concealed Carry of Firearms).

The College is committed to maintaining an environment free from violence and threats of violence, including violence and threats made by students, employees, or outside parties, including visitors and vendors with which the College does business. Violence and threats of violence include, but are not limited to, gestures or communications (written, verbal, electronic or visual) which a reasonable person would interpret as threatening physical harm to persons or property.

The College reserves the right to remove individuals from campus who are acting inconsistent with this Policy. Further, individuals acting inconsistent with this Policy may be subject to disciplinary action and/or criminal penalties.

All members of the campus community are responsible for reporting conduct inconsistent with this Policy. The College will take all reports of violence and threats of violence seriously.

I. Purpose

This policy is to help establish a safe workplace free from aggressive, threatening, or violent acts. This policy and procedures set out the College’s position on violence and threats of violence and identifies resources and programs to deal with workplace violence.

II. Definitions

For the purposes of this policy, the following definitions apply:

A. “Workplace” is any environment where College employees conduct officially authorized College business.
B. “Workplace violence” is the deliberate and wrongful violation, damage, harm or abuse of other persons, self or property and includes threats of violence.
C. Acts of violence and threats include, but are not limited to, gestures or communications (written, verbal, electronic, or visual) which a reasonable person would interpret as threatening
possible physical harm to persons or property.

D. “Firearms or other dangerous weapons” includes, but are not limited to, any device from which a projectile may be fired by an explosive; any simulated firearm operated by gas or compressed air; slingshot; metal knuckles; any spring-blade knife; any knife which opens or is ejected by an outward, downward thrust or movement; any instrument that poses a risk of injury.

III. Policy

The College of Lake County is committed to providing employees with an environment that is safe, secure, and free of workplace violence. It is the intent of the College, through policy, procedures and practices to reduce the potential for workplace violence.

The College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or its property except for law enforcement officers. The use of weapons by College of Lake County Campus Safety Staff is described in Policy 923.1.

Employees shall report workplace violence pursuant to the procedures established in administrative procedures, which may be obtained from the Human Resources Office.

IV. Record Keeping

Records of workplace violence incidents will be retained by the College in accordance with the Local Records Act (50 ILCS 205/3 et seq.) and shall be kept confidential to the extent reasonably possible.

V. Confidentiality

Reports made under this Policy will be held in confidence to the extent reasonably possible and investigations under this Policy will be made with the least amount of disclosure needed to effectively carry out the investigation. Individuals making a report of misconduct or who are interviewed in an investigation or persons who are the subject of a report under this Policy are requested to limit their disclosure of information to the administrator investigating the matter, or other necessary persons.
VI. Discipline

Individuals accused of workplace violence may be removed from the College premises during the investigation of an incident complaint. Individuals found to have engaged in acts of workplace violence shall be subject to criminal arrest and to disciplinary action by the College up to and including termination of employment.

Adopted 05/25/04
Amended 09/28/2021
AGENDA ITEM 6.3-BOARD POLICIES AND OBJECTIVES

404 POSSESSION OF FIREARMS ON CAMPUS

The possession, display, or carrying of firearms by students on campus, college-owned, rented, or occupied facilities is prohibited.

Adopted 07/25/72
Amended 09/26/72
AGENDA ITEM 7.1 – FINANCIAL

7.1 RESOLUTION APPROVING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

Lead Staff: Greg Kozak, Interim Vice President of Business Services and Finance

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for travel, meal, and lodging expenses in the amount of $1,175.26.

PASSED this 28th day of September 2021 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving Reimbursement of Travel, Meal and Lodging Expenses.
AGENDA ITEM 7.2 – FINANCIAL

7.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS

Lead Staff: Greg Kozak, Interim Vice President of Business Services and Finance

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 not contained in this document because this being the first quarter of the fiscal year, reversals of accruals, and timing of property tax receipts due to COVID-19, the data are not meaningful; and

WHEREAS, budget transfers in the amount of $69,228.12 are recommended to the Fiscal Year 2022 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Interim Treasurer to make budget transfers in the amount of $69,228.12.

PASSED this 28th day of September 2021 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills and Authorizing Budget Transfers.
## FY22 BUDGET TRANSFERS

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<th>Account Description</th>
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<td>Cover replacement cost for two WPDI laptops</td>
</tr>
<tr>
<td>601000 01 01011 1090 01</td>
<td>Comm Wkfc&amp; P’ship</td>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>585000 01 01095 8080 01</td>
<td>Information Tech</td>
<td>Equipment-Office</td>
<td>$1,528.12</td>
<td>$1,528.12</td>
<td>Cover the cost of laptop for new Business Analyst</td>
</tr>
<tr>
<td>541010 01 01008 8020 01</td>
<td>Finance</td>
<td>Computer Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>536000 02 00078 7080 01</td>
<td>Facilities Admin</td>
<td>Office Services</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>Funding for project mgmt. resources</td>
</tr>
<tr>
<td>512006 02 00078 7080 01</td>
<td>Facilities Admin</td>
<td>Prof Staff/Full Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>566000 02 00075 7050 01</td>
<td>Transportation</td>
<td>Install Pymnt Lease/Purch</td>
<td>$23,000.00</td>
<td>$23,000.00</td>
<td>Funding for snow removal equipment rental for ATC</td>
</tr>
<tr>
<td>584000 02 00079 8060 01</td>
<td>Annual Captl Proj</td>
<td>Building Remodeling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>546000 01 00091 8050 01</td>
<td>BOT</td>
<td>Publications and Dues</td>
<td>$1,200.00</td>
<td></td>
<td>Cover the difference from actual to estimated FY22 dues for AGB</td>
</tr>
<tr>
<td>553000 01 00091 8050 01</td>
<td>BOT</td>
<td>Travel/Out of District</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL TRANSFERS-ALL FUNDS**  $69,228.12  $69,228.12
7.3 AUTHORIZATION TO FILE AND PUBLISH FISCAL YEAR 2021 AUDIT

Lead Staff: Greg Kozak, Interim Vice President of Business Services and Finance

Pursuant to Section 3-22.1 of the Public Community College Act (110 ILCS 805/3-22.1), the College of Lake County (College) engaged external auditor RSM US LLP to audit the Fiscal Year 2021 annual financial statements and other required audits as reviewed in the audit plan at the June 22, 2021 board meeting. The Fiscal Year 2021 audit engagement covered:

- Audit of June 30, 2021 financial statements for the College of Lake County (CLC) and CLC Foundation;
- Report on Supplementary information in the financial statements;
- Single Audit of the College as of June 30, 2021; and
- Audit and examination of ICCB grants received and schedules of enrollment data.

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

Furthermore, pursuant to Section 3-22.2 of the Public Community College Act (110 ILCS 805/3-22.2), the College is required to publish annually a financial statement in accordance with rules and regulations issued by the State Board. Such statement shall be published at least once in a newspaper of general circulation in the community college district. This statement shall be published not later than December 31 following the close of the fiscal year. A copy of this publication shall be filed with the ICCB on or before January 15 following the close of the fiscal year.

Following the presentation of the Fiscal Year 2021 audit by RSM US LLP, it is recommended that the Board approve and authorize the filing of the audit with the ICCB and appropriate federal agencies, along with publishing the financial statements as required.
AGENDA ITEM 7.3 – FINANCIAL

Recommendation: Accept the audit report, authorize the filing of these documents with the Illinois Community College Board and appropriate federal agencies, and publishing the financial statements as required by Statute.
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8.1 BIDDABLE ITEM

Products: FY 2022 Dental Hygiene Supplies

Lead Staff: Jeet Saini, Dean of Biological & Health Sciences Division

Funding Source: FY 2022 budget

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benco Dental *</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

* Recommended

Explaination of Purchase: This products purchase is for the annual purchase of instructional supplies for the Dental Hygiene program. These instructional supplies will be used by dental hygiene students in all levels of the program.

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 Minnesota Multistate Contracting Alliance for Pharmacy (MMCAPP) contract# MMS1900156.

Recommendation: Approve the purchase of FY 2022 dental hygiene supplies with Benco Dental of Dallas, TX in a not to exceed amount of $30,000.00.
8.1 BIDDABLE ITEM

**Services:** Lakeshore Campus Abatement Services (Ratification)

**Lead Staff:** Sue Kilby, Director of Capital, Sustainability and Construction Management Services

**Funding Source:** Foundational Capital Fundraising

**Funding Request:** n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Asbestos Removal, Inc. *</td>
<td>$76,660.00</td>
</tr>
<tr>
<td>Tecnica Environmental Services, Inc.</td>
<td>$103,000.00</td>
</tr>
<tr>
<td>Enviroplus, Inc.</td>
<td>$108,500.00</td>
</tr>
<tr>
<td>DEM Services, Inc.</td>
<td>$163,000.00</td>
</tr>
<tr>
<td>Kinsale Contracting Group, Inc.</td>
<td>$191,847.00</td>
</tr>
<tr>
<td>HEPA, Inc.</td>
<td>$194,900.00</td>
</tr>
</tbody>
</table>

*Recommended*

**Explanation of Purchase:** This purchase is for abatement services at the Lakeshore Campus (126W and 128W Madison Street) buildings to prepare for the Urban Farm project. Once services are completed, an all-clear building report will be issued and work will continue in preparation for the Urban Farm project.

**Recommendation:** Ratify a service purchase for Lakeshore Abatement Services with Universal Asbestos Removal, Inc., of Romeoville, IL of $76,660.00 and a 10% contingency of $7,666.00 in a not-to-exceed amount of $84,326.00.
AGENDA ITEM 8.2 - PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Audit Services (Ratification)

Lead Staff: Connie Kravitz, Controller

Funding Source: FY 2022 budget

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSM US, LLP *</td>
<td>$17,000.00</td>
</tr>
</tbody>
</table>

* Recommended

Explanation of Purchase: This services purchase is for extra work performed by our auditors due to 1) restatement of FY 2019 financial statements connected to the FY 2020 financial statement corrections for the College’s Health Insurance Program (CIP) Other Post-Employment Benefits (OPEB) disclosure in the financial statements, 2) additional major programs requiring testing in the single audit due to the receipts of the Higher Education Emergency Relief Fund (HEERF I, II, & III) funding in FY 2020 financial statements, and 3) employment tax consulting services for the College which includes the completion of state employment tax (income tax withholding and unemployment) registration applications as the College has expanded employment into various states.

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, this purchase is exempt from the competitive bidding process.

Recommendation: Ratify additional funds needed for Audit Services with RSM US, LLP of Chicago, IL in a not-to-exceed amount of $17,000.00.
AGENDA ITEM 8.2 - PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Project Manager Services (Ratification)

Lead Staff: Sue Kilby, Director of Capital, Sustainability and CM Services

Funding Source: FY 2022 Bond Sale

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotter Consulting, Inc.*</td>
<td>$600,000.00</td>
</tr>
</tbody>
</table>

* Recommended

Explanation of Purchase: This services purchase is for project management services for Capital, Sustainability, and Construction Management division projects. During design and implementation, these services are critical to manage project deadlines and the successful completion of each project.

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.

Recommendation: Ratify a one-year master services agreement from July 1, 2021 through June 30, 2022 for Project Manager Services with Cotter Consulting, Inc. of Burr Ridge, IL in a not-to-exceed amount of $600,000.00.
8.2 NON-BIDDABLE ITEM

Services: Electronic Lock Repairs and Installation

Lead Staff: Pat Argoudelis, Director of Business Operations

Funding Source: FY 2022 budget

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esscoe, LLC *</td>
<td>$55,640.00</td>
</tr>
</tbody>
</table>

* Recommended

Explanation of Purchase: This services purchase is for the annual maintenance, inspection and repair for the College’s electronic lock system integration at all campus locations. Esscoe, LLC maintains the College’s electronic lock system to maintain a high state of readiness.

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.

Recommendation: Approve a purchase with Esscoe, LLC of Lake Zurich, IL in a not-to-exceed total amount of $55,640.00.
8.2 NON-BIDDABLE ITEM

Services: Hotspots and Broadband Internet Services

Lead Staff: Tanya Woltmann, Dean, Academic Success

Funding Source: Higher Education Emergency Relief Fund III

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Mobile USA, Inc. *</td>
<td>$140,000.00</td>
</tr>
</tbody>
</table>

* Recommended

Explanation of Purchase: This services purchase is for an increase the number of hotspots to support alternative learning delivery methods and remote access when off campus.

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 General Services Administration Agreement (#GS35F0503M) for General Purpose Commercial Information Equipment, Software, and Services. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve an award for Hotspots and Broadband Internet Services with T-Mobile USA, Inc. of Washington D.C. in a not-to-exceed amount of $140,000.00.
8.2 NON-BIDDABLE ITEM

Services: Psychological Services Provider

Lead Staff: Dr. Arellys Aguinaga, Director of Counseling and Psychological Services

Funding Source: Higher Education Emergency Relief Fund II/Hispanic Serving Institution (HSI), FY 2022 Budget

Funding Request: n/a

<table>
<thead>
<tr>
<th>Bids</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Youth Network, Inc. (CYN)*</td>
<td>$93,800.40</td>
</tr>
</tbody>
</table>

* Recommended

Explanation of Purchase: This services purchase is for on-site and remote mental health support for students in need. Community Youth Network’s licensed professionals provide individual therapy, develop and deliver outreach programming, offer on-call and urgent assessment coverage, and provide general (external to College of Lake County) and campus (internal to CLC) consultations to CLC employees and community members that have concerns about a student.

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.

Recommendation: Approve a contract for a psychological services provider from October 1, 2021 through September 30, 2022 to Community Youth Network, Inc. of Grayslake, IL and authorize Administration to enter into a maximum of four 1-year contract extensions based on satisfactory performance and an annual not-to-exceed amount of $93,800.40.
AGENDA ITEM 8.3 – PURCHASING

8.3 DISPOSAL

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

The College has several obsolete items from departments at all three campuses. Administration will repurpose, donate, sell or dispose of these items on a date to be determined.

Recommendation: Approve the donation, sale or disposal of obsolete items listed on the following page.
## AGENDA ITEM 8.3 – PURCHASING

### DISPOSAL

<table>
<thead>
<tr>
<th>ASSET DISPOSAL ITEMS</th>
<th>ENGINEERING MATH AND PHYSICAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVISING AND RETENTION</strong></td>
<td><strong>Mimio Model DBA-01</strong></td>
</tr>
<tr>
<td>Cubicle Wall</td>
<td></td>
</tr>
<tr>
<td>Desk (2)</td>
<td>Wireless Keyboard</td>
</tr>
<tr>
<td>Large Filing Cabinets (10)</td>
<td>Camcorder (2)</td>
</tr>
<tr>
<td>Shelving Unit (2)</td>
<td>Samsung Hot Spot</td>
</tr>
<tr>
<td>Chair</td>
<td>Paper Shredder (2)</td>
</tr>
<tr>
<td>Large Paper Holder</td>
<td>Chairs (13)</td>
</tr>
<tr>
<td>Electronic Neon Sign</td>
<td></td>
</tr>
<tr>
<td><strong>AUTOMOTIVE DEPARTMENT</strong></td>
<td><strong>Keyboard Tray</strong></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Oil Pressure Tester</td>
<td>Scanner</td>
</tr>
<tr>
<td>Dayton Drill Press</td>
<td>Toaster</td>
</tr>
<tr>
<td></td>
<td>Coffee Urn</td>
</tr>
<tr>
<td><strong>BIOLOGICAL SCIENCES/COM ARTS</strong></td>
<td><strong>Metal Mail Holder</strong></td>
</tr>
<tr>
<td>Bookshelf (2)</td>
<td>Tri-Fold Presentation Board</td>
</tr>
<tr>
<td>Chair (2)</td>
<td>Shelf</td>
</tr>
<tr>
<td></td>
<td>Typewriter (3)</td>
</tr>
<tr>
<td><strong>CAPITAL, SUSTAINABILITY &amp; CM SERVICES</strong></td>
<td><strong>MEDIA SERVICES</strong></td>
</tr>
<tr>
<td>4-Drawer File Cabinet</td>
<td></td>
</tr>
<tr>
<td>2-Drawer File Cabinet</td>
<td>Comteck Mic Receiver (4)</td>
</tr>
<tr>
<td>Desks (6)</td>
<td>Master Modules (3)</td>
</tr>
<tr>
<td>Task Chairs (63)</td>
<td>Program Mixer (2)</td>
</tr>
<tr>
<td>Side Chairs (12)</td>
<td>Amplifier (8)</td>
</tr>
<tr>
<td></td>
<td>Sound System</td>
</tr>
<tr>
<td><strong>DIVISION OF STUDENT LIFE</strong></td>
<td><strong>Multiplier</strong></td>
</tr>
<tr>
<td>Typewriter</td>
<td></td>
</tr>
<tr>
<td>Shredder</td>
<td>Power Adapter/Supplier (3)</td>
</tr>
<tr>
<td>File Cabinet (3)</td>
<td>Battery Charger</td>
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<tr>
<td>Timecard File Holder</td>
<td>Transmitter (2)</td>
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<tr>
<td>Table</td>
<td>Camera (4)</td>
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<tr>
<td><strong>FOUNDATION</strong></td>
<td><strong>MEDIA SERVICES CONT’D</strong></td>
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<tr>
<td>Filing Cabinet (2)</td>
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<tr>
<td></td>
<td>Visual Presenter (8)</td>
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<tr>
<td></td>
<td>Television (11)</td>
</tr>
<tr>
<td></td>
<td>Slide Projector (1)</td>
</tr>
</tbody>
</table>

Agenda Item 8.3  
September 28, 2021
## Agenda Item 8.3 – Purchasing

### Disposal

<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY</th>
<th>DVD/VHS Combo (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco IP Phones (246)</td>
<td>VCR Player (3)</td>
</tr>
<tr>
<td></td>
<td>DVD Player (1)</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES</td>
<td>Blue Ray Player (1)</td>
</tr>
<tr>
<td>Desk (8)</td>
<td>Cassette Player (1)</td>
</tr>
<tr>
<td>File Cabinet (5)</td>
<td>Projector (2)</td>
</tr>
<tr>
<td>Bookshelf/Shelving Units (6)</td>
<td>Overhead Projector (3)</td>
</tr>
<tr>
<td>Radio Cart</td>
<td>Tripod</td>
</tr>
<tr>
<td>Newspaper Stand</td>
<td>Subwoofer</td>
</tr>
<tr>
<td>Table (10)</td>
<td>Analog Telephone Adapter</td>
</tr>
<tr>
<td>Chairs (17)</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM 9.1 – CONTRACTS AND GRANTS

9.1 ACCEPTANCE OF THE GOVERNOR’S EMERGENCY EDUCATION RELIEF FUND II APPROPRIATION


Amount: $161,946.00

Type: Appropriation

Lead Staff: Derrick Harden, Vice President of Strategy/Chief of Staff

Purpose: The American Rescue Plan Act funding provided to the State of Illinois under the U.S. Department of Education’s Education Stabilization fund is for efforts to overcome any barriers created by the COVID-19 pandemic that students may be facing. Funds can be used to support student enrollment, retention, and re-engagement initiatives that ensure academic progression for students most disadvantaged by COVID 19 circumstances; enhanced academic advising and counseling resources; improved hybrid/remote learning models; and social emotional support.

Recommendation: Approve the acceptance of the Governor’s Emergency Education Relief Fund II appropriation in the amount of $161,946.00 from the U.S. Department of Education, American Rescue Plan Act of 2021 Education Stabilization Fund.
AGENDA ITEM 9.2 – CONTRACTS AND GRANTS

9.2 ACCEPTANCE OF THE UNITED STATES DEPARTMENT OF EDUCATION’S CHILDCARE ACCESS MEANS PARENTS IN SCHOOL (CCAMPIS) GRANT

Grantor: U.S. Department of Education

Project Period: 10/01/2021 – 09/30/2025

Amount: $352,200.00 ($88,050.00 annually)

Type: Competitive  Matching: None

Lead Staff: Dr. Carlotta Conley, Director of the Children’s Learning Centers

Purpose: Grant funds will continue to provide a subsidy for the cost of childcare at the Grayslake and Lakeshore Campuses to 50 low income students in order to provide a greater likelihood to advance students’ education and earn an associate degree or certificate. Only four grants were awarded in Illinois.

Recommendation: Approve the acceptance of the Childcare Access Means Parents in School (CCAMPIS) grant in the amount of $352,200.00 from the U.S. Department of Education.
AGENDA ITEM 9.3 – CONTRACTS AND GRANTS

9.3 ACCEPTANCE OF THE ILLINOIS COMMUNITY COLLEGE BOARD’S ADULT EDUCATION AND FAMILY LITERACY GRANT

Grantor: Illinois Community College Board

Amount: $1,538,190.00  Period: 7/1/21 to 6/30/22

Type: Competitive  Matching: 25% (budgeted)

Lead Staff: Dr. Arlene Santos George, Dean of Adult Education and English as a Second Language

Purpose: Grant monies provide funding for the operation of the College’s Adult Basic Education, Adult Secondary Education, English as a Second Language, Adult Education Bridge and other transition to college programming.

Recommendation: Approve the acceptance of the Adult Education and Family Literacy grant in the amount of $1,538,190.00 from the Illinois Community College Board.
AGENDA ITEM 9.4 – CONTRACTS AND GRANTS

9.4 RESOLUTION AUTHORIZING SALE OF A PORTION OF THE PROPERTY LOCATED AT 7735 GRAND AVENUE, GURNEE, ILLINOIS

Lead Staff: Ali O’Brien, Vice President of Community and Workforce Partnerships

Administration is seeking Board authorization to sell a 2.5 acre portion of the property located at 7735 Grand Avenue in Gurnee, Illinois. Pursuant to the Purchase and Sale Agreement approved by the Board in September 2020 for the acquisition of 7735 Grand Avenue in Gurnee, Illinois, the College agreed to provide the Seller, Kensington Development Group, a three-year option to purchase a 2.5 acre out lot parcel. Kensington has notified the College of its intent to exercise its option to purchase the property according to the terms of the original Purchase and Sale Agreement.

Recommendation: Adopt the resolution authorizing the sale of a portion of the property located at 7735 Grand Avenue, Gurnee, IL.
AGENDA ITEM 9.4 – CONTRACTS AND GRANTS

9.4 RESOLUTION AUTHORIZING PURCHASE AND ACQUISITION OF PROPERTY LOCATED AT 7735 GRAND AVENUE, GURNEE, ILLINOIS

WHEREAS, the Board of Trustees has determined that a portion of the College’s property located at 7735 Grand Avenue, Gurnee, Illinois is no longer needed for College purposes; and
WHEREAS, pursuant to 110 ILCS 805/3-41, the College is authorized to sell property belonging to the College and no longer needed for College purposes; and
WHEREAS, an agreement has been reached with Kensington Gurnee CH LLC concerning terms and conditions for the sale of a 2.5 acre portion of the property located at 7735 Grand Avenue, Gurnee, IL as reflected on Exhibit A attached hereto.

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

1. The preamble recitals of this Resolution are hereby incorporated as if fully set forth herein.
2. The Board of Trustees of Community College District 532 hereby approves the Real Estate Purchase and Sale Agreement with Kensington Gurnee CH LLC, a copy of which will be attached to this Resolution as Exhibit B (this will be provided at the Board meeting).
3. The Board further authorizes the College President or her designee to execute all documents necessary to effectuate the sale of the property.

PASSED this 28th day of September 2021 by the Board of Trustees, College of Lake County, Community College District No. 532. Grayslake, Illinois.
AGENDA ITEM 9.4 – CONTRACTS AND GRANTS

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

Commonly Known As: 7735 Grand Avenue, Gurnee, Illinois

[Diagram of property layout]
## AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

### 11.1 RESIGNATIONS AND RETIREMENTS

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resignation</td>
<td>Gonzalez, Samuel, Part-time Classified Position Number: 1297, Enrollment Services Representative*, Adult Education Testing</td>
<td>8/19/2021</td>
</tr>
<tr>
<td>2</td>
<td>Resignation</td>
<td>Cotugno, Sam, Part-time Classified Position Number: 1281, Office Assistant, Biological and Health Services Division</td>
<td>8/31/2021</td>
</tr>
<tr>
<td>3</td>
<td>Resignation</td>
<td>Padilla, Klaudya, Specialist Position Number: 0346, College and Career Navigator, Student Recruitment and Onboarding</td>
<td>9/6/2021</td>
</tr>
<tr>
<td>4</td>
<td>Resignation</td>
<td>Gonzalez, Jorge, Specialist Position Number: 1026, Enrollment Services Specialist*, Adult Education Testing</td>
<td>9/10/2021</td>
</tr>
<tr>
<td>5</td>
<td>Resignation</td>
<td>Om, Cindy, Part-time Specialist Position Number: 1718, Outreach and Recruitment Coordinator*, Community Education</td>
<td>9/14/2021</td>
</tr>
<tr>
<td>6</td>
<td>Resignation</td>
<td>Kamp, Greg, Professional Position Number: 1717, Internal Audit and Compliance Manager, Finance</td>
<td>9/16/2021</td>
</tr>
</tbody>
</table>

*Grant/externally funded position.*
<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Resignation</td>
<td>Ferguson, Julie, Part-time Classified, Position Number: 1462&lt;br&gt;Office Associate, Outreach and On-Campus Experience</td>
<td>9/17/2021</td>
</tr>
<tr>
<td>8</td>
<td>Resignation</td>
<td>Hudson, Tamara, Part-time Classified, Position Number: 1218&lt;br&gt;Office Assistant, Lakeshore Campus</td>
<td>9/17/2021</td>
</tr>
<tr>
<td>9</td>
<td>Resignation</td>
<td>Lange, Robin, Part-time Classified, Position Number: 1458&lt;br&gt;Office Assistant, Athletics and Physical Activity</td>
<td>9/17/2021</td>
</tr>
<tr>
<td>10</td>
<td>Resignation</td>
<td>Van Dien, Johnnette, Classified FOP Union&lt;br&gt;Position Number: 0122&lt;br&gt;Telecommunicator, Police Department</td>
<td>10/1/2021</td>
</tr>
<tr>
<td>11</td>
<td>Resignation</td>
<td>Robb, Kathryn, Specialist&lt;br&gt;Position Number: 1683&lt;br&gt;Therapist, Counseling and Psychological Services</td>
<td>10/29/2021</td>
</tr>
<tr>
<td>12</td>
<td>Retirement</td>
<td>Briscoe, Dan, Specialist&lt;br&gt;Position Number: 0110&lt;br&gt;Sergeant, Police Department</td>
<td>2/16/2022</td>
</tr>
<tr>
<td>13</td>
<td>Retirement</td>
<td>Nierenberger, Terrie, Classified&lt;br&gt;Position Number: 0167&lt;br&gt;Senior Administrative Assistant, Engineering, Mathematics and Physical Sciences Division</td>
<td>9/30/2024&lt;br&gt;Eligible for Benefits – Policy 925 and Policy 930</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the above actions.
AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

Administration is requesting a position change for the Educational Affairs Central office to provide accountability, efficient and effective services between two distinct and important functions: academic planning and evaluation; and academic operations. The change is funded in the FY 2022 budget.

The proposed position change approval is as follows:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Change</td>
<td>Vacant</td>
<td>Administrator Position Number: 0170 Director of Curriculum and Planning, Educational Affairs</td>
<td>Administrator Position Number: 0170 Assistant Director of Academic Planning, Educational Affairs</td>
<td>D61 Exempt</td>
<td>C52 Exempt</td>
<td>9/28/2021</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the proposed position change.
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – VACANT POSITION

The following position is not new and is budgeted for replacement.

<table>
<thead>
<tr>
<th></th>
<th>Reason</th>
<th>Job Classification, Position Number, Position Title, Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vacant Position</td>
<td>Professional Position Number: 1717 Internal Audit and Compliance Manager, Finance Department</td>
<td>September 29, 2021</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve this position search process to begin effective September 29, 2021.
11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Probationary Period Completed</td>
<td>Ochwat, Melissa</td>
<td>Specialist Position Number: 1482 Academic Success Advisor, Advising and Retention</td>
<td>N/A</td>
<td>B32 $50,450/Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 2/15/2021</td>
<td>7/1/2021-6/30/2022</td>
</tr>
<tr>
<td>2 Probationary Period Completed</td>
<td>Castillo, Felix</td>
<td>Specialist Position Number: 1779 College and Career Navigator, Student Recruitment and Onboarding</td>
<td>N/A</td>
<td>B32 $50,450/Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 3/1/2021</td>
<td>7/1/2021-6/30/2022</td>
</tr>
<tr>
<td>3 Probationary Period Completed</td>
<td>White, Alyiah</td>
<td>Specialist Position Number: 1784 College and Career Navigator*, Student Recruitment and Onboarding</td>
<td>N/A</td>
<td>B32 $50,450/Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 3/1/2021</td>
<td>7/1/2021-6/30/2022</td>
</tr>
</tbody>
</table>

*Grant/externally funded position.
### 11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Probationary Period Completed</td>
<td>Mena, Araceli</td>
<td>Specialist Position Number: 1781 College and Career Navigator*, Student Recruitment and Onboarding</td>
<td>N/A</td>
<td>B32 $50,450/Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 3/1/2021</td>
<td>7/1/2021 - 6/30/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of Probationary Completion: 8/28/2021</td>
<td></td>
</tr>
<tr>
<td>5 Probationary Period Completed</td>
<td>Davis, Erika</td>
<td>Specialist Position Number: 1782 College and Career Navigator, Student Recruitment and Onboarding</td>
<td>N/A</td>
<td>B32 $50,450/Annual Exempt</td>
<td>N/A</td>
<td>Date of Hire: 3/1/2021</td>
<td>7/1/2021 - 6/30/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of Probationary Completion: 8/28/2021</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the above full-time employment.

*Grant/externally funded position.*
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-appointed position, in accordance with Board Policy 502 (Employees Practices and Procedures).

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rodriguez, Brandon</td>
<td>Classified Position Number:1586 Help Desk Support, Technology Support</td>
<td>N/A</td>
<td>B21 $15.50/Hour Nonexempt</td>
<td>N/A</td>
<td>Date of Hire: 3/1/2021</td>
<td>Date of Probationary Completion: 8/28/2021</td>
</tr>
</tbody>
</table>

Recommendation: Approve the above full-time employment.
**AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS**

**11.3 FULL-TIME EMPLOYMENT – EMPLOYMENT STATUS OF FACULTY FOR 2021-2022 ACADEMIC YEAR**

The following individuals are recommended as probationary faculty for 2021-2022 Academic Year:

<table>
<thead>
<tr>
<th>Division</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological and Health Sciences</td>
<td>Bonine, Mary (2\textsuperscript{nd} Year)</td>
</tr>
<tr>
<td></td>
<td>Milburn, Colleen (2\textsuperscript{nd} Year)</td>
</tr>
<tr>
<td></td>
<td>Roque, Ravinal (2\textsuperscript{nd} Year)</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the individuals named above be retained as probationary faculty for 2021-2022 Academic Year.
### 11.3 FULL-TIME EMPLOYMENT – ADMINISTRATIVE HIRE

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administrative New Hire</td>
<td>Appleton, Kevin</td>
<td>N/A</td>
<td>Administrator Position Number: 0003 Vice President, Business Services and Finance/CFO, Business Services and Finance</td>
<td>N/A</td>
<td>$211,000/Annual Exempt</td>
<td>November 1, 2021</td>
<td>11/1/2021 - 6/30/2024</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the above full-time employment.
AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

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

It is recommended that the Board of Trustees approve the contract and compensation for Kevin Appleton, Vice President of Business Services and Finance/Chief Financial Officer. The contract is to be effective November 1, 2021 through June 30, 2024. 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/ContractsSeptember2021.pdf. The contract establishes a contract through June 30, 2024, and includes provisions regarding no automatic rollover and separation.
**AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS**

**11.4 PROMOTIONS AND TRANSFERS**

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>Employee Name</th>
<th>Current Job Classification, Position Number, Position Title, Department</th>
<th>Proposed Job Classification, Position Number, Position Title, Department</th>
<th>Current DBM, Salary, FLSA</th>
<th>Proposed DBM, Salary, FLSA</th>
<th>Effective Date</th>
<th>Contract Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promote</td>
<td>Blackburn, Renee Part-time Classified Position Number: 0211 Administrative Assistant, Athletics and Physical Activity</td>
<td>Full-time Classified Position Number: 0107 Procurement Associate, Procurement Services</td>
<td>B22 $24.61/Hour Nonexempt</td>
<td>B23 $26.08/Hour Nonexempt</td>
<td>7/6/2021</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Promote</td>
<td>Ramos, Sandy Classified Position Number: 0142 Office Associate*, Judicial Services</td>
<td>Classified Position Number: 1698 Administrative Assistant, Counseling and Psychological Services</td>
<td>B21 $16.61/Hour Nonexempt</td>
<td>B22 $17.61/Hour Nonexempt</td>
<td>10/4/2021</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Promote</td>
<td>Vizoso, Andres Classified Position Number: 0260 Testing Assistant, Testing Center</td>
<td>Classified Position Number: 0196 Enrollment Services Generalist, Welcome and One Stop Center</td>
<td>A13 $15.30/Hour Nonexempt</td>
<td>B22 $16.88/Hour Nonexempt</td>
<td>10/4/2021</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Recommendation:** Approve the above actions.

*Grant/externally funded position.*