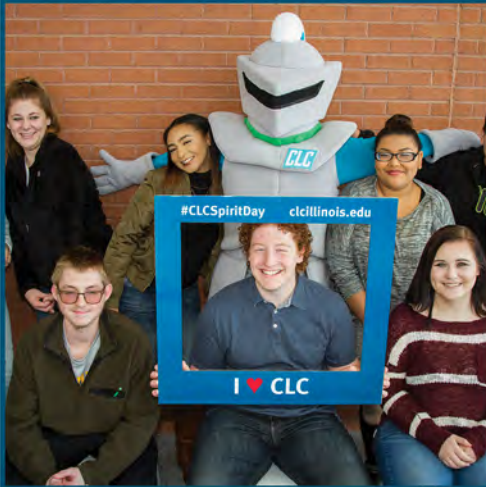
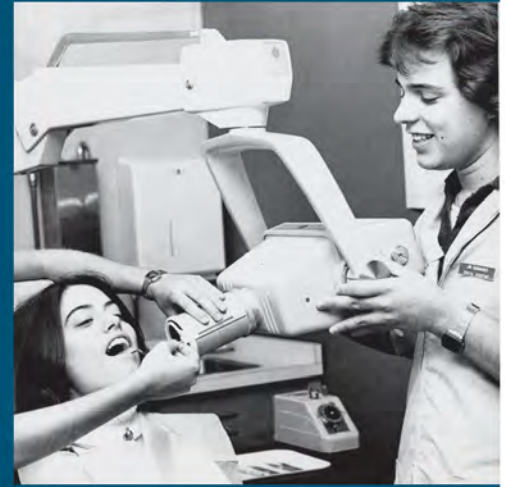


# REPORT TO THE BOARD OF TRUSTEES

June 25, 2019



Community College District 532  
Grayslake, Illinois

College  Lake County™



## Mission

The College of Lake County is a comprehensive community college that delivers high quality, accessible learning opportunities to advance student success and strengthen the diverse communities we serve.

## Values

*We hold these values to be the cornerstone to fulfilling the College's mission.*

**Learning:** Compels us to create an atmosphere of academic excellence and life-long learning by pursuing the best ideas, approaches and methods.

**Integrity:** Requires us to work together honestly and respectfully.

**Quality:** Commits us to ongoing continuous improvement and excellence.

**Service:** Calls on us to serve as a force for improving the educational, economic, social and cultural quality of life of our students and the community.

**Accountability:** Guides us to be responsible and exercise good stewardship.

**Diversity:** Drives us to embrace and respect the uniqueness of students, employees and community members.

## Goals and Objectives

### **Advance student learning, success and completion.**

The college will help students identify and work toward their educational goals and prepare them to participate in the workforce.

**Maximize educational opportunity and equity in student outcomes.** The college will enhance, develop and promote educational opportunities and work to increase enrollment and external partnerships.

**Promote excellence in the areas of Diversity, Global Engagement, Sustainability, and Wellness as strengths within the college and Lake County community.** The college will strive to build an inclusive community that recognizes, values and respects people of all cultures and ways of life while cultivating social justice, global citizenship and environmental responsibility

**Enable a culture of innovation, excellence and continuous improvement.** The college will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and college processes.

COLLEGE OF LAKE COUNTY  
COMMUNITY COLLEGE DISTRICT NO. 532

June 25, 2019, 6:00 P.M.

The Board of Trustees of Community College District No. 532, College of Lake County, will convene the regular meeting in the Board Room (C213), 19351 West Washington Street, Grayslake, Illinois.

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01. Board Convenes the Regular Meeting
  - 01.1 Call to Order and Roll Call
  - 01.2 Approval of the Agenda
  - \* 01.3 Public Hearing on Fiscal Year 2020 Budget (pp. 1-2)
  
02. Approval of Minutes
  - \* 02.1 Regular Meeting of May 21, 2019
  - 02.2 Closed Meeting of May 21, 2019
  
03. Receipt of Notices, Communications, Hearings, and Petitions
  
04. Chair's Report
  - 04.1 Retirement Resolutions
  - 04.2 Student Trustee Report
  - 04.3 Appointment of Trustee Liaisons to University Center of Lake County, ICCTA, and Other Ad Hoc Committees
  
05. President's Report
  - 05.1 Sustainability Update
  - 05.4 Administrative Affairs Report – FY 2020 Annual Financial Pre-Audit
  
06. Approval of Board Policies and Objectives
  - \* 06.1 Policy 117 – Auditors – Revised – Second Reading (pp. 3-6)
  - \* 06.2 Policy 939 – Non-Bargaining Unit Employees Employment, Compensation and Benefits – Revised – Second Reading (pp. 7-16)
  - 06.3 Adoption of Fiscal Year 2020-Fiscal Year 2024 Strategic Plan (pp. 17-21)
  - 06.4 Adoption of Fiscal Year 2020-Fiscal Year 2024 Master Plan Guiding Principles (pp. 22-25)
  
07. Approval of Financials
  - \* 07.1 Resolution Approving Reimbursement of Travel, Meal and Lodging Expenses (p. 27)
  - \* 07.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 28-45)
  - \* 07.3 Resolution Adopting Fiscal Year 2020 Budget (pp. 46-49)
  - \* 07.4 Resolution to Designate an Additional \$2,400,000 of the College's Unrestricted Net Position and to Commit an Additional \$2,400,000 of Its General Operating Funds for the Purpose of Future Payment of Post-Retirement Health Care Benefits Costs and Claims (pp. 50-55)

## Agenda for Regular Meeting of June 25, 2019

- \* 07.5 Authorization to Revise the Trust Account Agreement with the Capital Development Board to Deposit Additional Funds for the Replacement of a Gym Floor at the Grayslake Campus (p. 56)

### 08. Approval of Purchasing

#### \* 08.1 Biddable Items

- Agreement: Beverage Services (Pepsi-Cola General Bottling Inc.) (pp. 57-58)
- Agreement: Elevator Maintenance (Kone, Inc.) (p. 59)
- Agreement: Vending Services (Compass Group USA, Inc.) (pp. 60-61)
- Project: SharePoint Consulting Services (Affirma Consulting, LLC) (pp. 62-63)
- Project: Guaranteed Energy Savings – Rebid (Verde Solutions) (pp. 64-67)
- Purchase: Telco Equipment for Voice and Data Services (CDW-G) (pp. 68-69)
- Purchase: FY 2020 Food Service Management Expenses (A’viands, LLC) (p. 70)
- Purchase: Mailroom Equipment Lease Program (MailFinance, Inc.) (pp. 71-72)
- Purchase: Coordinate Measuring Machine (Immersive Engineering, Inc.) (p. 73)
- Purchase: Milling Machine (Southwestern Industries, Inc.) (p. 74)

#### \* 08.2 Non-Biddable Items

- Agreements: FY 2020 Database Fees, Research Materials and Hosting Fees (Various) (pp. 75-76)
- Agreement: Customer Relationship Software (Target X) (p. 77)
- Agreements: FY 2020 IT Software Licensing, Maintenance, Subscriptions (Various) (pp. 78-79)
- Agreement: Raisers Edge Software Scholarship Management Software (Blackbaud, Inc.) (pp. 80-81)
- Agreement: Project Management Services (Cotter Consulting) (pp. 82-83)
- Purchase: FY2020 Postage Expense (United States Post Office) (p. 84)
- Purchase: Online Application Subscription (Target X) (p. 85)
- Purchase: FY 2020 Textbook, Software Maintenance and Support Expenses (Various) (pp. 86-87)
- Purchase: FY 2020 Food for Hospitality and Culinary Management (Fortune Fish, Premier Produce Inc., Testa Produce, Whittingham Meats) (p. 88)
- Purchase: FY 2020 General Merchandise Expenses (Various) (pp. 89-90)
- Purchase: Augmented Reality Software and Hardware (TQ Education and Training Limited, dba Pearson) (pp. 91-92)
- Purchase – Ratification: Annual Data Cabling (Foresite Electric, Inc., and Kace Communications, LLC) (pp. 93-94)
- Purchase – Ratification: Annual Road Salt (Cargill, Inc.) (p. 95)
- Purchase: Ratification – Annual Fuel Delivery for College Fleet (ConservFS, Inc.) (pp. 96-97)
- Purchase: Ratification – Office Supplies (Office Plus Solutions & Supply) (pp. 98-101)

#### \* 08.3 Disposal (pp. 102-104)

Agenda for Regular Meeting of June 25, 2019

09. Approval of Contracts and Grants

- \* 9.1 Authorization of Intergovernmental Agreements with 19<sup>th</sup> Judicial Circuit Court of Lake County, Illinois (pp. 105-106)
- \* 9.2 Authorization of Intergovernmental Agreements with 19<sup>th</sup> Judicial Circuit Acceptance of the Illinois Community College Board's Career and Technical Education Perkins Postsecondary Program Grant (p. 107)

10. Approval of Programs

- \* 10.1 Resolution Authorizing the Submittal of the Fiscal Year 2021 Resource Allocation Management Plan (RAMP) (pp. 109-112)

11. Approval of Human Resources Recommendations

- \* 11.1 Resignations, Retirements and Dismissals (p. 113)
- \* 11.2 Personnel and Position Changes (pp. 114-137)
- \* 11.3 Full-Time Employment
  - Administrative and Professional Hires (p. 138)
  - Probationary Period Completed (pp. 139-141)
  - Faculty (pp. 142-143)
  - Faculty – Vacant Positions (p. 144)
  - Vacant Positions (p. 145)
  - Temporary Administrative Assignment (p. 146)
  - FY 2020 Employment Contracts – Administrative and Professional Personnel (pp. 147-153)
  - FY 2020 Employment Contracts – Specialist Personnel (pp. 154-167)

*Note: Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/ContractsJune2019.pdf> or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T108, Grayslake, IL.*

- \* 11.4 Promotions and Transfers (pp. 168-169)

11.5 Staff Benefits

- \* 11.6 Other
  - Grievance Resolution Agreement (p. 170)

12. Closed Meeting

13. Other Matters for Information, Discussion, or Action

14. Adjournment

\* Report Enclosed

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**PUBLIC HEARING ON FISCAL YEAR 2020 BUDGET**

**JUNE 25, 2019**

**AGENDA**

The public hearing on the Fiscal Year 2020 Budget is included as part of the regular Board meeting scheduled for 6:00 p.m. on June 25, 2019. 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*. Administrative Affairs has made the budget more readily accessible by providing more locations where the public can inspect the FY 2020 College of Lake County recommended budget. In addition to the Grayslake campus, copies are now available for public inspection at the Lakeshore and Southlake campuses. Additionally, the Vernon Hills, Waukegan, Antioch, and Wauconda libraries have accepted copies of the recommended FY 2020 CLC budget book for public inspection. The recommended budget has also been posted to the College of Lake County public website.
3. Chair opens the hearing for questions from the audience regarding the proposed Fiscal Year 2020 Budget.
4. At the conclusion of questions and discussions on the proposed Fiscal Year 2020 Budget, the Chair declares the public hearing closed.

AGENDA ITEM 1.3 (Continued)

As published May 24, 2019 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 24th, 2019, a tentative budget for said District for the fiscal year beginning July 1, 2019 and ending June 30, 2020 will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the following locations during usual and customary business hours:

- College of Lake County Finance Department,  
19351 W. Washington Street, Grayslake, Illinois
- College of Lake County website  
([www.clcillinois.edu/budget](http://www.clcillinois.edu/budget))
- College of Lake County Library,  
19351 West Washington Street, Grayslake, Illinois
- College of Lake County Lakeshore Campus,  
33 North Genesee Street, Waukegan, Illinois
- College of Lake County Southlake Campus,  
1120 S. Milwaukee Ave., Vernon Hills, Illinois
- Vernon Area Public Library, 300 Olde Half Day Rd.,  
Lincolnshire, Illinois
- Waukegan Public Library, 128 North County Street,  
Waukegan, Illinois
- Antioch Public Library District, 757 Main Street,  
State Route 83, Antioch, Illinois
- Wauconda Area Library, 801 N. Main Street, Wauconda,  
Illinois

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 6:00 p.m. on the 25th day of June 2019, at 19351 West Washington Street, Room C213, Grayslake, Illinois.

DATED at Grayslake, Illinois this 21st day of May 2019.  
Board of Trustees, Community College District No. 532  
County of Lake and State of Illinois

Published in Daily Herald May 24, 2019 (4524730)



## AGENDA ITEM 6.1 – BOARD OBJECTIVES AND POLICY

### AUDITORS

#### Policy 117 – Revised – Second Reading

The current Board of Trustees Auditors Policy 117 is presented for revision based upon trustees' directions to limit the duration of future external audit contracts to five years and previous discussions of expanding the role of internal audit and compliance monitoring.

After a request for proposal, the Board initially approved a three-year professional services agreement with RSM US LLP (then McGladrey LLP) in January 2013. Subsequently, the Board approved a two-year extension in October 2015 and a one-year extension in October 2017. At the September 2018 meeting, the Board expressed satisfaction with RSM US LLP's audit services. At the October 30, 2018 Board meeting, Administration requested and the Board approved a three-year contract extension to the RSM LLP professional services agreement, bringing the total number of years approved to perform audit services to nine years. Several Board members expressed concern over this practice, and the Board communicated to Administration that in the future, a new independent audit firm would be required and the Board would like to limit future terms to approximately five years.

In addition, at the February 4, 2019 Committee of the Whole, Administration presented the internal audit results from FY 2018 and the plan for FY 2020. Administration also requested the need for the Board's Audit Policy 117 review and full-time internal audit/compliance resources. Administration noted recent state legislative attempts to require stronger audit committees and internal audit functions (e.g., HB3722 Jeanne Ives, 42<sup>nd</sup> District). Administration shared the following results of an Illinois community college benchmark internal audit survey:

<b>Community College (FY 2018 Headcount)</b>	<b>Internal Audit/Compliance Position</b>	<b>Internal Audit Policy</b>
City Colleges (80,000)	Yes: Full-Time	Yes
DuPage (44,000)	Yes: Full-Time	Yes
Lake County (24,000)	Yes: Part-Time	External audit only
Harper (24,000)	No	External audit only
Moraine Valley (23,000)	Yes: Full-Time	External audit only
Oakton (18,000)	No: Requesting	Yes
Triton (17,000)	No	External audit only
Elgin (15,000)	Yes: Part-Time	External audit only

## AGENDA ITEM 6.1 – BOARD OBJECTIVES AND POLICIES (Continued)

Based upon trustee discussions and direction, Administration recommends the following Board Auditors Policy 117 amendments:

1. Add a requirement to have at least one accountant licensed to practice in Illinois.
2. Expand definition of financial statements and enrollment audits to include required federal and state grant audits.
3. Conduct audit examinations in accordance with generally accepted auditing standards and Illinois Community College Board (ICCB) regulations.
4. Limit future external audit contracts to three years, with up to two one-year extensions, and a mandatory review every five years.
5. Prohibit Board and Administration from giving any scope-of-exam limitations that would not lead to a qualified audit opinion.
6. Allow the appointment of an internal auditor or compliance manager as a resource person to perform independent assessments.

Administration will continue to work with ICCB and peer colleges to develop audit policies and practices that conform with national best practice standards.

Original recommended changes are indicated in red and reflect changes presented as the First Reading. New proposed changes presented in this Second Reading are highlighted in blue.

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

117           **AUDITORS**

Annually by July 1, the Board will appoint an independent certified public accounting firm (“auditor”) with at least one (1) accountant licensed to practice public accounting in Illinois. The auditors shall conduct the annual who will audit of the College’s financial statements, federal and State grants, and enrollment records of the College in compliance with the Public Community College Act. 110 ILCS 805/3-22.1. Before appointing an auditor, the Board shall require verification from such auditor that the auditing firm under consideration has not employed the President, Vice President for ~~Administrative Affairs~~ Business Services and Finance, Controller, Assistant Controller, and/or another person in an equivalent position during the one-year period preceding the audit.

The auditor shall be selected for a three (3) year audit cycle, with up to two (2) one (1) year extensions. A mandatory review of auditors will occur before the end of five years of service.

The auditor shall perform the examination in accordance with generally accepted auditing standards (GASAS) and regulations prescribed by the Illinois Community College Board (ICCB) and submit the report in accordance with generally accepted accounting principles (GAAP).

The Board will not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the auditor’s professional opinion.

The appointed auditor shall be prohibited from performing any non-audit services for the College.

In addition, the following shall apply to the College’s audit:

- The Board as a whole shall serve as an audit committee.
- The Board in conjunction with the President, may also appoint an internal auditor/compliance manager as a resource person to perform independent assessment of the College’s internal controls and processes, as prescribed by the Board’s Audit Committee.

AGENDA ITEM 6.1 – BOARD OBJECTIVES AND POLICIES (Continued)

- The Board shall require the President and Vice President for ~~Administrative Affairs~~ Business Services and Finance to certify in a management representation letter that, to the extent of their knowledge, management has fully cooperated with the independent auditors and has fully disclosed all information pertinent to the audit.
- It shall be a violation of policy for any party to fraudulently influence, coerce, manipulate, or mislead an auditor in the performance of the audit.

Adopted 12/08/70

Amended 02/28/78

Amended 02/17/87

Amended 01/25/05

Amended 03/15/16

~~Amended~~

**NON-BARGAINING UNIT EMPLOYEES EMPLOYMENT,  
COMPENSATION AND BENEFITS**

Policy 939 – Revised – Second Reading

The current board policy is presented for revision to align with direction of the Board related to the Discretionary Allowance (DAL) and to align policy with administrative practice and compliance with state regulation.

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

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

939

**NON-BARGAINING UNIT EMPLOYEES EMPLOYMENT,  
COMPENSATION AND BENEFITS**

The College will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and College processes. To achieve this goal, the College shall endeavor to attract and retain a diverse, talented and dedicated workforce through its employment, compensation and benefits programs. These programs will be administered by the College’s Human Resources Department where applicable, following procedures authorized by the President or his or her designee. Any changes in the level of benefits will be subject to [approval by the Board of Trustees](#) approval.

- A. **Salary Ranges** - Salary ranges shall be reviewed annually by the Board of Trustees.
  
- B. **Placement on Staff Salary Schedule** - Staff jobs are evaluated and placed on the Salary Schedule using professionally accepted compensation administration principles. The College of Lake County’s Human Resources Department is responsible for conducting this evaluation and for the ultimate placement of jobs. Job descriptions are the primary source of information for the evaluation of jobs. Relevant internal and external market surveys and information will also be a source of information for the evaluation of jobs. Supervisors are responsible for assuring that current job descriptions are in place for all jobs in their areas of responsibility. ~~Supervisors may request that the salary schedule placement of a job be reviewed because the content of a job has changed significantly. These reviews shall be conducted by the Human Resources Department in accordance with the established position reclassification procedures.~~
  
- C. **Salary Increases** - Salary increases shall not be automatic. Salary increases will normally be effective each July 1, except for personnel who are initially employed by the College after April 1. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step. For contract personnel, salary increases will occur on the effective date of the contract/grant under which they are employed, except for personnel who are employed less than ninety (90) days prior to the start of the contract year. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step.

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

D. Full-time employees hired prior to July 1, 2007 and who have been continuously employed in a full-time capacity receiving the Discretionary Allowance (DAL) shall have this amount added to their base salary, effective July 1, 2019, and applied after any across-the-board increase awarded for Fiscal Year 2020. This will be the employee's base salary amount in which any salary increase will be applied going forward. The DAL will sunset after it is added to base salary. ~~shall receive as additional salary the amount previously allocated to the employee's flexible benefit plan. Payment of this additional salary will be pro-rated throughout the fiscal year and is subject to all applicable state and federal withholdings and SURS contributions.~~

E. **Supplemental Benefits**

1. **Medical Insurance** - The Board shall make available a group major medical insurance policy for all regular, full-time non-bargaining unit employees.
2. **Life Insurance** - The College is paying the premium for a basic group term life insurance policy for each full-time non-bargaining unit employee in an amount equal to two (2) times the annual salary rounded to the nearest thousand dollars, including an equal amount of coverage for Group term life insurance and accidental death and dismemberment. The terms of the Group Term Life and Accidental Death and Dismemberment Insurance Plan Document shall dictate.
3. **Long-Term Disability Income Insurance** - The College is paying the premium for a group long-term disability insurance policy. This plan pays a monthly benefit, which is designed to partially replace income lost during periods of total disability due to covered injury, sickness, or pregnancy, that extends beyond the qualifying period of six months of disability. The scheduled amount of monthly benefit is an amount equal to 60 percent of monthly earnings to a maximum amount ~~of \$6,000~~ as listed in the LTD Plan document as of the elimination period start date. The terms and conditions of the LTD Insurance Plan ~~d~~Document shall dictate, unless otherwise provided by the Board of Trustees.

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

4. **Cafeteria Plan** - The Board of Trustees shall provide a flexible ~~spending compensation~~ plan defined as a "cafeteria plan" under Section 125 of the Internal Revenue Code. Subject to the terms of the plan, participants may choose to reduce their compensation by allocating funds to a ~~healthcare flexible spending medical reimbursement~~ account, dependent care ~~flexible spending reimbursement~~ account, and/or ~~a transportation flexible spending account. This plan also allows for pre-tax premium contributions to College-provided-to-pay for college~~ medical, dental and/or vision insurance ~~plans. premium contributions.~~

F. **Holidays** - Each regular full-time, non-bargaining unit employee shall be granted the day off with pay on each of the following holidays. Regular part-time, non-bargaining unit employees are eligible for this benefit on a pro rata basis. Employees working less than the fiscal year shall be entitled to the holidays that fall within their work year.

01. New Year's Day (January 1)
02. Martin Luther King, Jr.'s Birthday
03. Memorial Day
04. Independence Day (July 4)
05. Labor Day
06. Thanksgiving Day
07. Thanksgiving Friday
08. Christmas Eve Day (December 24)
09. Christmas Day (December 25)
10. New Year's Eve Day (December 31)
11. Three (3) other special holidays shall be granted by the Board of Trustees on an annual basis to make a full complement of thirteen (13) holidays per annum.

Any holiday falling on a Saturday will normally be observed on the preceding Friday. Similarly, any holiday falling on a Sunday will normally be observed on the following Monday. However, the College may set the schedule for a Saturday or Sunday Holiday each year on a weekday that best meets the needs of students and the community, at its discretion.

Other days may be declared special holidays for a given year if they are recognized in the official academic calendar for that year.



AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

Any holiday falling within an employee's vacation leave shall be considered holiday leave and shall not be deducted from the employee's vacation.

- G. **Personal Leave** - Each regular, ~~non-probationary~~, full-time, non-bargaining unit employee shall be allowed four (4) days, or thirty-two (32) hours, of paid personal leave per fiscal year. ~~Each non-probationary, depending on the number of hours the employee is normally scheduled to work per week. Regular part-time employees will receive personal leave on a pro rata basis based on the number of hours worked.~~ Employees hired into eligible positions after the start of a new fiscal year shall accrue paid personal leave on a pro rata basis dependent on the time of the fiscal year the employee is hired. Personal leave shall be subject to the prior approval of an employee's immediate supervisor. Personal leave must be used in the year earned and will not carry over. Unused personal leave will not be paid out upon separation. Up to two (2) days, or sixteen (16) hours, of unused personal leave shall convert to accumulated health leave at the end of the fiscal year.

Personal leave requested in excess of available time remaining shall be deducted from accumulated vacation leave.

- H. **Vacation Leave** - The College of Lake County shall grant vacations, with pay, to regular, non-bargaining unit employees in accordance with the following provisions:
01. Eligibility: All regular full-time non-bargaining unit employees shall earn paid vacation leave on a monthly basis from the starting date of employment. Board-approved part-time non-bargaining unit employees earn and accrue vacation on a pro rata basis. Employees may elect to use accumulated vacation leave after they have completed their initial probationary period with the college.
  02. Vacation Year: The employee's vacation year shall consist of the time from his/her starting date to his/her anniversary date one (1) year later. Employees starting on or before the fifteenth day of the month shall be considered as having a start date of the first of the month. Those starting on the sixteenth day or later shall be considered as having a start date of the first day of the following month.

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

03. Length of Vacation: Employees shall earn vacation leave in accordance with the following schedule:

Full-time Full Fiscal Year rates of earning are as follows:

Administrators and Professionals:

Years 0-10 of service: 20 days per year/1.67 days per month (160 hours per year/13.34 hours per month) 35 days (280 hours) carry-over cap

Years 10+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 38 days (304 hours) carry-over cap

Vacation time for Administrators and Professionals, accrued in one anniversary year, may be carried over to the following anniversary year, provided all accumulated vacation leave carried over from the previous anniversary year in excess of 280 hours for Administrative and Professional employees with ten (10) or less years of service or 304 hours for employees with eleven (11) or more years of service, is taken by the last day of the anniversary year. Unused vacation time in excess of the foregoing shall not accumulate.

Classified and Specialist Employees:

Years 0-5 of service: 17 days per year/1.42 days per month (136 hours per year /11.34 hours per month) 22 days (176 hours) carry-over cap

Years 6-10 of service: 20 days per year/1.67 days per month (160 hours per year /13.34 hours per month) 25 days (200 hours) carry-over cap

Years 11+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 27 days (216 hours) carry-over cap

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

~~Certain identified “grandfathered” employees, who had submitted his/her retirement declaration date by February 28, 2017 and that is no more than two years prior to their chosen retirement date (i.e., no later than 02/28/2019), and has been approved by the Board, will be able to accrue vacation with no carry over cap in this pre-retirement period prior to the last year of work. During the last year of work in this pre-retirement period, the employee may accrue up to a cap of 56 days (448 hours) as of the last day of work. All other employees may carry over only to the maximum carry over cap reflected with each year of service.~~

04. Use of Vacation Leave:

- a) Vacation leave earned in one (1) vacation year may not be carried forward beyond the end of the following vacation year.
- b) Unused vacation leave shall be paid out upon separation at the salary rate being paid immediately prior to separation. ~~This provision shall not apply to persons who have not completed their initial probationary period.~~
- c) Vacations shall be staggered to ensure a reasonable staffing level. Time preference shall be based on seniority whenever practical.
- d) Vacation leave shall be approved by the immediate supervisor and verified by the Executive Director of Human Resources or designee.
- e) Vacation leave cannot be utilized as the final day of employment for an employee who retires or resigns from the College.

- I. **Health Leave** – Regular, full-time employees in non-bargaining unit positions shall accrue health leave to a maximum established by the Board. Regular, part-time employees in non-bargaining unit positions shall accrue health leave on a pro rata basis, depending on the number of hours worked and according to the length-of-service provisions in effect for full-time, non-bargaining unit employees to a maximum established by the Board.

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

Full-time Full Fiscal Year rates of earning are as follows:

Administrator and Professional Employees:

23 days per year/1.92 days per month  
(184 hours per year/15.34 hours per month)

Classified and Specialist Employees:

Years 0-5 of service: 15 days per year/1.25 days per month  
(120 hours per year/10 hours per month)

Years 6-19 of service: 18 days per year/1.50 days per month  
(144 hours per year/12 hours per month)

Years 20 + of service: 24 days per year/2 days per month  
(192 hours per year/16 hours per month)

Maximum accrual of health leave for Classified and Specialist employees shall not exceed 435 days (3,480 hours). Accrued leave shall not be compensable in any form upon termination of employment.

Health leave is intended for medical and dental appointments and those times when the employee or his or her immediate family member has an illness or injury that prevents the employee from meeting is prevented by injuries or illness to meet work obligations. For purposes of the health leave provision, family members include spouse or domestic partner, child, parent, sibling, grandparent, grandchild, legal guardians and step and in-law relations of the same. Employees shall make a reasonable effort to schedule medical and dental appointments for days and times that are least disruptive to the employees' schedule and department operations. When the pattern of use of health leave has become unusual, the employee will be notified in writing of this fact by his or her supervisor or administrator, and may be required to provide medical documentation for future absences during a specified period of time period. Employees who miss five (5) workdays may be required to provide timely medical documentation while on health leave and upon returning to work. Any cost involved in procuring such a doctor's certificate shall be the responsibility of the employee.

In the case of extended illness, earned vacation time will be utilized after the expiration of earned health leave. Employees must call their

## AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

supervisor promptly upon determining the illness will prevent them from performing their regularly assigned duties. If possible, the employee shall notify his/her supervisor by the end of the first day of illness indicating when he/she will be able to report again for duty, and supporting medical documentation may be requested.

During the time a full- or part-time employee is on health leave, the benefits to which the category of employee is entitled shall continue to accrue and be in full force.

Employees starting after the first of the month shall, on or before the fifteenth day of the month be considered as having a starting date of the first of the month for purposes of health leave accumulation. Those starting on the sixteenth day or later shall be considered as having a starting day of the first day of the following month.

~~Effective July 1, 1993, full time, non bargaining unit Classified and Specialist employees whose intention to retire is approved by the Board of Trustees shall be eligible to accrue health and injury leave at the rate of 2 days (16 hours) per month for the period between Board approval of retirement and the actual onset of retirement. Such accrual (at the rate of 2 days/16 hours per month) shall be limited to a maximum of 12 months.~~

Unused health leave shall be reported to State Universities Retirement System (SURS) at the time of an employee's retirement, resignation or termination of employment.

- J. **Supplementary Health** - The College shall grant a total of 20 day (160 hours) of supplementary paid health leave to each full-time employee with one year of continuous service to the College in a regular, non-bargaining unit position, ~~a total of 20 days (160 hours) of supplementary paid health leave~~. Such leave shall be accessible to the employee only under the following conditions:

01. The employee must first exhaust all of the following forms of paid health leave: regular paid health leave, vacation leave and paid personal leave.
02. The employee is afflicted with an illness or injury which will verifiably prohibit the employee from performing the duties of his/her job for a period of at least 10 working days. For the purposes of this policy, verification refers to the requirement

AGENDA ITEM 6.2 – BOARD OBJECTIVES AND POLICY (Continued)

that the incapacitated employee provide written medical documentation specifying the number of days that the employee will be unable to perform the duties of the job.

The Administration may, at its discretion, require the employee to obtain a second medical opinion, at the College's expense. The College shall select the physician asked to render the second opinion. In cases where the medical opinion provided in the first and second certifications conflict, the College may require the employee to obtain a third certification, at the College's expense. The third physician shall be selected jointly by the College and the employee. In cases where a third physician is consulted, the College shall review all certifications received before rendering a decision as to whether supplementary health leave shall be paid.

03. Employees who receive benefits from SURS or who are absent due to a work-related injury compensable under the Illinois Worker's Compensation Act may not avail themselves supplementary health leave.
04. Unused supplementary health leave shall be reported to SURS with any unused regular health at the time of the employee's retirement, resignation or termination.

Adopted 06/23/15  
Amended 04/26/2016  
Amended 06/28/2016  
Amended 10/25/2016  
Amended 09/19/2017  
Amended

**RESOLUTION APPROVING THE ADOPTION OF THE  
FY 2020 – FY 2024 STRATEGIC PLAN**

Administration will introduce the FY 2020 to FY 2024 Strategic Plan in early August 2019. The new strategic plan provides a comprehensive blueprint that aligns planning, resource allocation, and initiatives with the College’s refreshed mission, vision, values and priorities over the next five years. The plan encompasses input from a broad set of stakeholders, including the community, workforce, students and employees. To launch the plan, Administration seeks the Board of Trustees’ approval of the FY 2020-FY 2024 strategic pillars, definitions and overarching strategies, as well as the revised mission, vision and values, as outlined on the following pages.

The plan is in its final stages of review by the College and the community, with the final round of minor revisions to occur in July. Some minor edits may be applied as comments and feedback are collected and reviewed.

It is recommended that the Board of Trustees approve the attached resolution adopting the FY 2020-FY2024 Strategic Plan.



**FY2020-FY2024 Strategic Plan**

**Strategic Pillar 1: Access & Success for Students**

**Definition:** Facilitate learning through a student-ready systemic design framework focused on creating an ideal and equitable student experience. Intentionally design curriculum to provide clear paths for all student entry points and a seamless transition to transfer or career.

Key Idea	Strategy
Lancer Success Framework	Build the <b>Lancer Success Framework</b> ,* an integrated seamless experience for every student beginning with the first point of contact and continuing through the student’s exploration, planning for success, experiential learning, academic progress, timely completion and transition to the workforce or university
Integration of CLC Student Success Definition	Integrate the elements of the CLC student success definition** throughout the student experience
Student Momentum	Evaluate policies and processes that drive momentum for student success
Affordability	Improve affordability for students by reducing the time to complete a credential, creating cost efficiencies and developing resources to support success
Flexibility	Increase online, flexible and accelerated delivery methods to increase access and learning options that lead to student success
* <b>Lancer Success Framework:</b> Link, Launch, Learn, Leap	
** <b>Student Success Definition:</b> An inclusive student-ready environment, providing personalized culturally relevant student learning experiences, grounded in equitable practice, achieving educational attainment for every student.	

**Strategic Pillar 2: Equity & Inclusion**

**Definition:** Create success for every student and employee by providing a supportive, barrier-free environment that enables them to achieve academic, career and personal goals.

Key Idea	Strategy
Policy & Procedure	Create a barrier-free environment by removing instances of power, privilege and inequity in policies, procedures and processes
Professional Development	Develop role-specific knowledge in every employee so they apply demonstrated skill in inclusive practices, diversity, sense of belonging, cultural competence and equity-mindedness in their daily work
Data-Informed Decisions	Use disaggregated student data to identify opportunity gaps in achievement and inform decisions about system changes
Curriculum and Cocurricular Activities	Embed equity concepts, such as inclusion and social justice, within the academic curriculum and in cocurricular activities
Talent Management	Address equity and diversity in hiring, retention, talent management and compensation and benefit practices



## AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

### Strategic Pillar 3: Teaching & Learning Excellence

**Definition:** Achieve teaching and learning excellence by empowering full-time and adjunct faculty in their central role in the Lancer Success Framework, including the examination of pedagogy through data, engagement in meaningful professional development and the integration of academic supports with classroom learning and student feedback.

Key Idea	Strategy
Experiential Learning	Embed experiential learning within every credential to provide rich, real-world application of classroom knowledge, including internships, service learning, study abroad or clinical experiences
Student Effort & Academic Rigor	Integrate academic support services within curricular experiences and assure common standards for rigor within academic departments
Active & Collaborative Learning	Incorporate high-quality, active, collaborative learning experiences within all delivery modes to optimize student-to-student and student-to-faculty interactions that define the Lancer classroom
Professional Development	Engage all new, full-time and adjunct faculty in ongoing professional development intentionally designed to foster equity-minded, reflective and data-informed practice to improve student learning and success outcomes
Technology	Use instructional technologies to augment student classroom learning and to improve access to academic support services

### Strategic Pillar 4: Community & Workforce Partnerships

**Definition:** Facilitate the economic vitality of Lake County’s diverse communities through collaborative partnerships with workforce and educational partners to ensure a sufficient skilled workforce talent pipeline.

Key Idea	Strategy
Community Programming	Develop relevant academic, cultural and community programming to engage and advance the socially, economically and racially diverse communities of Lake County
Enrollment & Talent Pipelines	Develop enrollment and talent pipelines at all campus locations, through middle school engagement, dual credit pathways, adult education pathways, transfer pathways and apprenticeship programs
Workforce Alliances	Build alliances with workforce partners in high-demand fields across industry sectors to develop new credentials, expand capacity of existing programs and leverage apprenticeships to meet regional workforce needs across all campuses, emphasizing manufacturing, healthcare, information technology and education talent pipelines
Flexible Training of Incumbent Workforce	Develop flexible delivery models to meet the needs of the incumbent workforce for skill advancement and career progression
Civic Engagement	Establish a civic engagement plan that includes curricular and cocurricular experiences for students and community volunteerism for employees

## AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

### Strategic Pillar 5: Collaborative Culture

**Definition:** Facilitate student learning through a values-based, student-focused collaborative culture that upholds individual, team and organizational accountability.

Key Idea	Strategy
Leadership & Talent Management	Promote leadership and talent management practices that uphold the College's values and that foster student success outcomes
Professional Development & Recognition	Create intentional professional development and recognition programs that align with the College's values and advance outcomes for student success
Shared Governance Principles	Promote employee engagement within shared governance to support communication, transparency and shared accountability to achieve organizational and student success priorities
Collaborative Team Culture	Ensure that collaborative, innovative and continuous improvement team culture exists across all levels and functions of the organization
Innovation	Establish systems and processes that enable employees to engage in and explore new ideas that advance student, employee and community achievement

### Strategic Pillar 6: Strategic Use of Resources

**Definition:** Ensure a sustainable and fiscally sound College through nimble, prudent use of resources focused on maximizing student success outcomes, achieving revenue growth and ensuring state-of-the-art physical and virtual environments to serve the diverse needs of Lake County.

Key Idea	Strategy
Alignment & Accountability	Align financial, human, capital, planning and research resources to advance organizational growth and strategic priorities
Resource & Revenue Development	Expand resource development to meet the growing needs of students through grants, donations and scholarships and to develop new enterprise revenue streams
Process Improvement	Design operational processes to meet internal and external customer needs and to continuously improve systems for greater efficiency and quality
Health & Wellness	Increase access to high-quality health and wellness programming and services while reducing overall annual costs
Data & Technology Systems	Use data and technology systems to improve services, increase student success outcomes and achieve the ideal experience for internal and external stakeholders

## AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

### **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 it serves.

### **Vision**

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

### **Values**

Purpose

Integrity

Excellence

Inclusion

Unity

Compassion

**RESOLUTION APPROVING THE FY 2020-FY 2024 STRATEGIC PLAN**

WHEREAS, the College of Lake County has developed a new strategic plan for FY 2020 through FY 2024;

WHEREAS, the College of Lake County has revised its mission, vision, and values to align with the strategic plan and input from trustees, employees, students, and community members; and

WHEREAS, the College of Lake County Administration seeks Board of Trustees approval of the FY 2020-FY 2024 strategic plan as provided, with the potential for minor revisions to occur after all input has been received in July 2019.

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

- Section 1. The statements in the preamble of this Resolution are hereby incorporated and made part of this Resolution.
- Section 2. The Board of Trustees hereby approves the FY 2020-FY 2024 Strategic Plan and allows minor edits to be made prior to finalization.

PASSED this 25<sup>th</sup> day of June 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

BOARD OF TRUSTEES  
COLLEGE OF LAKE COUNTY  
DISTRICT 532

By: \_\_\_\_\_  
Name: William M. Griffin, Ed.D.  
Board of Trustees, Chair

**RESOLUTION APPROVING THE ADOPTION OF  
FY 2020-FY 2024 MASTER PLAN GUIDING PRINCIPLES**

Administration will begin work on the FY 2020-FY 2024 Campus Master Plan in July 2019. The Master Plan will provide an overall comprehensive plan to align campus facilities with the vision and goals of the College. It will prioritize the College’s approach to capital improvements and resource allocation, addressing both the College’s current and future needs. To lead this effort, Administration seeks the Board of Trustees’ approval of the guiding principles for the FY 2020-FY2024 Master Plan.

The Master Plan Guiding Principles is a list of imperatives that will inform every Steering Committee decision. Administration’s recommended guiding principles are aligned with the College’s new strategic plan vision, values and mission. All decisions made as part of the Master Plan will be filtered through these guiding principles to ensure they are adequately addressing students, workforce, and community needs. Recommended guiding principles are as follows:

1. Be student-centered, creating a welcoming and culturally-relevant space that provides a sense of inclusion
2. Create inspiring collaborative student, staff, and faculty engagement and learning spaces that are flexible
3. Be informed by the broader Lake County community
4. Embrace advanced technology and prepare for emerging technologies
5. Address deferred maintenance needs and consider equitable delivery of programming and services across all campuses
6. Create future-focused spaces to address Lake County’s industry 4.0 training needs that reflect real-world work environments
7. Be financially responsible and support the sustainability plan

It is recommended that the Board of Trustees adopt the attached campus master plan guiding principles resolution.

**RESOLUTION APPROVING THE MASTER PLAN GUIDING PRINCIPLES**

WHEREAS, the College of Lake County’s mission is to deliver high quality, accessible learning opportunities to advance student success and strengthen the diverse communities we serve;

WHEREAS, the College of Lake County’s vision is to strive to be an innovative educational institution offering exceptional learning experiences and to be widely recognized for student success, business and community partnerships and for the achievements of faculty, staff and alumni;

WHEREAS, the College of Lake County is completing its next strategic plan, which includes six strategic pillars;

WHEREAS, the College of Lake County is embarking on its next five-year facilities Master Plan FY 2020-FY 2024 project;

WHEREAS, the College of Lake County Administration seeks trustee approval of Master Plan guiding principles as follows:

1. Be student-centered creating, a welcoming and culturally-relevant space that provides a sense of inclusion
2. Create inspiring collaborative student, staff, and faculty engagement and learning spaces that are flexible
3. Be informed by the broader Lake County community
4. Embrace advanced technology and prepare for emerging technologies
5. Address deferred maintenance needs and consider equitable delivery of programming and services across all campuses
6. Create future-focused spaces to address Lake County’s industry 4.0 training needs that reflect real-world work environments

Agenda Item 6.4  
June 25, 2019

AGENDA ITEM 6.4 – BOARD POLICIES AND OBJECTIVES (Continued)

7. Be financially responsible and support the sustainability plan

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

Section 1. The statements in the preamble of this Resolution are hereby incorporated and made part of this Resolution.

Section 2. The Board of Trustees hereby approves the Master Plan's seven Guiding Principles.

PASSED this 25<sup>th</sup> day of June 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

BOARD OF TRUSTEES  
COLLEGE OF LAKE COUNTY  
DISTRICT 532

By: \_\_\_\_\_  
Name: William M. Griffin, Ed.D.  
Board of Trustees, Chair

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**RESOLUTION APPROVING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for travel, meal, and lodging expenses in the amount of \$12,654.39.

PASSED this 25th day of June 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

It is recommended that the Board of Trustees approve the reimbursement for travel, meal, and lodging expenses.

**RESOLUTION APPROVING AND RATIFYING BILLS, AUTHORIZING  
BUDGET TRANSFERS  
AND ACCEPTING MONTHLY FINANCIAL REPORT**

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

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

WHEREAS, budget transfers in the amount of \$2,029,324.80 are recommended to the Fiscal Year 2019 Budget and are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$2,029,324.80.

PASSED this 25th day of June 2019 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

It is recommended that the Board of Trustees adopt the resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report.

AGENDA ITEM 7.2 – FINANCIAL (Continued)

**FY19 BUDGET TRANSFERS**

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	546000 01 01040 3010 01 513009 01 01040 3010 01	Center for Internl Ed Center for Internl Ed	Publications and Dues Faculty,Stipends&Misc,PT	\$12,000.00	\$12,000.00	To support additional recruitment initiatives.
2)	532000 02 00092 8060 01 571000 02 00076 7060 01	Institutional Expense Plant Utilities	Consultants Gas	\$85,000.00	\$85,000.00	To cover cost of contractual services.
3)	512004 01 00716 1040 02 516004 01 00716 1040 02 544002 01 00716 1040 02	Dental Hygiene Dental Hygiene Dental Hygiene	Specialist Staff/O-T Clerical Staff/O-T Computer Software	\$750.00 \$250.00	\$1,000.00	To fund staff overtime.
4)	544003 01 00728 1010 01 546000 01 00728 1010 01	Bio & Health Sci Bio & Health Sci	Postage Publications and Dues	\$290.00	\$290.00	To move funds to correct account.
5)	512004 01 00716 1040 02 541002 01 00718 1040 01	Dental Hygiene Phlebotomy Tech	Specialist Staff/O-T Instructional Supplies	\$1,000.00	\$1,000.00	To move funds to correct account.
6)	585000 01 01051 2090 01 575000 01 01051 2090 01 541010 01 01051 2090 01 599000 01 01051 2090 01 553000 01 01051 2090 01	Academic Success Academic Success Academic Success Academic Success Academic Success	Equipment – Office Telephone Computer Supplies Other Expenditures Travel/Out-of-District	\$3,800.00 \$300.00 \$650.00 \$100.00	\$4,850.00	To move funds to correct account.
7)	585000 01 01054 3030 01 512001 01 01054 3030 01	Counseling & Psych Counseling & Psych	Equipment – Office Specialist Staff/F-T	\$1,631.00	\$1,631.00	To move funds to correct account.

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
8)	534000 01 01008 8020 01 541001 01 01008 8020 01	Finance Finance	Maintenance Svcs. Office Supplies	\$650.00	\$650.00	To cover cost of contractual services.
9)	585000 01 01054 3030 01 512001 01 01054 3030 01	Counseling & Psych Counseling & Psych	Equipment – Office Specialist Staff/F-T	\$2,200.00	\$2,200.00	To move funds to correct account.
10)	534000 01 00077 7090 01 553000 01 00077 7090 01	Environmental Hlth Environmental Hlth	Maintenance Svcs. Travel/Out-of-District	\$900.00	\$900.00	To cover unexpected project/ purpose cost increase.
11)	541002 01 00603 1010 01 551000 01 00603 1010 01	Engineering Engineering	Instructional Supplies Conference/Meeting Exp	\$850.00	\$850.00	To cover unexpected project/ purpose cost increase.
12)	541002 01 00602 1010 01 551000 01 00602 1010 01	Earth Science Earth Science	Instructional Supplies Conference/Meeting Exp	\$613.00	\$613.00	To cover cost of contractual services.
13)	589000 01 01000 8010 01 599000 01 01000 8010 01	President’s Office President’s Office	Other Capital Outlay Other Expenditures	\$5,000.00	\$5,000.00	To move funds to correct account.
14)	544003 01 01004 8070 01 551000 01 01004 8070 01	IEPR IEPR	Postage Conference/Meeting Exp	\$200.00	\$200.00	To cover unexpected project/ Purpose cost increase.
15)	519000 01 01006 8040 01 539000 01 01006 8040 01	Human Resources Human Resources	Other Salary Other Contractual Svcs	\$1,500.00	\$1,500.00	To cover unexpected project/ purpose cost increase.
16)	553000 01 01038 3080 01 599000 01 01038 3080 01	Student Dev Student Dev	Travel/Out-of-District Other Expenditures	\$2,800.00	\$2,800.00	To move funds to correct account.

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
17)	585000 01 01021 2010 01	Library	Equipment – Office	\$5,000.00		To cover anticipated expenses and replace missing equipment.
	554101 01 01021 2010 01	Library	Computer Supplies	\$2,000.00		
	541003 01 01021 2010 01	Library	Library Supplies	\$1,500.00		
	518000 01 01021 2010 01	Library	Student Employees		\$6,000.00	
	546000 01 01021 2010 01	Library	Publications and Dues		\$2,000.00	
	544003 01 01021 2010 01	Library	Postage		\$500.00	
18)	553000 01 01025 2090 01	Testing	Travel/Out-of-District	\$2,463.80		To move funds to correct account.
	541002 01 01025 2090 01	Testing	Instructional Supplies		\$1,500.00	
	534000 01 01025 2090 01	Testing	Maintenance Services		\$68.00	
	534008 01 01025 2090 01	Testing	Computer Software Maint.		\$305.00	
	544002 01 01025 2090 01	Testing	Computer Software		\$200.00	
	546000 01 01025 2090 01	Testing	Publications and Dues		\$50.00	
	551000 01 01025 2090 01	Testing	Conference/Meeting Exp		\$340.80	
19)	534008 01 01037 3090 01	Admissions	Computer Software Maint.	\$4,700.00		To cover Annual Salesforce Licenses for Admissions and Recruitment.
	544003 01 01037 3090 01	Admissions	Postage		\$4,700.00	
20)	539000 52 52000 6010 01	Food Services	Other Contractual Svcs	\$4,150.00		To cover unexpected project/ purpose cost increase.
	585000 52 52001 6010 01	Catering	Equipment – Office		\$4,150.00	
21)	553000 01 00117 1020 01	Paralegal Studies	Travel/Out-of-District	\$1,200.00		To cover cost of contractual services.
	546000 01 00117 1020 01	Paralegal Studies	Publications and Dues		\$1,200.00	
22)	549001 01 01004 8070 01	IEPR	Soft Goods and Gifts	\$100.00		To cover costs of incentives for survey of graduates.
	539000 01 01004 8070 01	IEPR	Other Contractual Svcs		\$100.00	

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
23)	544003 01 01034 3040 01	Financial Aid	Postage	\$3,000.00		To cover higher expense in postage.
	553000 01 01034 3040 01	Financial Aid	Travel/Out-of-District		\$3,000.00	
24)	519001 01 01043 4010 03	Southlake Campus	Seasonal/PT Flex	\$2,000.00		To cover cost of temporary/seasonal services.
	532000 01 01043 4010 03	Southlake Campus	Consultants		\$2,000.00	
25)	585000 01 01043 4010 03	Southlake Campus	Equipment – Office	\$1,100.00		To align accounts with ICCB guidelines.
	513008 01 01043 4010 03	Southlake Campus	Faculty,Stipends&Misc/FT		\$1,100.00	
26)	532000 01 01063 1090 01	CLC Online	Consultants	\$325.00		To move funds to correct account.
	546000 01 01063 1090 01	CLC Online	Publications and Dues	\$3,250.00		
	513008 01 01063 1090 01	CLC Online	Faculty,Stipends&Misc/FT		\$1,775.00	
	513009 01 01063 1090 01	CLC Online	Faculty,Stipends&Misc/PT		\$1,800.00	
27)	585000 01 01063 1090 01	CLC Online	Equipment – Office	\$1,500.00		To align accounts with ICCB guidelines.
	552000 01 01063 1090 01	CLC Online	Travel/Local		\$1,500.00	
28)	544003 57 00836 4020 01	Judicial Services	Postage	\$2,500.00		To cover unexpected project/purpose cost increase.
	532000 57 00836 4020 01	Judicial Services	Consultants		\$2,500.00	
29)	539000 01 00712 1040 01	Nursing	Other Contractual Svcs	\$5,000.00		To move funds to correct account.
	512004 01 00713 1040 03	Massage Therapy	Specialist Staff/O-T	\$2,000.00		
	516004 01 00728 1010 01	Bio & Health Sci	Clerical Staff/O-T	\$1,000.00		
	541002 01 00712 1040 01	Nursing	Instructional Supplies	\$10,000.00		
	538000 01 00712 1040 01	Nursing	Instructional Svc Contract		\$18,000.00	
30)	516004 01 01002 8010 01	Admin Affairs	Clerical Staff/O-T	\$700.00		To fund staff overtime.
	599000 01 01002 8010 01	Admin Affairs	Other Expenditures		\$700.00	

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
31)	515002 01 01032 3020 01 519001 01 01035 3090 01	Counseling,Advising Disability Services	Faculty,Non-Cr&Instr/P-T Seasonal/PT Flex	\$15,262.00	\$15,262.00	To cover cost of temporary/ seasonal services.
32)	589000 01 00018 1060 01 539000 01 00018 1060 01	Adult Ed/Literacy Adult Ed/Literacy	Other Capital Outlay Other Contractual Svcs	\$5,000.00	\$5,000.00	To cover cost of workstations due To three new positions being added.
33)	539000 01 01019 4030 01 513008 01 01019 4030 01	TLETC TLETC	Other Contractual Svcs Faculty,Stipends&Misc/FT	\$9,000.00	\$9,000.00	To cover cost of contractual services.
34)	513001 01 various 529100 01 various 519000 01 00016 8060 01	Various Various Comp & Benefits	Faculty/F-T, Reg. Term Emp. Benefits/Faculty Other Salaries	\$1,815,003.00	\$1,174,200.00 \$640,803.00	To move funds for FY19 faculty contract.
35)	585000 01 00628 1010 01 559000 01 00628 1010 01 553000 01 00628 1010 01	EMPS EMPS EMPS	Equipment - Office Other Conf. & Mtg Exp Travel/Out-of-District	\$3,000.00	\$2,000.00 \$1,000.00	To cover cost of contractual services.
36)	512001 01 01054 3030 01 546000 01 01054 3030 01 536000 01 01054 3030 01	Counseling,Advising Counseling,Advising Counseling,Advising	Specialist Staff/F-T Publications and Dues Office Services	\$3,070.00	\$770.00 \$2,300.00	To move funds to correct account
37)	539000 01 01032 3020 01 541010 01 01032 3020 01	Counseling,Advising Counseling,Advising	Other Contractual Svcs Computer Supplies	\$450.00	\$450.00	To cover cost of contractual services.
38)	541001 57 00910 4020 01 559000 57 00910 4020 01	WPDI Operations WPDI Operations	Office Supplies Other Conf & Mtg Exp	\$200.00	\$200.00	To move funds to correct account.

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
39)	534000 01 00077 7090 01	Environmental Hlth	Maintenance Services	\$267.00		To cover unexpected project/ purpose cost increase.
	539000 01 00077 7090 01	Environmental Hlth	Other Contractual Svcs		\$70.00	
	541001 01 00077 7090 01	Environmental Hlth	Office Supplies		\$66.00	
	544003 01 00077 7090 01	Environmental Hlth	Postage		\$83.00	
	553000 01 00077 7090 01	Environmental Hlth	Travel/Out-of-District		\$48.00	
40)	541010 02 00078 7080 01	Facilities Admin.	Computer Supplies	\$4,100.00		To cover unexpected project/ purpose cost increase.
	544004 02 00002 7010 01	H.V.A.C.	Repair Matls. and Supplies		\$4,100.00	

**TOTAL TRANSFERS-ALL FUNDS    \$2,029,324.80    \$2,029,324.80**



**Operating Funds  
Financial Highlights**

**REVENUE:**

The revenues in the operating funds reflect 65.4% of budgeted revenues through April 2019. In comparison, at the end of April 2018, the College had received 69.1% of the amount budgeted. This reduction in FY2019 relates to the timing of State disbursements not being on par. In December 2017, the College received half of the outstanding FY2017 state appropriation of \$2.4 million and in March 2018 and in April 2018, we received two additional installments of \$1.2 million, respectively, which completed the appropriation of the \$4.8 million outstanding funds from the State. If the \$4.8 million of FY2017 state appropriations were excluded, the comparison at the end of April 2018 would have been 64.5% of the amount budgeted.

The College has received revenues equal to \$34.1 million of the fiscal year amount for local taxes. On September 6, 2018, the second installment was due to the Lake County Treasurer's Office. The first installment for the 2018 tax year was mailed in May 2019, with a due date of June 6, 2019; therefore, not much activity occurred until May. Local source revenue is budgeted at \$69.1 million for FY2019.

As of April 30, 2019, student enrollment reflected 90.3% of the tuition revenue. In comparison, at the end of April 2018, the College had received 91.0% of the amount budgeted. The timing of when students enroll impacts

AGENDA ITEM 7.2 – FINANCIAL (Continued)

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, 2019 financial report.

Interest rates, for investment purposes, are averaging 2.43% for all investments, whereas last year at this time, the interest rates were averaging 2.22%.

**EXPENDITURES:**

The expenditures in the operating funds reflect 69.4% of budgeted expenditures for the year. In comparison, at the end of April 2018, the College had expended 69.3% of the amount budgeted. The College is trending on track with the FY2019 budget plan.

At the September 2019 Board meeting, the Vice President for Administrative Affairs will present a Year-End Fiscal Accountability Report/Investment Report regarding the condition of all College funds and an investment report for Board approval.



# **Monthly Financial Report**

***FOR THE MONTH ENDED***

**April 30, 2019**

AGENDA ITEM 7.2 – FINANCIAL (Continued)

**Educational Fund  
Balance Sheet  
As of April 30, 2019**

**ASSETS**

**CASH**

Cash In Bank	25,669,091.72
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	8,360.00

**INVESTMENTS**

Repurchase Agreements	0.00
Treasury Bills	0.00
Certificates of Deposit	0.00
Other Investments	31,806,166.46

**RECEIVABLES**

Taxes Receivable - Current Levy	0.00
Corp PRS Prty Replc Tax Rec	0.00
Allowance for Uncoll. Tuition	(3,101,453.81)
Allowance Acct.Traffic Program	0.00
Governmental Claims Receivable	0.00
Chargebacks Receivables	0.00
Student Tuition Receivable	10,920,925.35
3rd Party Tuition Receivable	0.00
Vendor Receivables	0.00
Traffic System Tuition Receivable	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	1,578,955.63
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	89,281.82
Receivable From Restr. Purpose Fund	17,678,717.63
Receivable From Working Cash	0.00
Tuition Receivable From Financial Aid	0.00
Receivable From Other Funds	798,484.53

**Deferred Expenses**

Deferred Expenses	0.00
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**TOTAL ASSETS**

85,515,475.21

AGENDA ITEM 7.2 – FINANCIAL (Continued)

**Educational Fund  
Balance Sheet  
As of April 30, 2019**

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable	0.05
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**CURRENT OBLIGATIONS PAYABLE**

Current Obligations Payable	0.00
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**ACCOUNTS PAYABLE**

Accounts Payable	465,417.74
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**ACCRUED EXPENSES**

Accrued Expense	887,543.00
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**INTER-FUND PAYABLE**

Payable to Maintenance Fund	4,080.00
Payable to Education Fund	8,028,486.37
Payable to O. B. M. Funds	5,706,149.42
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	53,063.93
Payable to Restr. Purpose Fund	16,798,051.54
Payable to Working Cash Fund	0.00
Payable to Other Funds	20,317,656.68

**DEFERRED REVENUES**

Property Taxes	0.00
Total Tuition & Fees	6,502,613.00
Miscellaneous Deferred Revenues	0.00

**OTHER LIABILITIES**

Other Liabilities	1,340,846.01
Vacation Accrual	2,066,723.88

**FUND BALANCE**

Fund Balance	23,344,843.59
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<b>TOTAL FUND BALANCE</b>	<b>23,344,843.59</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>85,515,475.21</b>
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**RECONCILIATION**

BEGINNING FUND BALANCE	27,216,303.41
ADD: REVENUE	63,315,399.25
LESS: EXPENDITURES	(67,186,859.07)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	23,344,843.59

**College of Lake County**  
**CLC Comparison Educational Fund**  
**Statement of Changes in Fund Balance**  
**Month Ending: April 30, 2019**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	26,333,483.96	41.59%	25,588,580.91	38.96%
T.I.F.A.	82,901.47	0.13%	84,028.71	0.13%
CPPRT Corp Pers Prop Repl Tax	667,778.55	1.05%	644,176.80	0.98%
ICCB Credit Hour Grants	6,459,926.00	10.20%	10,773,787.20	16.40%
Vocational Education	534,490.00	0.84%	1,046,802.80	1.59%
Tuition	26,193,717.21	41.37%	26,168,553.83	39.84%
Graduation Fees	14,075.00	0.02%	14,655.00	0.02%
Transcript Fees	81,919.44	0.13%	82,946.04	0.13%
On-line Course Fee	297,736.96	0.47%	295,598.06	0.45%
Laboratory Fees	561,747.99	0.89%	553,923.61	0.84%
Credit By Exam Fees	500.00	0.00%	1,184.00	0.00%
Comprehensive Fees	5,070,954.58	8.01%	4,771,472.53	7.26%
Activity Fee Adjustment	(4,780,801.00)	-7.55%	(4,689,742.00)	-7.14%
Gain(Loss) on Investment	1,570,405.13	2.48%	145,901.17	0.22%
Time Deposits	0.00	0.00%	155,924.92	0.24%
Other Interest	28,833.28	0.05%	0.00	0.00%
Sweep Accounts	118,770.72	0.19%	7,907.21	0.01%
Library Fines	7,150.82	0.01%	8,455.00	0.01%
Miscellaneous Revenue	41,955.31	0.07%	27,952.46	0.04%
Other Revenue/Rebates	2,660.83	0.00%	1,230.51	0.00%
Payment Plan Enrollment Fee	27,193.00	0.04%	0.00	0.00%
<b>Total Income</b>	<b>63,315,399.25</b>	<b>100%</b>	<b>65,683,338.76</b>	<b>100%</b>

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>EXPENDITURES</u></b>				
Salaries	48,682,128.15	72%	46,133,101.56	72%
Employee Benefits	8,049,506.71	12%	8,698,525.51	14%
Contractual Services	3,017,863.77	4%	2,696,519.94	4%
General Material & Supplies	2,463,139.60	4%	2,166,241.57	3%
Travel/Conference Meeting Exp	570,433.48	1%	405,465.65	1%
Fixed Charges	911,435.91	1%	905,837.19	1%
Utilities	2,774.00	0%	1,539.58	0%
Capital Outlay	694,625.79	1%	360,471.67	1%
Other Expenditures	2,794,951.66	4%	2,733,125.65	4%
Total Expense	<u>67,186,859.07</u>	<u>100%</u>	<u>64,100,828.32</u>	<u>100%</u>
Beginning Fund Balance	27,216,303.41		24,937,324.96	
Add: Revenues	63,315,399.25		65,683,338.76	
Less: Expenses	(67,186,859.07)		(64,100,828.32)	
Operating Transfers	0.00		(5,200,000.00)	
Ending Fund Balance	<u>23,344,843.59</u>		<u>21,319,835.40</u>	

AGENDA ITEM 7.2 – FINANCIAL (Continued)

**Operations & Maintenance Fund  
Balance Sheet  
As of April 30, 2019**

**ASSETS**

<b><u>CASH</u></b>	
Cash In Bank	6,583,461.56
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	0.00
<b><u>INVESTMENTS</u></b>	
Investments	1,606,059.00
<b><u>RECEIVABLES</u></b>	
Taxes Receivable - Current Levy	0.00
Governmental Claims Receivable	0.00
Vendor Receivables	0.00
Traffic System Tuition Receivable	0.00
Other Receivables	0.00
<b><u>ACCRUED REVENUE</u></b>	
Accrued Interest	0.00
Other Accrued Revenue	0.00
<b><u>INTER-FUND RECEIVABLE</u></b>	
Receivable From Education Fund	13,165.00
Receivable From O.B.M. Fund	1,665,309.95
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Receivable From Restr. Purpose Fund	688,287.15
Receivable From Working Cash	0.00
Receivable From Other Funds	87,650.91
<b><u>Deferred Expenses</u></b>	
Deferred Expenses	103,897.00
<b>TOTAL ASSETS</b>	<b>10,747,830.57</b>



AGENDA ITEM 7.2 – FINANCIAL (Continued)

**Operations & Maintenance Fund  
Balance Sheet  
As of April 30, 2019**

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**CURRENT OBLIGATIONS PAYABLE**

Current Obligations Payable	0.00
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**ACCOUNTS PAYABLE**

Accounts Payable	26,651.75
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**ACCRUED EXPENSES**

Accrued Expense	0.00
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**INTER-FUND PAYABLE**

Payable to Education Fund	403,288.70
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Payable to O. B. M. Funds	6,421,653.97
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Payable to Bond & Interest Fund	0.00
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Payable to Auxiliary Fund	72.24
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Payable to Restr. Purpose Fund	48,389.41
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Payable to Working Cash Fund	0.00
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Payable to Other Funds	0.00
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**DEFERRED REVENUES**

Property Taxes	0.00
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Miscellaneous Deferred Revenues	0.00
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**OTHER LIABILITIES**

Other Liabilities	0.00
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**FUND BALANCE**

Fund Balance	3,847,774.50
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<b>TOTAL FUND BALANCE</b>	<b>3,847,774.50</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>10,747,830.57</b>
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**RECONCILIATION**

BEGINNING FUND BALANCE	12,683,267.43
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ADD: REVENUE	7,084,799.36
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LESS: EXPENDITURES	(7,526,351.29)
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OPERATING TRANSFERS	(8,393,941.00)
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ENDING FUND BALANCE	<u>3,847,774.50</u>
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**College of Lake County**  
**CLC Comparison Operations & Maintenance Fund**  
**Statement of Changes in Fund Balance**  
**Month Ending: April 30, 2019**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	7,005,586.22	98.88%	6,807,289.73	98.76%
T.I.F.A.	22,054.56	0.31%	22,354.02	0.32%
Building Rentals	21,637.00	0.31%	23,225.04	0.34%
Other Facility Rentals	20,790.00	0.29%	23,100.00	0.34%
Miscellaneous Revenue	14,731.58	0.21%	16,453.53	0.24%
Total Income	<u>7,084,799.36</u>	<u>100%</u>	<u>6,892,422.32</u>	<u>100%</u>
<b><u>EXPENDITURES</u></b>				
Salaries	3,234,636.71	43%	3,121,347.30	36%
Employee Benefits	1,293,071.95	17%	1,271,678.95	15%
Contractual Services	558,061.86	7%	614,335.20	7%
General Material & Supplies	43,482.44	1%	217,714.10	2%
Travel/Conference Meeting Exp	7,227.21	0%	2,733.57	0%
Fixed Charges	561,337.77	7%	1,006,973.95	12%
Utilities	1,729,805.21	23%	1,815,042.95	21%
Capital Outlay	89,890.77	1%	992,018.43	11%
Other Expenditures	8,837.37	0%	(331,885.53)	-4%
Total Expense	<u>7,526,351.29</u>	<u>100%</u>	<u>8,709,958.92</u>	<u>100%</u>

AGENDA ITEM 7.2 – FINANCIAL (Continued)

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
Beginning Fund Balance	12,683,267.43		13,112,492.25	
Add: Revenues	7,084,799.36		6,892,422.32	
Less: Expenses	(7,526,351.29)		(8,709,958.92)	
Operating Transfers	(8,393,941.00)		(2,000,000.00)	
Ending Fund Balance	<u>3,847,774.50</u>		<u>9,294,955.65</u>	

AGENDA ITEM 7.3 - FINANCIAL

**RESOLUTION ADOPTING FISCAL YEAR 2020 BUDGET**

Administration was directed to prepare a tentative budget for the College of Lake County for Fiscal Year 2020. This budget was presented to the Board on May 21, 2019, and a notice of public hearing was published in the News-Sun and Daily Herald on May 24, 2019. The tentative annual budget has been on public display since May 24, 2019. The public hearing was held earlier this evening (Item 1.3 of this meeting agenda). The Resolution Adopting Fiscal Year 2020 Budget is included in this report.

It is, therefore, recommended that the Board of Trustees adopt the following Resolution Adopting the Fiscal Year 2020 Annual Budget.

AGENDA ITEM 7.3 – FINANCIAL (Continued)

**RESOLUTION ADOPTING FISCAL YEAR 2020 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 25th day of June 2019, 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, 2019 and end June 30, 2020.

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 25th day of June 2019.

AYES:\_\_\_\_\_

NAYS:\_\_\_\_\_

ABSENT:\_\_\_\_\_

Agenda Item 7.3  
June 25, 2019

AGENDA ITEM 7.3 – FINANCIAL (Continued)

BY: \_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**RESOLUTION ADOPTING FISCAL YEAR 2020 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 25, 2019, by the Board of Trustees of said Community College for the fiscal year beginning July 1, 2019 and ending June 30, 2020, 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 25, 2019.

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chief Fiscal Officer

Agenda Item 7.3  
June 25, 2019

**RESOLUTION TO DESIGNATE AN ADDITIONAL \$2,400,000 OF THE COLLEGE’S UNRESTRICTED NET POSITION AND TO COMMIT THE ADDITIONAL \$2,400,000 OF ITS GENERAL OPERATING FUNDS FOR THE PURPOSE OF FUTURE PAYMENT OF POST-RETIREMENT HEALTH CARE BENEFITS COSTS AND CLAIMS**

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

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

The Governmental Accounting Standards Board (GASB) provides pronouncements that define the proper accounting for, and the presentation of, certain financial information for the College’s financial statements. In accordance with these standards and guidelines, the College, for a second year, proposes to designate in the Statements of Net Position (balance sheet) the unrestricted net position an additional \$2.4 million of operating funds to be set aside for the future payments of OPEB costs and claims. By the Board designating an additional \$2.4 million of funds, it provides the Board and Administration, a mechanism to ensure that these resources will only be used for the specific purposes stipulated in this resolution, for future payment of OPEB costs and claims. In total, the College to date has designated \$4.8 million.

**Background:** Board Policy 925, adopted in 1975 (amended November 15, 2011), defines the Retiree Medical Insurance Reimbursement - Non-bargaining Unit Employees, and Board Policy 925.1 was adopted 11/15/11 to include Bargaining Unit Employees. These policies provide eligible College retired employees with pre- and post-Medicare health insurance premium reimbursement through the Plan. Until GASB Statement No.



45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which was implemented in FY2008, the College did not include these liabilities in the financial statements. In FY2011, the Board approved changes to OPEB benefits, which limited growth of liability. Our current funding policy does not fund the cost of these benefits and claims in advance.

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

Because of new rules, the Administration's recommendation is to fund 100% of FY2017 net OPEB obligation, and 31% of the July 1, 2016 estimated actuarial accrued liability of \$7,762,508. (See CAFR FY18 Note 7 page 43.) Although this action is not required, it is held to be best practice.

It is, therefore, recommended that the Board of Trustees adopt the resolution designating an additional \$2.4 million of the College's unrestricted net position and commit the additional \$2.4 million of the College's Operating Funds for the future payment of OPEB costs and claims.

**RESOLUTION TO DESIGNATE AN ADDITIONAL \$2,400,000 OF THE COLLEGE’S UNRESTRICTED NET POSITION AND TO COMMIT THE ADDITIONAL \$2,400,000 OF ITS GENERAL OPERATING FUNDS FOR THE PURPOSE OF FUTURE PAYMENT OF POST-RETIREMENT HEALTH CARE BENEFITS COSTS AND CLAIMS**

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

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

**WHEREAS**, GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, established fund balance classifications that

AGENDA ITEM 7.4 – FINANCIAL (Continued)

compromise a hierarchy, based primarily on the extent to which a government is bound to observe constraints, imposed upon the use of the resources reported in governmental funds, under which hierarchy “restricted fund balance” includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation; “committed fund balance” includes amounts that can be used only for the purposes determined by a formal action of the government’s highest level of decision-making authority; “assigned fund balance” is intended to be used by the government for specific purposes but does not meet the criteria for being classified as restricted or committed and, in governmental funds other than the general fund, represents the remaining amount that is not restricted or committed; and “unassigned fund balance” is the residual classification for the government’s general fund and includes all spendable amounts not contained in the other classifications; and

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

**WHEREAS**, GASB considers presentation of OPEB Schedules supplementing a governmental entity’s basic financial statements to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational,

AGENDA ITEM 7.4 – FINANCIAL (Continued)

economic, or historical context, and such OPEB Schedules are now included as part of the Comprehensive Annual Financial Reports of the College; and

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

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

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

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

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

AGENDA ITEM 7.4 – FINANCIAL (Continued)

AYES:  
NAYS:  
ABSENT:

PASSED this 25th day of June, 2019.

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

By: \_\_\_\_\_  
Chair

Attest: \_\_\_\_\_  
Secretary

**AUTHORIZATION TO REVISE THE TRUST ACCOUNT AGREEMENT WITH THE CAPITAL DEVELOPMENT BOARD TO DEPOSIT ADDITIONAL FUNDS FOR THE REPLACEMENT OF A GYM FLOOR AT THE GRAYSLAKE CAMPUS**

Administration seeks approval to revise a trust account agreement with the Capital Development Board (CDB) and deposit additional funds to replace the deteriorating gymnasium floor, which requires mercury abatement, at the Grayslake campus. At the January 2018 board meeting, the Board approved \$600,000.00 to fund the gym floor project. At the October 30, 2018 Board of Trustees meeting, the Board approved the Acceptance of \$348,796.00 from the Illinois Community College Board's (ICCB) Emergency Deferred Maintenance Grant toward project costs. With final architect project design estimates, the College's total approximate commitment to the project is now \$819,904.00, bringing the total project cost to approximately \$1,168,700.00. Work is scheduled to begin in June 2019 and completed by August 2019. The Vice President for Administrative Affairs may transfer additional funds to bring total amount funded by College up to \$819,904.00 to pay for expenses as required by the CDB.

It is recommended that the Board of Trustees authorize Administration to revise the trust account agreement with the Capital Development Board and deposit funds up to \$819,904.00 for the replacement of the deteriorating gymnasium floor, which requires mercury abatement, at the Grayslake campus.

AGENDA ITEM 8.1 – PURCHASING

**BIDDABLE ITEM RFB #17019**

<u>Item</u>	<u>Account</u>	<u>Description</u>
1	Commissions: 451004-52-00000-0000-01 Bookstore: 548002-51-51000-6020-01 Prairie: 541002-01-00120-1020-01	AGREEMENT: BEVERAGE SERVICES  LEAD STAFF: Pat Argoudelis Director, Auxiliary Services  -----

I. BIDS AMOUNT

Pepsi Cola General Bottling Inc.

Original 2 Year Bid (2018/2019)	52% Commission
*First 2-Year Extension (2020/2021)	

II. STATEMENT OF NEED

The bid was released for all campuses to provide beverage vending services. The bid also includes purchases of bottled beverages for resale in the bookstores and Café Willow as well as beverage fountain services for sales in the campus restaurants. The College is satisfied with the vendor’s performance and has received \$209,477.02 in commission over the first two years of the contract.

The FY2020 budgeted amount for beverage vending commissions is \$100,000.  
The FY2020 budgeted amount for purchases by the Bookstore is \$35,000.  
The FY2020 budgeted amount for purchases by Prairie Restaurant is \$1,000.

III. EXPLANATION OF PURCHASE

At the June 27, 2017 Board of Trustees’ meeting, the Board approved the agreement with Pepsi Cola General Bottling Inc. for an initial two-year term. RFB#17019 included two (2) additional two (2) year renewal terms. Administration requests approval to renew the agreement for the first two (2) year extension. The increase in the commission rate from this agreement has allowed the College, with Board approval, to fund student scholarships.

Additionally, administration is seeking ratification in the amount of \$33,000.00 for FY2019 purchases made by the Bookstore and Prairie pursuant to the current agreement with Pepsi.

AGENDA ITEM 8.1 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify FY2019 purchases, approve a two (2) year agreement extension from July 1, 2019 through June 30, 2021 with Pepsi Cola General Bottling Inc. of Chicago, IL, with a commission rate of 52% on beverage vending services and approve a not-to-exceed purchase amount of \$36,000.00 for FY2020 in accordance with the renewed agreement.

\*Recommended for Approval



AGENDA ITEM 8.1 – PURCHASING (Continued)

**BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
2	534000 02 00071 7010 01	AGEEMENT: ELEVATOR MAINTENANCE  LEAD STAFF: Mike Welch, Director, Facilities

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I. PROPOSAL

AMOUNT

\* 1. Kone, Inc.

\$ 39,396.00

II. STATEMENT OF NEED

This is for the annual maintenance agreement to service the elevators across all campuses.

The annual budgeted amount is \$40,000.00

III. EXPLANATION OF PURCHASE

The annual cost of the agreement is \$39,396.00 for elevator maintenance services. The contract was bid through Omnia Partners Public Sector, contract number EV2516, which is an approved consortium per the college's Procurement Policy 712. This solicitation was issued to establish a national cooperative contract for elevator and escalator maintenance services for the public sector.

The planned budgeted amount for each year is \$40,000.00, for a four-year total of \$160,000.00.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a four (4) year agreement from August 1, 2019 through July 31, 2023 with Kone, Inc. of Lisle, IL in the planned budgeted amount for each year of \$40,000 for a four (4) year not-to-exceed amount of \$160,000.00.

\* Recommended for Approval

AGENDA ITEM 8.1 - PURCHASING (Continued)

**BIDDABLE ITEM RFB #17008**

<u>Item</u>	<u>Account</u>	<u>Description</u>
3	451004-52-00000-0000-01	AGREEMENT: VENDING SERVICES  LEAD STAFF: Pat Argoudelis Director, Auxiliary Services  -----

I. BIDS

AMOUNT

Compass Group USA, Inc.

Original 2 Year Bid (2018/2019)

27.2% Commission

\*First 2-Year Extension (2020/2021)

II. STATEMENT OF NEED

The bid was released for all campuses to provide vending services, which included snack, food, and hot beverage vending machines. The College is satisfied with the vendor's performance and has received \$94,465.02 in commission to date over the first two years of the contract.

The FY2020 budgeted amount for vending commissions is \$85,000.00.

III. EXPLANATION OF PURCHASE

At the May 23, 2017 Board of Trustees' meeting, the Board approved the agreement with Compass Group USA for an initial two-year term. RFB #17008 included two (2) additional two (2) year renewal terms. Administration requests approval to renew the agreement for the first of the two (2) two-year extensions. The increase in the commission rate from this agreement has allowed the College, with Board approval, to fund student scholarships.

The College does not pay upfront costs, as commission are paid by the vendor on the items sold.

AGENDA ITEM 8.1 - PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a two (2) year agreement extension from July 1, 2019 through June 30, 2021 with Compass Group USA, Inc. of Bloomingdale, IL with a commission rate of 27.2% on vending services.

\*Recommended for Approval

**BIDDABLE ITEM RFP #19027**

<u>Item</u>	<u>Account</u>	<u>Description</u>
4	539000-03-03028-8060-01	PROJECT: SHAREPOINT CONSULTING SERVICES  LEAD STAFF: Greg Kozak, CIO, Information Technology
<b>I. <u>PROPOSALS</u></b>		<b><u>AMOUNT</u></b>
	1. HPI Technology	\$ 28,560.00
	*2. Affirma Consulting, LLC	\$ 88,680.00
	3. Data Bank IMX, LLC	\$149,137.50
	4. Ascent Innovations, LLC	\$407,680.00
	5. All Covered, Inc.	\$ 57,500.00 (bid \$4,800.00 per/mo.)

**II. STATEMENT OF NEED**

For the College to increase its ability to collaborate on cross-functional initiatives, technology support is essential. The College has identified Microsoft SharePoint, a collaboration, repository and workflow solution, as its preferred technology. Efficiently and effectively utilizing the tool will require integration and development expertise to create customized SharePoint solutions, including site and template designs, implementation of best practices, and access management, followed by training and education on the solutions and ongoing management.

The budgeted amount is \$95,000.00.

**III. EXPLANATION OF PURCHASE**

Advertisement for the solicitation of proposals was released on May 3, 2019 for SharePoint consulting services and opened on May 20, 2019. Proactively, the College solicited eight (8) firms, and six (6) firms submitted a proposal. Of the six (6) firms, one (1) was deemed nonresponsive. An evaluation committee independently reviewed, evaluated and ranked each firm’s qualifications based on specific criteria identified in the Request for Proposal (RFP). Based on the evaluation scoring, the committee recommended the proposal from Affirma Consulting, LLC as the most responsive and responsible bidder.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award with Affirma Consulting, LLC of Bellevue, WA for SharePoint consulting services project in a not-to-exceed amount of \$88,680.00.

\*Recommended for Approval

**BIDDABLE ITEM RFP #19017**

<u>Item</u>	<u>Account</u>	<u>Description</u>
5	N/A	PROJECT: GUARANTEED ENERGY SAVINGS - REBID  LEAD STAFF: Mike Welch, Director, Facilities
<hr/>		
I.	<u>PROPOSALS</u>	<u>AMOUNT</u>
	*1. Verde Solutions	\$0.00

II. STATEMENT OF NEED

The College is in need of services to provide the design and implementation of energy conservation measures through a guaranteed energy savings contract in accordance with Article 5A of the Community College Act (110 ILCS 805/5A-5), which includes the installation of photovoltaic solar panels, with the ownership and financing options to include a Power Purchase Agreement (PPA). Under the PPA, the College does not pay for the solar panels, for their installation or for ongoing maintenance. The provider, Verde Solutions, will retain ownership of the panels and sells power to the College at a discounted rate for the Grayslake and Lakeshore campuses.

The PPA allows the provider to take advantage of federal tax credits and Illinois Renewable Energy Credits (RECs), the benefits of which are passed on to the College. While the Provider is scheduled to own the panels for twenty years, the College will have the option to purchase them at a depreciated value starting at Year 7.

The Illinois Future Energy Jobs Act (2016) created the market that determines values of RECs through different programs. The Adjustable Block Program (ABP) supports various new distributed generation solar photovoltaic projects across Illinois. The Solar for All (SFA) is a smaller and more specialized program that targets funding for low-income households and environmental justice communities across Illinois with enhanced REC values.

The Grayslake campus would qualify for ABP Block 3 pricing at \$41.14 per Megawatt hour (MWh) of energy production. The Lakeshore campus would qualify for SFA RECs valued at \$96.34 per MWh of rated energy production. If it is determined the Grayslake campus can apply for SFA funding, then it would qualify for REC values at \$92.04.

**Financial Options and Related Benefits**

<b>Campuses &amp; Financing options</b>	<b>First Cost Investment</b>	<b>Year 1 Energy Production</b>	<b>Estimated Year 1 Savings</b>	<b>Estimated Year 20 Savings</b>	<b>20 Year Net Present Value</b>
Grayslake - (ABP) Cash Purchase	\$3,661,281	2,181,559 Kilowatt hour (kWh)	\$170,866	\$3,594,227	\$1,976,117
<b>*Grayslake - (ABP) PPA</b>	\$0	2,181,559 kWh	\$31,900	\$1,293,464	\$735,413
Lakeshore - (SFA) Cash Purchase	\$599,040	382,407 kWh	\$27,690	\$647,733	\$384,013
<b>*Lakeshore - (SFA) PPA</b>	\$0	382,407 kWh	\$20,041	\$492,921	\$297,190

\*Recommended Option

Solar electricity production would provide approximately 14.75% of the power consumed on the Grayslake campus and 16.55% of the energy used on the Lakeshore campus.

Many community colleges across Illinois are taking advantage of financial incentives in support of solar energy development, such as McHenry County, Oakton, Heartland, John A. Logan, and Southwestern Illinois Colleges. In Lake County, various elementary and high school districts are also incorporating solar into their energy portfolios, such as those in Grayslake, Libertyville, Mundelein, Waukegan, Fox Lake, and Deerfield.

Recently announced State and Federal government funding is coming to support solar programming. IGEN recently received \$1,250,000 from the U.S. Dept. of Energy to work with the College of Lake County and five other colleges over the coming three years to develop solar training curricula to connect with industry leaders and to increase the pool of skilled workers. The new 2019 State of Illinois budget includes \$50 million to provide additional support for the Solar for All program. Therefore, contract negotiations with the vendor will include allowing controlled access to these solar panels for instructional purposes.

The diagrams provided depict where the solar panels are proposed to be placed on the roofs of existing building on both campuses and on the ground at the Grayslake campus.

AGENDA ITEM 8.1 - PURCHASING (Continued)





## AGENDA ITEM 8.1 - PURCHASING (Continued)

Prior to installing the roof mounted panels, the College will need to complete roof repairs that will be funded through College's capital budget and any State deferred maintenance program. However, due to the size and weight of the panels, engineering and reinforcement will be needed to enhance the supporting structure of the roofs. Verde has indicated that this structural work can be included in the project as part of PPA to qualify for additional RECs and thus reducing the cost to the College to \$0.00.

The planned budgeted amount is \$0.00.

### III. EXPLANATION OF PURCHASE

Advertisement for the solicitation of proposals was released on November 1, 2018 and opened on November 20, 2018. The College received one proposal and after consulting with staff, it was determined to rebid the project in order to attract additional bidders.

Advertisement for the rebid was released on March 22, 2019 for the guaranteed energy savings project and opened on April 30, 2019. Proactively, the College solicited seven (7) firms with only two (2) firms submitting a proposal. Of the two (2) firms, one (1) firm was deemed to be nonresponsive. An evaluation committee independently reviewed and evaluated the remaining firms qualifications based on the specific criteria identified in the request for proposal (RFP). Based on this review, the committee recommends the proposal from Verde Solutions as the most responsive and responsible bidder.

### IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to enter into an agreement with Verde Solutions of Lake Zurich, IL for the guaranteed energy savings - rebid project, including the structural engineer and reinforcement in a not-to-exceed amount of \$0.00.

\* Recommended for Approval

**BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
6	575000-02-00021-8080-01	PURCHASE: TELCO EQUIPMENT FOR VOICE AND DATA SERVICES

LEAD STAFF: Greg Kozak,  
CIO, Information Technology

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I. PROPOSALS

AMOUNT

\*1. CDW-G

\$75,004.15

II. STATEMENT OF NEED

This is for purchase of Cisco Telco equipment to support the change from our current voice and data telecommunication vendor, Telco provider TDS Metrocom to Comcast Business Communications.

The budgeted amount is \$75,004.15.

III. EXPLANATION OF PURCHASE

At the April 2019 meeting, the Board approved a change from TD Metrocom, the incumbent provider to Comcast Business Communications, LLC to provide voice and data telecommunication services for all three (3) campuses.

The College currently pays TDS approximately \$15,895.00/month, with an annual cost of \$190,740.00. The Board approved the new contract with Comcast Business Communications, LLC that will save the College approximately \$91,025.00 per year, and \$455,125.00 over the five-year term of the agreement. The initial savings will be reduced by \$80,000.00, which includes one-time, initial costs to change vendors and the cost of this equipment.

The contract was bid competitively and evaluated via RFP# IDGS1301 through the Illinois Public Higher Education Cooperative (IPHEC) on May 21, 2013 and awarded to CDW-G for an initial four (4) year term with an option to renew for an additional three (3) years. This renewal option was exercised through June 30, 2020.

## AGENDA ITEM 8.1 – PURCHASING (Continued)

The IPHEC solicitation was issued to establish a national cooperative contract for networking and telecommunication equipment and services for Illinois public institution members and is an approved consortium, per the College's Procurement Policy 712.

In addition, Information Technology obtained three (3) quotes to compare costs and the IPHEC CDW-G pricing was the lowest price by \$4,755.00.

### IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve an award to CDW-G of Vernon Hills, IL for the purchase of Cisco telecommunication equipment and services in the not-to-exceed amount of \$75,004.15.

\*Recommended for Approval

AGENDA ITEM 8.1 - PURCHASING (Continued)

**BIDDABLE ITEM RFP #18020**

<u>Item</u>	<u>Account</u>	<u>Description</u>
7	VARIOUS	PURCHASE: FY 2020 FOOD SERVICE MANAGEMENT EXPENSES  LEAD STAFF: Pat Argoudelis, Auxiliary Services

I. PROPOSALS

AMOUNT

\*1. A’viands, LLC \$ 200,000.00

II. STATEMENT OF NEED

Administration is seeking Board approval for planned purchases with A’viands, LLC in FY 2020 related to catering and food services expenses as stipulated in the current food service management contract.

The planned budgeted amount is \$200,000.00.

III. EXPLANATION OF PURCHASE

The College is seeking Board approval for purchases to A’viands, LLC for catering and food service expenses throughout FY2020. Catering and food service expenses are estimated to be \$200,290.00 for FY2019. At the May 22, 2018 Board meeting, Auxiliary Services obtained approval to enter into a contract with A’viands, LLC for food service management. The contract also includes a provision for catering services.

Catering purchases include food and services that are provided by A’viands to internal College departments for College and student events. Additional services include the reimbursement of CLC-branded gift cards redeemed in Café Willow and coffee shops and the reimbursement of internal department charges through Café Willow. The College is also requesting approval of purchases to A’viands for catering invoices that are reimbursed by third parties for non-College related events.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve purchases for catering, food and related services included in the current food service management contract for July 1, 2019 through June 30, 2020 with A’viands, LLC of Roseville, MN in the amount not-to-exceed \$200,000.00.

\*Recommended for Approval

**BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
8	566000-02-00093-8040-01	PURCHASE: MAILROOM EQUIPMENT LEASE PROGRAM  LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

<u>I. PROPOSALS</u>	<u>AMOUNT</u>
*1. MailFinance, Inc.	\$138,733.20

**II. STATEMENT OF NEED**

This is the cost for the lease of mailroom equipment for a period of five (5) years. The lease includes a mail machine, outbound shipping system and inbound package tracking system, training, maintenance, and support services. It also includes the service of loading the shipping courier rates into the mail machine for UPS, FedEx and USPS.

The planned budgeted amount for each year is \$27,746.64, for a five-year total of \$138,733.20.

**III. EXPLANATION OF PURCHASE**

The annual cost of the contract is \$27,746.64 and includes maintenance and support services. The contract was bid through Sourcewell Cooperative Purchasing (formerly National Joint Powers Alliance), contract number 041917-NPI, which is an approved consortium per the College's Procurement Policy 712. The commercial mail machine industry has only two manufacturer-direct companies, Pitney Bowes and Neopost. MailFinance, Inc. is the financing division of Neopost, Inc.

The current mailroom equipment contract cost is \$1,248.62 per month. The new contract cost per month is \$2,312.22 and will update the current technology and provide for increased tracking abilities of inbound packages, increase reporting capabilities, allow internal department users to create shipping documents from their desktops and provide for rate shopping to save the College money on shipping.

AGENDA ITEM 8.1 - PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a five (5) year agreement from July 1, 2019, through June 30, 2024 for the lease of mailroom equipment and maintenance and support services with MailFinance, Inc. of Dallas, TX in the planned budgeted amount for each year of \$27,746.64, for a five (5) year not-to-exceed total of \$138,733.20.

\*Recommended for Approval

**BIDDABLE ITEM RFB #19026**

<u>Item</u>	<u>Account</u>	<u>Description</u>
9	586632-03-03087-8060-01	PURCHASE: COORDINATE MEASURING MACHINE  LEAD STAFF: Richard Ammon Dean, EMPS Division

<u>I. BIDS</u>	<u>AMOUNT</u>
* 1. Immersive Engineering, Inc.	\$ 40,743.00
2. Depco Enterprises, LLC	\$ 42,153.00

**II. STATEMENT OF NEED**

This is for the purchase and delivery of a coordinate measuring machine for the Computerized Numerical Controls (CNC) program. This machine is used in manufacturing and assembly processes to test a part or assembly compared to the actual design. This process of measuring completed components in real time has become an industry standard and expected from employees. This machine will allow CNC faculty to teach these technical skills, which will increase CLC students' employment opportunities.

The budgeted amount is \$42,000.00.

**III. EXPLANATION OF PURCHASE**

Advertisement for the solicitation of bids was released on May 3, 2019 and opened on May 20, 2019. Proactively, the College solicited three (3) firms; two (2) firms submitted a bid. Immersive Engineering, Inc. is the lowest responsive and responsible bidder.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve an award to Immersive Engineering, Inc. of West Bloomfield, MI for the purchase and delivery of a coordinate measuring machine in the amount of \$40,743.00.

\*Recommended for Approval

**BIDDABLE ITEM RFB #19028**

<u>Item</u>	<u>Account</u>	<u>Description</u>
10	586632-03-03087-8060-01	PURCHASE: MILLING MACHINE  LEAD STAFF: Richard Ammon Dean, EMPS Divisions

<u>I. BIDS</u>	<u>AMOUNT</u>
* 1. Southwestern Industries, Inc.	\$ 25,319.97

**II. STATEMENT OF NEED**

This is for the purchase, delivery and installation of a milling machine for the Computerized Numerical Control (CNC) program. This machine is identical to two (2) existing pieces of equipment currently owned by the College and the purchase of this additional machine will simplify the teaching process while bringing consistency to instructional delivery. This equipment will allow more precision of machine components using newer technology found in local industry.

The budgeted amount is \$26,000.00.

**III. EXPLANATION OF PURCHASE**

Advertisement for the solicitation of bids was released on May 3, 2019 and opened on May 20, 2019. Proactively, the College solicited two (2) firms. Southwestern Industries was the only responsive and responsible firm that submitted a bid.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve an award to Southwest Industries, Inc. of Rancho Dominguez, CA for the purchase, delivery and installation of a milling machine in the amount of \$25,319.97.

\*Recommended for Approval



AGENDA ITEM 8.2 – PURCHASING

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
1	534008-01-01021-2010-01 546000-01-01021-2010-01 545001-01-01021-2010-01	AGREEMENTS: FY 2020 DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES  LEAD STAFF: Tanya Woltmann Dean, Library, Testing & Academic Success

**I. AGREEMENTS**

**AMOUNT**

Various –see below list

\$665,675.00

<b>LIBRARY EXPENDITURES</b>			
Item	Description	Type	Amount
U of IL/CARLI	Access to fourteen academic databases	College Use Licenses	\$ 81,500
Clarivate Analytics	Access to Science database	College Use Licenses	\$ 6,760
CREDO Reference	Access to US History Collection databases	College Use Licenses	\$ 8,100
CRL	Access to New York Times and database	College Use Licenses	\$ 6,115
EBSCO	Online periodical access for research	College Use Licenses	\$ 71,000
Gale	Purchase of e-books and research materials for the library collection	Books and Research Materials	\$ 27,375
IHLS	Access to bibliographic records database and Interlibrary loan program	College Use Licenses	\$ 28,925
Infobase Learning	Access to online academic videos for classroom use	College Use Licenses	\$ 20,100
Innovative Interfaces, Inc.	Hosting fees for software platforms and interfaces for library management	Hosting Fees	\$ 113,000
Kanopy	Video streaming for documentaries for faculty and student use	College Use Licenses	\$ 10,000
Mergent	Access to business databases	College Use Licenses	\$ 5,800
NILRC	Consortium membership for databases and alternative instructional tools	College Use Licenses	\$ 28,100
Proquest	Access academic database and eBooks	College Use Licenses	\$ 122,500
Rittenhouse	Purchase of books and materials for the medical & sciences collections	Books and Research Materials	\$ 13,000
West Publishing Corp	West Law Database Access and Legal Resources for student research	College Use Licenses	\$ 23,400
YBP Library Services	Purchase of books and research materials for the library collection	Books and Research Materials	\$ 100,000
	<b>Total Requested for FY2020</b>		\$ 665,675

AGENDA ITEM 8.2 – PURCHASING (Continued)

The planned budgeted amount is \$665,675.00.

II. STATEMENT OF NEED

Administration is seeking approval of FY 2020 database license renewals, hosting platforms and interfaces, and purchase 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 items are a continuation of services and have been budgeted in the FY 2020 budget.

III. EXPLANATION OF PURCHASE

This is for the payment of database licensing agreements, software hosting platforms, and the purchase of research material due in FY 2020 in a total amount of \$665,675.00. Each of these resources is reviewed on an annual basis to determine renewal based on usage/need.

Pursuant to Illinois Compiled Statutes 110 ILCS805/3-27. 1 (f), the renewal of technology licenses and maintenance and (l) contracts for goods and services which are economically procurable only from one source are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve the FY 2020 Library annual database fees, research materials and hosting fees as outlined in the Library Expenditure table in the not-to-exceed amount of \$665,675.00.

\*Recommended for Approval

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
2	539000-01-01037-3090-01	AGREEMENT: CUSTOMER RELATIONSHIP SOFTWARE  LEAD STAFF: Jason Sarna, Director, Admissions & Recruitment
<hr/>		
I.	<u>AGREEMENT</u>	<u>AMOUNT</u>
	*1. Target X	\$ 49,800.00

II. STATEMENT OF NEED

Administration is seeking ratification of FY 2019 and approval of FY 2020 Target X annual license renewal agreement for customer relationship management (CRM) software designed to help manage students' data, streamline operations and personalized student services.

The budgeted amount is \$49,800.00

III. EXPLANATION OF PURCHASE

This purchase was originally approved at the January 2016 board meeting in the amount of \$74,700.00 for three (3) years. The agreement was signed for a five (5) year term and is assessed on an annual basis.

The total cost of the extension for the additional two (2) years is \$24,900.00 per year for a total amount of \$49,800.00. Year 1 of the requested extension started in February 2019, therefore Administration is seeking ratification for \$24,900.00.

Pursuant to Illinois Compiled Statutes 110 ILCS805/3-27. 1 (f), the renewal of technology licenses and maintenance is exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify the FY2019 and approve the FY 2020 annual license agreement from February 10, 2019 through February 10, 2021 for CRM software with Target X, of Oakland, California in the not-to-exceed amount of \$49,800.00.

\*Recommended for Approval

AGENDA ITEM 8.2 – PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
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	AGREEMENTS: FY 2020 IT SOFTWARE LICENSING, MAINTENANCE, SUBSCRIPTIONS  LEAD STAFF: Greg Kozak, CIO, Information Technology

<u>I. AGREEMENTS</u>	<u>AMOUNT</u>
IT Vendor Maintenance-Hardware	\$ 108,000.00
IT Vendor Maintenance-Software/Subscription Licensing (includes academic software)	\$1,778,714.00
Telecom Agreements (e.g. TDS, AT&T, Comcast)	<u>311,000.00</u>
<b>Subtotal agreements above \$25,000.00</b>	<b>\$2,197,714.00</b>
IT Vendor Maintenance (below \$25,000.00)	<u>307,900.00</u>
<b>Total IT Maintenance</b>	<b>\$2,505,614.00</b>

The planned budgeted amount is \$2,507,882.00

II. STATEMENT OF NEED

Administration is seeking approval of FY 2020 license renewals, maintenance agreements, telecommunication agreements, and subscriptions for academic software that are currently in use throughout the College. In an effort to increase vendor usage and transparency, IT staff requests approval to move forward with annual renewals for previously Board-approved IT maintenance agreements.

III. EXPLANATION OF PURCHASE

Payment of software license renewals, hardware and software maintenance, telecommunications agreements and software subscriptions for items due in Fiscal Year 2020 in a total amount of \$2,505,614.00.

Pursuant to Illinois Compiled Statutes 110 ILCS805/3-27.1 (f), the renewal of IT licenses and maintenance is exempt from the competitive bidding process.

AGENDA ITEM 8.2 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve the FY 2020 Information Technology maintenance renewal agreements as outlined in the ITS Expected Maintenance Spend Breakdown, located below, in the not-to-exceed amount of \$2,505,614.00.

\*Recommended for Approval

ITS Expected Maintenance by Type for FY2020			
Item	Description	Type	Annual Amount
EMC	SAN - Data Storage Disks	Maintenance on Hardware	50,000
Park Place-server maint	Maintenance on Legacy Servers	Maintenance on Hardware	30,000
Quality Power	UPS Maintenance	Maintenance on Hardware	28,000
	<b>Total IT Vendor Maintenance-Hardware (\$25K+)</b>		<b>108,000</b>
Oracle-Peoplesoft - ERP System	(Finance, Campus Solutions and HR)	Maintenance/Licensing	495,000
Blackboard (Fund 3)	Learning Management System	Maintenance/Licensing	360,000
Academic Software (Page 2)	Academic Software	Maintenance/Licensing	216,954
Microsoft Campus Agreement (F1/F3)	Microsoft Licensing	Maintenance/Licensing	90,000
SmartNet agreement	Cisco Hardware (Routers, Switches)	Maintenance/Licensing	129,000
CleanSlate-IBM DB2	Database (Support for PeopleSOft	Maintenance/Licensing	94,000
Adobe agreement (F1/F3)	Adobe PDF	Maintenance/Licensing	43,000
CampusEAI - Web Portal	Web Portal	Maintenance/Licensing	66,000
Neinet (Fund 3)	Student Credit Card Processing	Maintenance/Licensing	48,000
AppSIan	PS Security Software	Maintenance/Licensing	43,560
ImageNow	Enterprise Scanning and Routing System	Maintenance/Licensing	50,000
Blackboard mosaic	Blackboard development tools	Maintenance/Licensing	34,000
Vmware	Virtualization	Maintenance/Licensing	37,000
Gartner Group	Membership	Subscription	42,200
Sayers-Palo Alto	Firewall	Maintenance/Licensing	30,000
	<b>Total IT Vendor Maintenance-Software/Subscription Licensing (\$25K+)</b>		<b>1,778,714</b>
TDS	MPLS Network provider	Telco Agreements	100,000
AT&T	Various Telco Lines	Telco Agreements	76,000
Comcast	MPLS Network provider	Telco Agreements	100,000
ICN/Secondary Internet	MPLS Network provider	Telco Agreements	35,000
	<b>Total IT Vendor Maintenance-Telecom Agreements (\$25K+)</b>		<b>311,000</b>
<b>ITS Expected Maintenance for FY2020 under 25,000</b>			
Logicalis-IBM hardware	Maintenance on Legacy Servers	Maintenance on Hardware	8,000
Barracuda Load Balancing	Load Balancer for high performance	Maintenance/Licensing	22,000
Symantec Netbackup	Backup Software	Maintenance/Licensing	23,000
Symantec Antivirus (desk + server)	Antivirus Protection	Maintenance/Licensing	21,000
Symantec -Ghost, PGP, endpoint	Endpoint, desktop virus protection	Maintenance/Licensing	18,000
CampusEAI - After Hours Support	Extended After Hours Support	Maintenance/Licensing	16,000
Exagrid	Backup Storage Solution	Maintenance/Licensing	18,000
Umbrella Insight	External website filtering	Maintenance/Licensing	18,000
SysAid - Helpdesk Software (F1/F3)	Help Desk Software	Maintenance/Licensing	6,000
Embarcadero-DBArtisan	Database (DB2) Administration	Maintenance/Licensing	14,500
PS - Highpoint Mobile - CS (F1/F3)	CS Mobile Application	Maintenance/Licensing	22,000
SolarWinds	Network Monitoring tool	Maintenance/Licensing	10,000
Specops (F1/F3)	Password Reset Tool	Maintenance/Licensing	7,000
College Source	Degree Planning Software	Maintenance/Licensing	8,200
Veeam	Backup and replication Software	Maintenance/Licensing	6,000
Dropbox	File storage and sharing	Maintenance/Licensing	5,000
Vulnerability Tool	Management Tool	Maintenance/Licensing	5,000
SSL - Secure Socket Layer	Security for web domains	Maintenance/Licensing	5,500
Microsoft Support Pack	Support for Microsoft Products	Maintenance/Licensing	3,000
Bardon Winu	Windows Computer management	Maintenance/Licensing	2,000
PS - Highpoint Mobile - HCM	HR Mobile Application	Maintenance/Licensing	1,200
eNorman StayCurrent	Camera security software	Maintenance/Licensing	13,000
Phire	Change Management	Maintenance/Licensing	10,000
NRG Validate Web	Developer Tool	Maintenance/Licensing	1,000
PGP Server Compare	Developer Tool	Maintenance/Licensing	500
Cellular (AT&T)	Cell Phone Expenses	Telco Agreements	18,000
Faxpress	Electronic Fax	Telco Agreements	18,000
Direct TV	TV Service	Telco Agreements	6,000
TextNet	Phone Txt Service for the Deaf	Telco Agreements	2,000
			<b>307,900</b>

Total Expected Maintenance for FY2020

2,505,614

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
4	534008-01-00250-8030-01 539000-01-01034-3040-01	<p>AGREEMENT: RAISER’S EDGE SOFTWARE SCHOLARSHIP MANAGEMENT SOFTWARE</p> <p>LEAD STAFF: Kurt Peterson Executive Director, CLC Foundation</p> <p>Erin Fowles Dean, Enrollment Services</p> <hr style="width: 25%; margin-left: 0;"/>

I.	<u>PROPOSALS</u>	<u>AMOUNT</u>
	*1. Blackbaud, Inc.	\$ 42,000.00

II. STATEMENT OF NEED

At its March 2015 meeting, the Board approved the purchase and installation of Raiser’s Edge Fundraising software.

At the February 2017 meeting, the Board approved the purchase and installation of scholarship management software from AcademicWorks. Since the February 2017 meeting, AcademicWorks has been acquired by Blackbaud, Inc. Administration is requesting approval for the continued use of the AcademicWorks software under the Blackbaud, Inc. umbrella.

At the June 2018 meeting, the Board approved the annual maintenance agreement.

The College of Lake County Foundation and Enrollment Services are requesting approval in the total amount of \$42,000.00 to renew the Raiser’s Edge annual maintenance agreement from August 1, 2019 through July 31, 2020. In addition, the Foundation would like to purchase two (2) additional user licenses, a crowd-funding module and additional target analytics.

The budgeted amount for the CLC Foundation and Enrollment Services is \$32,000.00 and \$10,000.00, respectively.

III. EXPLANATION OF PURCHASE

Raiser’s Edge Software is a cloud-based fundraising and constituent relationship management solution that is designed for nonprofit organizations. The Foundation uses this software for all phases of the fundraising process, such as recording and acknowledgment of gifts; donation reports; prospect and portfolio management; actions assigned to staff; creation and implementation of fundraising plans. Other services provided for Raiser’s Edge are used for maintenance and accuracy of data.

The crowd-funding module will enable the Foundation to feature at least six crowd-funding efforts designed to reach limited but specific fundraising goals.

Target Analytics is a tool used to evaluate the entities in our database to allow the Foundation to study prospects in the system and determine outreach priority based on donor capacity and engagement.

The use of Academics Works by Enrollment Services provides online scholarship application services and management.

Pursuant to Illinois Compiled Statutes 110 ILCS805/3-27. 1 (f), the renewal of technology licenses and maintenance and (1) contracts for goods and services which are economically procurable only from one source are exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve the annual Maintenance Agreement from August 1, 2019 through July 31, 2020 and the purchases of two (2) additional user licenses, a crowd-funding module and additional target analytics from Blackbaud, Inc. of Charleston, SC in a not-to-exceed amount of \$42,000.00.

\*Recommended for Approval

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
5	532000-03-03046-8060-01	AGREEMENT: PROJECT MANAGEMENT SERVICES
<hr/>		
I.	<u>PROPOSALS</u>	<u>AMOUNT</u>
	*1. Cotter Consulting	\$220,000.00

II. STATEMENT OF NEED

In May 2013, the Board approved an agreement with Cotter Consulting for a three-year contract with a two-year renewal option for owner’s representative services for the College’s master plan projects. In November 2017, the Board approved a two-year extension to Cotter’s agreement through December 2019.

As Administration begins the development and implementation of the next phase of the facilities Master Plan projects, continuation of project management services is critical to meeting project deadlines.

The Administration is satisfied with Cotter’s work product and their knowledge and experience managing current College facilities Master Plan projects.

The planned budgeted amount for each year is \$73,334.00, \$73,334.00, and \$73,334.00, respectively, for a three-year total of \$220,000.00.

III. EXPLANATION OF PURCHASE

The original agreement included various projects under the Master Plan. The College’s 2012 Master Plan is nearly complete; however, various locally funded projects have been identified that will require project management services.

Administration requests approval to enter into a three (3) year term agreement from July 1, 2019 to June 30, 2022 with Cotter Consulting for project management services, including support of the next master plan preparation, greenhouse repairs, various Grayslake campus masonry repairs, solar panels and other projects for a total not-to-exceed award of \$220,000.00.

The recommendation for professional services is pursuant to 110 ILCS 805/3-27.1.



AGENDA ITEM NO. 8.2 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a three (3) year agreement from July 1, 2019 to June 30, 2022 with Cotter Consulting of Burr Ridge, IL in a planned budgeted amount for each year of \$73,334.00, \$73,334.00 and \$73,334.00, respectively, for a three (3) year not-to-exceed total of \$220,000.00.

\* Recommended for Purchase

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
6	544003-02-00093-8040-01	PURCHASE: FY 2020 POSTAGE EXPENSE  LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

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<u>I. PROPOSALS</u>	<u>AMOUNT</u>
*1. United States Post Office	\$380,000.00

**II. STATEMENT OF NEED**

Administration is seeking approval for FY 2020 annual purchases for postage from the United States Post Office for \$380,000.00.

The planned budgeted amount is \$380,000.00.

**III. EXPLANATION OF PURCHASE**

The total cost of this purchase is \$380,000.00 over the course of FY 2020. Estimated FY 2019 postage spend totaled \$276,255.67. Funds are deposited into pre-funded postage accounts at the United States Post Office to fund the College’s mailing permits and mail machine. This is necessary to sustain the operational and marketing efforts of the College. The United States Post Office’s process only allows for pre-funding of the accounts.

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

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve the purchase of postage from the United State Post Office from July 1, 2019 through June 30, 2020 in the not-to-exceed amount of \$380,000.00.

\*Recommended for Approval

AGENDA ITEM 8.2 - PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
7	539000-01-01037-3090-01	PURCHASE: ONLINE APPLICATION SUBSCRIPTION  LEAD STAFF: Jason Sarna, Director, Admissions & Recruitment

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I. PROPOSALS

AMOUNT

\*1. Target X

\$ 35,000.00

II. STATEMENT OF NEED

This is for a three (3) year agreement to purchase and maintain the Online Application module subscription from Target X, which includes implementation services for the first year. This module will seamlessly integrate with Target X CRM Recruitment module currently in use and will replace the online admissions application with a next-generation application that provides a friendly and flexible student/prospect experience that is easy to customize.

The planned budgeted amount for each year is \$15,000.00, \$10,000.00 and \$10,000.00, respectively, for a three-year total of \$35,000.00.

III. EXPLANATION OF PURCHASE

Target X is the only provider of this application subscription as it is proprietary software and it is an add-on module to the CRM platform the College uses for admissions and recruitment. The purchase will include an annual application subscription of \$10,000.00 and one-time implementation services in Year 1 for \$5,000.00.

Pursuant to 110 ILCS 805/3-27.1 (1) contracts for goods or services which are economically procurable from only one source, this purchase is exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a three (3) year contract from July 1, 2019 through June 30, 2022 with Target X, of Oakland, California for the purchase of an online application subscription and implementation services in the not-to-exceed amount of \$35,000.00.

\*Recommended for Approval

AGENDA ITEM 8.2 PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
8	548000-51-51000-6020-01	PURCHASE: FY 2020 TEXTBOOK, SOFTWARE MAINTENANCE AND SUPPORT EXPENSES  LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

<u>I. PROPOSALS</u>	<u>AMOUNT</u>
* VARIOUS	\$2,310,000.00

*\* The total purchase of \$2,310,000.00 includes \$22,000.00 for retail store software services, system support and maintenance, website support and website hosting.*

**II. STATEMENT OF NEED**

The College bookstore is seeking approval of textbook purchases for the fall 2019, spring 2020 and summer 2020 semesters from publishers and wholesalers whose annual cumulative purchases exceed the \$25,000.00 threshold. In addition, the bookstore also purchases retail store software services, system support and maintenance, website support and website hosting agreements totaling \$22,000.00 from the Nebraska Book Company.

The planned budgeted amount is \$2,831,941.00.

**III. EXPLANATION OF PURCHASE**

The College bookstore purchases textbooks from various publishers and wholesalers in an effort to make affordable course materials available to students in support of the educational efforts of the College. In addition to the 14 vendors listed below, the College bookstore has budgeted \$521,941.00 for purchases from more than eighty (80) textbook wholesalers and publishers, various online sellers, as well as buying books back from students to procure textbooks at the lowest price possible. These vendor purchases are below the individual \$25,000.00 annual cumulative threshold requiring Board approval.

The total amount of textbook purchases has declined in recent years, by 16% (approximately \$450,000.00) due to enrollment decreases, the increase in purchases of less costly textbooks from online sellers, the College's use of Open Education Resources and the purchase of less expensive digital textbooks. Faculty and staff continuously research ways to save students money on course materials.

AGENDA ITEM 8.2 PURCHASING (Continued)

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 across the country. The bookstore has used this system for approximately 20 years. The bookstore’s management reevaluated its use in 2008, and again in 2018, and remains pleased with the system.

<b>BOOKSTORE ESTIMATED TEXTBOOK EXPENDITURES FY 2020</b>		
<b>Vendor</b>	<b>Estimated Spend FY 2020</b>	<b>Account Number</b>
Sage Publications, Inc.	\$47,500.00	548000-51-51000-6020-01
Cengage Learning	\$375,000.00	548000-51-51000-6020-01
Pearson Education	\$555,000.00	548000-51-51000-6020-01
McGraw-Hill School Education Holdings	\$450,000.00	548000-51-51000-6020-01
Nebraska Book Company	\$210,000.00	548000-51-51000-6020-01
Nebraska Book Company (System Software Maintenance)	\$22,000.00	534008-51-51000-6020-01
MPS	\$195,000.00	548000-51-51000-6020-01
Elsevier	\$100,000.00	548000-51-51000-6020-01
Bluedoor	\$90,000.00	548000-51-51000-6020-01
John Wiley & Sons Inc.	\$51,500.00	548000-51-51000-6020-01
Wolters Kluwer Health	\$75,000.00	548000-51-51000-6020-01
MBS Textbook Exchange	\$60,000.00	548000-51-51000-6020-01
Oxford University Press	\$26,000.00	548000-51-51000-6020-01
W.W. Norton & Co., Inc.	\$25,000.00	548000-51-51000-6020-01
Vista Higher Learning	\$28,000.00	548000-51-51000-6020-01
<b>Total Requested for FY 2020</b>	<b>\$2,310,000.00</b>	

Pursuant to Illinois Compiled Statutes 110 ILCS 805/3-27.1 (1), the purchase of textbooks is exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve the purchase of textbooks from textbook vendors noted above (which includes the additional \$22,000.00 Nebraska Bookstore Company’s retail system, support and maintenance) from July 1, 2019 through June 30, 2020 in the cumulative not-to-exceed amount of \$2,310,000.00.

\* Vendors Listed Above are Recommended for Approval

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
9	541002-01-00120-1020-01	PURCHASE: FY 2020 FOOD FOR HOSPITALITY AND CULINARY MANAGEMENT  LEAD STAFF: Stephanie Gray, Associate Dean, Business & Social Sciences

**I. BIDS**

**AMOUNT**

* Fortune Fish	\$ 32,000.00
* Premier Produce Inc.	\$ 55,000.00
* Testa Produce	\$ 29,000.00
* <u>Whittingham Meats</u>	<u>\$ 30,000.00</u>
<b>TOTAL</b>	<b>\$146,000.00</b>

**II. STATEMENT OF NEED**

Administration seeks approval for FY 2020 annual purchases of food products used by the Business and Social Sciences Department Hospitality and the Culinary Management Program.

The planned budgeted amount is \$146,000.00

**III. EXPLANATION OF PURCHASE**

Fortune Fish, Premier Produce Inc., Testa Produce and Whittingham Meats are all specialty food distribution companies. These purchases are exempt from the formal bidding process pursuant to 110 ILCS 805/3-27.1 (n), perishable foods.

**IV. RECOMMENDATION OF AWARD**

It is recommended that the Board of Trustees approve the purchase of food products to Fortune Fish (Bensenville, IL), Premier Produce Inc. (Franklin Park, IL), Testa Produce (Chicago, IL ) and Whittingham Meats (Alsip, IL) for July 1, 2019 through June 30, 2020 in the not-to-exceed amounts of \$32,000.00, \$55,000.00, \$29,000.00 and \$30,000.00, respectively.

\*Recommended for Approval

AGENDA ITEM 8.2 PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
10	548002-51-51000-6020-01	PURCHASE: FY 2020 GENERAL MERCHANDISE EXPENSES  LEAD STAFF: Pat Argoudelis, Director, Auxiliary Services

<u>I. PROPOSALS</u>	<u>AMOUNT</u>
* VARIOUS	\$305,000.00

**II. STATEMENT OF NEED**

The College Bookstore is seeking approval of FY 2020 general merchandise purchases of goods for resale in the College Bookstores.

The planned budgeted amount is \$480,000.00.

**III. EXPLANATION OF PURCHASE**

The College bookstore purchases non-textbook general merchandise to make items available for sale in all campus bookstore locations. In addition, these items include course instructional materials required for College classes, such as calculators, nursing and dental uniforms, art supplies and HVAC and automotive tool kits.

College bookstore purchases non-textbook general merchandise from over 110 specialized vendors. Vendors are selected based on a variety of factors, price being the determining factor above all others for like style and quality 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.

Purchases for the eight (8) identified vendors below will exceed the annual cumulative amount of \$25,000.00. The actual value of the purchases from individual vendors will vary based on merchandise selected, quantity and market price. The Bookstore requests authority to spend a not-to-exceed amount of \$305,000.00. It is important to note that bookstore staff solicits competitive quotes for all purchases over \$5,000.00.

AGENDA ITEM 8.2 PURCHASING (Continued)

<b>BOOKSTORE ESTIMATED GENERAL MERCHANDISE EXPENDITURES FY 2020</b>			
<b>Vendor</b>	<b>Description</b>	<b>Estimated Spend FY 2020</b>	<b>Account Number</b>
Alvin & Company	Art Kits and Supplies	\$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	\$40,000.00	548002-51-51000-6020-01
Service Wholesale	School Supplies	\$40,000.00	548002-51-51000-6020-01
Douglas Stewart Company	Electronics	\$25,000.00	548002-51-51000-6020-01
Kaiser & Blair, Inc.	Uniforms and Clothing	\$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
<b>Total Requested for FY 2020</b>		<b>\$ 305,000.00</b>	

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve the purchases of general merchandise from the vendors noted above for July 1, 2019 through June 30, 2020 in the cumulative not-to-exceed amount of \$305,000.00.

\* Vendors Listed Above are Recommended for Approval



**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
11	589000 03 03092 8060 01 599000 03 03006 8060 01	PURCHASE: AUGMENTED REALITY SOFTWARE & HARDWARE  LEAD STAFF: Greg Kozak, CIO, Information Technology

I. PROPOSALS

AMOUNT

*1. TQ Education and Training Limited dba Pearson	\$39,000.00
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II. STATEMENT OF NEED

As part of the Growth & Innovation Fund efforts, the College Leadership Team as well as faculty and deans in the College’s Allied Health, Anatomy & Physiology, and Chemistry departments have reviewed and evaluated technology that will help students better comprehend and retain knowledge associated with human anatomy, clinical assessments, and chemical bonds. This technology augments visible reality with an added layer of virtual reality with which students can interact. Studies by Case Western University and the University of San Diego have shown that this specific technology improves comprehension and retention of complicated subjects by at least 60% by providing a 3D visual learning aid. In addition, the use of this advanced technology in the classroom will prepare our students to matriculate to four-year institutions, such as Rosalind Franklin University, based on CLC’s use of state-of-the-art tools embedded in the health science curriculum.

The budgeted amount is \$40,000.00.

III. EXPLANATION OF PURCHASE

TQ Education and Training Limited, dba Pearson, is the only provider of this innovative solution. Their services will provide six (6) Microsoft HoloLens 2.0 augmented reality headsets (\$21,000.00), 100 annual licenses for their HoloHuman, HoloPatient, and HoloChemistry software (\$8,000.00), and five days of consulting and training to integrate the solution into our curriculum (\$10,000.00), for a total of purchase of \$39,000.00. An ongoing annual cost of \$8,000.00 will continue if the College chooses to maintain the 100 licenses of these three products.

AGENDA ITEM 8.2 – PURCHASING (Continued)

Pursuant to 110 ILCS 805/3-27.1 (1) contracts for goods or services which are economically procurable from only one source, this purchase is exempt from the competitive bidding process.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees approve a one (1) year contract from August 1, 2019 through July 31, 2020 for TQ Education and Training Limited dba Pearson, of Strand, London for the purchase of augmented reality software and hardware for the not-to-exceed amount of \$39,000.00.

\*Recommended for Approval

AGENDA ITEM 8.2 – PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
12	539000-01-00017-8080-01 539000-01-00021-8080-01 584000-03-03046-8060-01	PURCHASE – RATIFICATION: ANNUAL DATA CABLING  LEAD STAFF: Greg Kozak, CIO Information Technology Services & Mike Welch, Director of Facilities

I. PROPOSALS

AMOUNT

*1. Foresite Electric, Inc. and Kace Communications, LLC.	\$51,580.00 \$22,097.18
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II. STATEMENT OF NEED

This is for the annual purchase and installation of various cabling projects throughout the College by Facilities and Information Technology Services during the course of a fiscal year. This includes, but is not limited to, office moves, office and classroom redesign and network connections throughout the campuses.

The College-wide cumulative FY 2019 annual spend through the beginning of June is \$143,677.18. However, the planned budgeted amount for these purchases totals \$150,000.00 across various departments.

III. EXPLANATION OF PURCHASE

Throughout FY 2019, the College generated various purchases and installation projects during the course of a fiscal year. The proposed companies to provide these services are two preferred vendors for the College due to its quality of service and responsiveness. Information Technology Services and Facilities have utilized these vendors for their annual data cabling projects, resulting in an annual spend exceeding the competitively bid and Board-approved (August 2018) not-to-exceed amount of \$70,000.00.

Administration now requests a ratification of the FY 2019 cumulative spend through early June 2019 for the annual data cabling services received of \$143,677.18. Once Administration became aware that the initial annual spend exceeded \$70,000.00, a projected \$80,000.00 was added to the remaining of FY 2019.

AGENDA ITEM 8.2 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify purchases in the amount of \$51,580.00 to Foresite Electric, Inc. of Wauconda, IL and \$22,097.18 to Kace Communications, LLC. of Libertyville, IL for a total of \$73,677.18 and approve an additional FY 2019 spend of \$6,322.82, for a not-to-exceed total of \$150,000.00.

\*Recommended for Approval

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
13	541005-02-00073-7030-01	PURCHASE – RATIFICATION: ANNUAL FUEL DELIVERY FOR COLLEGE FLEET  LEAD STAFF: Mike Welch, Director of Facilities

I. PROPOSALS

AMOUNT

\*1. Conserv FS, Inc.

\$45,000.00

II. STATEMENT OF NEED

This is for the annual purchase of fuel for the College’s fleet across all campuses.

The College-wide cumulative FY 2019 annual spend through the beginning of June is \$41,334.97. The budgeted amount for these purchases totals \$45,000.00.

III. EXPLANATION OF PURCHASE

Throughout FY 2019, the College incurred a rise in fleet fuel costs due to price increases and additional plowing and fleet usage during inclement winter weather conditions, resulting in an unexpected fuel increase. The proposed company to provide these services is a preferred vendor of the College that provides quality service and responsiveness.

Administration requests a ratification of the FY 2019 cumulative purchases through early June 2019 for annual fleet fuel of \$41,334.97 as well as a projected increase of \$3,665.03 for the remainder of FY 2019.

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify purchases in the amount of \$41,334.97 to Conserv FS, Inc. of Chicago, IL and approve an additional FY 2019 spend of \$3,665.03, for a not-to-exceed total of \$45,000.00.

\*Recommended for Approval

AGENDA ITEM 8.2 – PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
14	541004-02-00073-7030-01	PURCHASE – RATIFICATION: ANNUAL ROAD SALT  LEAD STAFF: Mike Welch, Director of Facilities
<hr/>		
I.	<u>PROPOSALS</u>	<u>AMOUNT</u>
	*1. Cargill, Inc.	\$30,524.62

II. STATEMENT OF NEED

This is for the annual purchase of road salt for the College across all campuses.

The College-wide cumulative FY 2019 annual spend through the beginning of June is \$30,524.62.

The planned budgeted amount is \$30,524.62.

III. EXPLANATION OF PURCHASE

Throughout FY 2019, the College incurred increased salt needs due to a rise in snow and ice storms. The proposed company to provide these services is a preferred vendor for the College that provides quality service and responsiveness. Facilities has utilized this vendor for their annual salt purchases, resulting in an annual spend exceeding \$25,000.00. These services were competitively bid through the State of Illinois purchase contract, and the purchase was placed on the Board's \$5,000-\$25,000 report in December 2018 as costing \$24,265.50.

Administration requests a ratification of the FY 2019 cumulative spend through early June 2019 for annual salt purchases of \$30,524.62.

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.

AGENDA ITEM 8.2 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify purchases to Cargill, Inc. of North Olmsted, OH for a not-to-exceed total of \$30,524.62.

\*Recommended for Approval

AGENDA ITEM 8.2 – PURCHASING (Continued)

**NON-BIDDABLE ITEM**

<u>Item</u>	<u>Account</u>	<u>Description</u>
15	VARIOUS	PURCHASE – RATIFICATION: OFFICE SUPPLIES  LEAD STAFF: Sue Kilby Acting Director, Purchasing & Contracts

I. PROPOSALS

AMOUNT

*1. Office Plus Solutions & Supply	\$120,000.00
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II. STATEMENT OF NEED

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

The College-wide cumulative FY 2019 annual spend through the middle of June 2019 is \$115,467.13. The planned budgeted amount for these purchases totals \$120,000.00 across various departments.

III. EXPLANATION OF PURCHASE

Throughout FY 2019, the College’s various departments purchased office supplies and toners for internal use. The proposed company to provide these services is a preferred vendor for the College due to its local presence, quality of service and responsiveness. In addition, the College originally procured this service in FY 2017 under the Joint Purchasing agreement with The Cooperative Purchasing Network Consortium (TCPN) with three (3) one-year terms. In FY 2018, the Board approved the second (2) one-year term. The third (3) one-year term was not brought to the Board for approval and has resulted in this request for ratification.

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

Multiple departments have utilized this vendor for their office supplies and toner purchases pursuant to the joint purchasing act. (See Table A below.)



AGENDA ITEM 8.2 – PURCHASING (Continued)

<b>Table A. Office Plus Solutions &amp; Supply FY 2019 Spend as of June 11, 2019</b>		
<b>Department/Program</b>	<b>Account Number</b>	<b>FY19 Spend</b>
Auxiliary Services	541010-01-00010-8040-01	\$ 48.85
Purchasing & Contracts	541001-01-00011-8040-01	\$1,058.50
User Services	541001-01-00017-8080-01	\$1,156.76
Adult Education/Literacy	541009-01-00018-1060-01	\$2,492.73
James Lumber Center	541001-01-00024-1090-01	\$1,379.36
Facilities	541001-02-00078-7080-01	\$403.85
Campus Services	541001-02-00093-8040-01	\$759.87
Hospitality & Culinary Mgmt.	541002-01-00120-1020-01	\$143.43
Comm. Arts	541001-01-00228-1010-01	\$2,703.30
College Foundation	541001-01-00250-8030-01	\$881.01
Diversity Commission	541009-01-00262-8040-01	\$14.05
Resource Development	541001-01-00267-8030-01	\$257.09
Business & Social Science	541001-01-00428-1010-01 541002-01-00428-1010-01	\$4121.27
Physics	541002-01-00601-1010-01	\$432.37
Earth Science	541002-01-00602-1010-01 589000-02-00602-1010-01	\$34,191.28
Engineering	541002-01-00603-1010-01	\$400.68
Mechanical Engineering	541002-01-00621-1030-01	\$81.97
Engineering/Math/Phy. Sci. Div.	541001-01-00628-1010-01	\$4,923.82
Biological & Health Sciences	541001-01-00728-1010-01 541010-01-00728-1010-01 542000-01-00728-1010-01	\$6,572.16
Student Life	541001-01-08000-3080-01	\$368.71
Allied Health	541001-57-00834-4020-01	\$1,376.17
Talent Development Services	541002-57-00901-4020-01	\$794.83
Career & Job Placement	541001-01-00904-3020-01	\$2,214.04
Professional Development	541009-57-00906-4010-01	\$26.77
WPDI - Operations	541001-57-00910-4020-01	\$611.88
President's Office	541001-01-01000-8010-01	\$1,332.92
Educational Affairs	541001-01-01001-10901-01 599000-01-01001-10901-01	\$303.36
Administrative Affairs	541010-01-01002-8010-01 541001-01-01002-8010-01	\$1,448.89
Institutional Effectiveness	541001-01-01004-8070-01	\$1,342.12
Human Resources	541001-01-01006-8040-01	\$2,689.71
Finance	541001-01-01008-8010-01 541001-01-01008-8020-01	\$1,594.66
Teaching & Learning Center	541001-01-01019-4030-01	\$1,549.78
Lakeshore Campus	541002-01-01020-1090-02	\$3,257.82
Library	541001-01-01021-2010-01	\$2,042.40
Enrollment Services	541001-01-01023-3090-01	\$286.27
Testing	541001-01-01025-2090-01 541010-01-01025-2090-01	\$1,701.51
Advising & New Student Prgms	541001-01-01030-3020-01	\$878.54
Registrar & Records	541001-01-01031-3010-01	\$72.83
Library	541001-01-01021-2010-01	\$2,042.40

AGENDA ITEM 8.2 – PURCHASING (Continued)

<b>Table A. Office Plus Solutions &amp; Supply FY 2019 Spend as of June 11, 2019</b>		
<b>Department/Program</b>	<b>Account Number</b>	<b>FY19 Spend</b>
Counseling/Advising/Transfer	541001-01-01032-3020-01	\$1,090.64
Health Services	541001-01-01033-3030-01	\$337.08
Financial Aid	541001-01-01034-3040-01	\$940.40
Disability Services	541001-01-01035-3090-01	\$1,597.92
Women's Center	541001-01-01036-3080-01	\$754.44
Admissions & Recruitment	599000-01-01037-3090-01 541001-01-01037-3090-01	\$1203.49
Student Development	541001-01-01038-3080-01 541010-01-01038-3080-01	\$939.93
Orientation/First Year Exp.	541001-01-01039-3080-01	\$698.97
Center for International Edu.	541001-01-01040-3010-01	\$640.75
Dual Credit/College Readiness	541001-01-01041-1090-01	\$1,046.41
Personal Enrichment	541002-57-01042-4010-01	\$182.90
Southlake Campus	541001-01-01043-4010-03	\$2,013.64
Academic Support	541001-01-01049-2090-01	\$299.60
Library, Testing & Acad. Succ.	541001-01-01050-2090-01	\$66.51
Coaching for Academic Succ.	541001-01-01051-2090-01	\$488.28
Counseling for Academic Succ.	541001-02-01054-3030-01	\$1,249.48
CLC Online	541001-01-01063-1090-01	\$4,020.62
Instructional Equipment/EMPS	586621-03-03087-8060-01	\$389.34
TRIO – Student Support	541001-06-06584-4010-01	\$1,041.68
Talent Search	541001-06-06599-4010-01 541010-06-06599-4010-01	\$4,046.14
SBDC FY18-19	541061-06-06620-4010-01 541001-06-06620-4010-01	\$92.57
SBDC FY19-20	541061-06-06630-4010-01	\$102.65
Student Senate	541010-10-10100-3060-01	\$981.96
Multicultural Student Center	541001-10-10117-3060-01	\$118.80
Program Board	542000-10-10200-3060-01 541001-10-10200-3060-01	\$524.48
Chronicle	541001-10-10300-3060-01	\$200.95
LGBTQ	599000-10-10757-3060-01	\$34.78
Police	541001-01-12001-7040-01	\$1,407.77
General Testing	541002-26-26603-4040-04	\$127.21
Health & Wellness	599000-28-28115-4040-01	\$259.41
Baxter Lab	541002-28-28243-4040-01	\$119.20
Athletic Administration	541002-28-28243-4040-01	\$352.88
Bookstore	541001-51-51000-6020-01	138.29
	<b>Total</b>	\$115,467.13

Administration requests a ratification of the FY 2019 cumulative spend through the middle of June 2019 for office supplies and toner of \$115,467.13 as well as a projected \$4,532.87 for the remainder of FY 2019. In FY 2020, the College will evaluate whether to continue with this vendor through the TCPN consortium or release a request for bid for these items.

AGENDA ITEM 8.2 – PURCHASING (Continued)

IV. RECOMMENDATION OF AWARD

It is recommended that the Board of Trustees ratify purchases in the amount of \$115,467.13 to Office Plus Solutions & Supply of Waukegan, IL and approve an additional FY 2019 spend of \$4,532.87, for a not-to-exceed total amount of \$120,000.00.

\*Recommended for Approval

## AGENDA ITEM 8.3 – PURCHASING

### **DISPOSAL**

According to Policy 915, Disposal, the Vice President for Administrative Affairs 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. Administrative Affairs may dispose of hazardous materials or property in advance of Board approval to ensure student and staff safety and ratify this action at a subsequent Board meeting.

Administration has an urgent need for the space currently being used to store computers and equipment and believes it is more advantageous for the College sell the equipment for parts, instead of attempting to auction them off and receive no bidders due to the age and condition of the equipment.

Administration requests the Board of Trustees to waive Board Policy 915 for the approved disposal of the Media Services items listed. These items were taken out of service years ago and are no longer in working order. A total of 134 assets from Media Services will be sold to Technology Conservation Group, a company that recycles 100% of the material and supports the College's sustainability initiatives. The funds received from these items recycled will be included as miscellaneous income in the College's general fund.

Agenda Item 8.3  
June 25, 2019

AGENDA ITEM 8.3 – PURCHASING (Continued)

**DISPOSAL**

The College has 58 items from the various departments listed below that have been determined to be obsolete. Administration will sell or dispose of these items on a date to be determined.

It is therefore recommended that the Board of Trustees approve the disposal of 58 obsolete items and waive Board Policy 915 for the sale of 134 various Media Services equipment for parts to Technology Conservation Group.

ASSET DISPOSAL ITEMS

**ATHLETIC ADMINISTRATION**

Cash Register (1)

**AUXILIARY SERVICES**

Buffet Warmer (1)

**CHILDREN'S LEARNING CENTERS**

Plastic Climber Pieces

Wood Climber Pieces

Cots (3)

**EDUCATIONAL TECHNOLOGY**

Printer (1)

TV/VCR (1)

**FACILITIES**

Lamp (1)

File Cabinets (2)

Keyboard Tray (1)

Monitor Mount (1)

Plastic Bins (14)

Shelving (1)

Shredder (1)

Typewriter (1)

**HEALTH CENTER**

Exam Bed (1)

**LIBRARY**

Book Drop Box (1)

Laser Jet Printer (1)

Printers (2)

Scanner (1)

Wire Magazine Rack (1)

The Complete National Geographic  
Hard Drives (2)

**MUSIC**

Wooden Stage Risers (15)

**POLICE DEPARTMENT**

Office Chair (1)

**PUBLIC RELATIONS & MARKETING**

Chairs (3)

Miscellaneous Photo Equipment

Round Table (1)

AGENDA ITEM 8.3 – PURCHASING (Continued)

**DISPOSAL**

Asset Disposal Items to Recycle or Dispose – Sell to Technology Conservation Group. The actual amount to be determined after purchaser inspects the equipment.

MEDIA SERVICES

31” and 32” TVs (8)	TV/VHS Combos (2)
Amplifiers (2)	Turntable (1)
Box of Miscellaneous Cables (1)	VCR (1)
Cassette Players (7)	VHS/DVD Players (31)
CD Players (4)	Wireless Video Receiver (1)
Digital Switchers (2)	
Document Cameras (6)	
Hotpoint Compact Fridge/Freezer (1)	
Matrix Switcher (1)	
Media Control Metal Cases (16)	
Metal Control Box Cases (14)	
Mixer Extender (1)	
NEC Projectors (8)	
Overhead Projectors (9)	
PC (1)	
Portable Projection Screen (1)	
Portable Sound Systems (3)	
Power Supplies (3)	
Receiver (1)	
Slide Projectors (7)	
Sound Mixers (2)	

FOR INFORMATIONAL PURPOSES ONLY

This is a continuation of disposal of items that have not been repurposed.

As of June 2019, the College has recovered \$85,060.59, up from \$84,765.59 as reported at the April 2019 Board of Trustees meeting.

AGENDA ITEM 9.1 – CONTRACTS AND GRANTS

**AUTHORIZATION TO RENEW INTERGOVERNMENTAL AGREEMENTS WITH 19<sup>TH</sup> JUDICIAL CIRCUIT COURT OF LAKE COUNTY, ILLINOIS**

This Board action report authorizes the renewal of three (3) five-year Intergovernmental Agreements between the College of Lake County, District No. 532, and the 19<sup>th</sup> 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, 2019. The College operates the following:

- 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.

These three (3) five-year intergovernmental agreements will begin 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.

AGENDA ITEM 9.1 – CONTRACTS AND GRANTS (Continued)

The 19<sup>th</sup> Judicial Circuit Court of Lake County intergovernmental agreements include the following annual costs for Fiscal 2020.

<b>Program</b>	<b>Maximum Amount</b>
<b>Driver Safety Program</b>	
National Safety Council	\$150,000.00
Alliance Against Intoxicated Motorists	10,000.00
19 <sup>th</sup> Judicial Circuit Court	12,000.00
Lake County Chiefs of Policer Association	5,000.00
W.C. Dorsey and Associates	80,000.00
Creekside Printing (traffic forms for new agreement)	10,000.00
<b>Family Parenting Program</b>	
Children First Foundation	\$38,000.00
19 <sup>th</sup> Judicial Circuit Court	82,000.00
Creekside Printing (enrollment forms for new agreement)	5,000.00
<b>Court Services – Volunteer Probation Support Program</b>	
19 <sup>th</sup> Judicial Circuit Court (paid to CLC by the Court)	\$72,000.00
Annual Recognition Dinner venue	2,700.00

It is, therefore, recommended that the Board of Trustees approve the renewal of the three (3) five-year Intergovernmental Agreements with the 19<sup>th</sup> Judicial Circuit Court of Lake County for various program services.



AGENDA ITEM 9.2 – CONTRACTS AND GRANTS

**ACCEPTANCE OF  
THE ILLINOIS COMMUNITY COLLEGE BOARD'S  
CAREER AND TECHNICAL EDUCATION PERKINS POSTSECONDARY  
PROGRAM GRANT**

Grantor: Illinois Community College Board

Lead Staff: Dr. Arlene Santos-George  
Dean, Adult Education and ESL Division

Type: Non-Competitive

Amount: \$418,688.00

Period: 7/1/2019 to 6/30/2020

Matching Funds: None

**PURPOSE:** Grant monies will continue to be used to improve student skill attainment and program performance for career and vocational students, including special populations. In addition, the funding will be used to improve student academic and technical skills, assist with degree and certificate completion, increase student employment placement and retention, and increase the enrollments and retention of students in nontraditional careers.

It is recommended that the Board of Trustees approve the acceptance of the Career and Technical Education Perkins Postsecondary Program grant in the amount of \$418,688.00 from the Illinois Community College Board.

Agenda Item 9.2  
June 25, 2019

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**RESOLUTION AUTHORIZING  
THE SUBMITTAL OF THE FISCAL YEAR 2021  
RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)**

The Resource Allocation Management Plan (RAMP) for Fiscal Year 2021 has been prepared for submission to the Illinois Community College Board. The report includes an analysis of the College’s proposed facilities projects and renovations. The following projects will be submitted to the ICCB:

**Infrastructure Repair and Replacement (All Campuses).** To maintain the quality of the physical environment for students and employees, the College has planned to make infrastructure repair and replacement at all campuses. Most of the College’s infrastructure (such as buildings, roofs, heating and air conditioning systems, and electrical systems) are in need of repair or replacement due to depreciation and life expectancy of the systems. As campus buildings age and funding for deferred maintenance becomes scarce, there is a need for additional funds for repair and maintenance.

**Center for Health and Wellness (Grayslake Campus).** The proposed Center for Health and Wellness facility would house health and wellness programming, physical rehabilitation, sports medicine/training and athletics. The College’s current facilities and infrastructure do not meet the needs of existing athletics, health and wellness programs and industry employment demands. CLC offers a nationally accredited, wellness-based preventive health curricula. The existing athletics and recreation facilities are housed in a metal building constructed in 1983, which has limited restroom facilities and was intended to be a temporary facility. This facilities infrastructure has aged out and does not adequately support athletics programming. Health and wellness programming is limited on the Grayslake campus given the space limitations. The facility does not meet existing needs, nor does it offer opportunity for growth. Without substantive enhancements, CLC is unable to respond to community needs for delivery of large events, is unable to expand programming to meet industry needs in health and wellness

## AGENDA ITEM 10.1 – PROGRAMS (Continued)

careers, and does not meet the needs of athletics programming. The proposed facility would include the following:

- 15,000 sq. ft. fitness center
- 5,000 sq. ft. strength and conditioning and athletic training center
- Classrooms, laboratories and multi-purpose rooms for program delivery
- Human performance laboratory
- Fieldhouse for athletic events, commencement space, and community events
- Modern locker rooms with amenities

**Renewable Energy Projects:** The College is requesting repair and replacement of our Renewable Energy Projects. The College currently has solar panels installed on buildings to help heat water for sinks and to offset electrical costs. The College also has two geothermal fields to heat and cool the building while helping to reduce its carbon footprint. Solar panels, frequency drives, and pumps are recommended to be replaced every 15 to 20 years to maximize energy efficiency.

**Advanced Manufacturing, Trades, Apprenticeship Center (Grayslake Campus).** The proposed Advanced Manufacturing, Trades, and Apprenticeship Center would be a state-of-the-art education and workforce training center serving students and industry in Northern Illinois and Southeast Wisconsin. The high-bay structure would include perimeter classrooms and laboratories and include welding, tooling, computer numerical control, computer aided design, automation, and other associated manufacturing training. Integrated technology labs and classrooms would be designed and incorporated to enable CLC to provide hands-on workforce training in high-demand fields requested by our employers in adequately sized facilities and using equipment that mirrors what is being utilized in the workplace. The Center would also allow CLC to house apprenticeship training.

AGENDA ITEM 10.1 – PROGRAMS (Continued)

Through RAMP, the Board of Trustees forwards a request for state support of new facility construction and the remodeling of existing facilities to meet the instructional and service needs of the College community.

It is recommended that the Board of Trustees adopt the attached resolution.

**RESOLUTION AUTHORIZING  
THE SUBMITTAL OF THE FISCAL YEAR 2020  
RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)**

WHEREAS, the Illinois Community College Board requires an annual submission of a Resource Allocation Management Plan (RAMP), which shall be submitted by July 1, 2019,

WHEREAS, the administration of the college has carefully prepared such a plan, including a plan for new facilities,

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of the College of Lake County, Community College District No. 532, with a quorum present, certifies that it has reviewed and hereby approves the Fiscal Year 2021 Resource Allocation Management Plan (RAMP) for Community Colleges for the College of Lake County, as prepared and submitted.
2. That the Chair and Secretary are hereby directed to forward the attached document to the Illinois Community College Board as specified.
3. That the Chair of the Board be authorized to submit the attached authorization request for capital funds.

PASSED this 25th Day of June, 2019.

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Chair, Board Community  
Community College District 532  
County of Lake, State of Illinois

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Secretary, Board of Trustees  
Community College District 532  
County of Lake, State of Illinois

AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

**RESIGNATIONS, RETIREMENTS AND DISMISSALS**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date</b>
1	Resignation	Hogan, Sean	Administrator Position Number: 0035 Executive Director, Institutional Effectiveness, Planning and Research	June 1, 2019
2	Retirement	Sawyer, Carolyn	Classified Position Number: 0075 Senior Administrative Assistant, Adult Education and ESL	July 5, 2019
3	Retirement – Revised Date Request	N/A	N/A	N/A
<p><u>It is recommended that the Board of Trustees approve the above actions.</u></p>				

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

**PERSONNEL AND POSITION CHANGES**

The information below is being presented to the Board as position and personnel changes requested in the FY 2020 budget. Salaries and wages listed below include the approved across-the-board increase of 3%, any adjustment for internal equity, increase for promotion or reclassification, and the addition of the Discretionary Allowance (DAL), if applicable. All changes will be effective July 1, 2019.

The proposed position changes are as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Reorganization/Reclassification	Wilson, Tracy	Classified Position Number: 0933 Office Associate, Disability Services	Classified Position Number: 0933 Senior Administrative Assistant, Disability Services	B21 \$16.85/ Hour Nonexempt	B23 \$19.32/ Hour Nonexempt	7/1/2019	N/A
2	Reorganization/Reclassification	Vacant	Classified Position Number: 1332 Office Assistant, Disability Services	Classified Position Number: 1332 Office Associate, Disability Services	A11 Nonexempt	B21 Nonexempt	7/1/2019	N/A



AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
3	Reorganization/Reclassification	Zillmer, Sue	Specialist Position Number: 1022 Human Resources Coordinator, Human Resources	Specialist Position Number: 1022 Human Resources Generalist, Human Resources	B32 \$54,636.35/ Exempt	B32 \$59,553/ Exempt	7/1/2019	7/1/2019-6/30/2020
4	Reorganization/Reclassification	Vacant	Part-time Flex Position Number: 1634 Employment Recruiter, Human Resources	Specialist Position Number: 1634 Part-time (25 Hours per week) Recruiter, Human Resources	N/A Nonexempt	B32 Nonexempt	7/1/2019	N/A
5	Reorganization/New Position	Vacant	N/A	Administrator Position Number: 1442 Assistant Director, Human Resources	N/A	C52 Exempt	7/1/2019	TBD
6	Reorganization/Reclassification	Alfano, John	Specialist Position Number: 0099 Manager, Campus Services	Specialist Position Number: 0099 Campus Services Supervisor, Campus Services	B32 \$25.12/ Hour Nonexempt	C42 \$57,482/ Exempt	7/1/2019	7/1/2019-6/30/2020

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
7	Reorganization/ Change in Hours	Catalan, Lucy	Classified Position Number: 1285 Part-time (20 Hours per week) Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: 1285 Part-time (24 Hours per week) Enrollment Services Generalist, Welcome and One Stop Center	B22 \$17.05/ Hour Nonexempt	B22 \$17.56/ Hour Nonexempt	7/1/2019	N/A
8	Reorganization/ 9 Month to 12 Month	Nargis, Milky	Specialist Position Number: 1478 Part-time (25 hours per week) 9 Months - Lead Teacher II, Children's Learning Centers	Specialist Position Number: 1478 Part-time (25 hours per week) 12 Months - Lead Teacher II, Children's Learning Centers	B23 \$19.51/ Hour Nonexempt	B23 \$20.09/ Hour Nonexempt	7/1/2019	N/A
9	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Assistant Teacher, Children's Learning Centers	N/A	A12 Nonexempt	7/1/2019	N/A

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
10	Reorganization/ Reclassification Part-time to Full-time	Baraboo, Leslie	Specialist Position Number: 1054 Part-time (30 Hours per week) Marketing and Communication Analyst, The James Lumber Center for the Performing Arts	Specialist Position Number: 1054 Full-time Marketing and Communication Analyst, The James Lumber Center for the Performing Arts	B23 \$20.60/ Hour Nonexempt	B23 \$21.22/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020
11	Reorganization/ Reclassification	McBride, Kendell	Classified Position Number: 0241 Senior Administrative Assistant, The James Lumber Center for the Performing Arts	Classified Position Number: 0241 Office Manager, The James Lumber Center for the Performing Arts	B23 \$26.29/ Hour Nonexempt	B24 \$33.07/ Hour Nonexempt	7/1/2019	N/A

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
12	Reorganization/ Reclassification Part-time to Full-time	Vacant	Classified Position Number: 1043 Part-time Bookkeeper, The James Lumber Center for the Performing Arts	Classified Position Number: 1043 Full-time Accounting Associate, The James Lumber Center for the Performing Arts	B21 Nonexempt	B22 Nonexempt	7/1/2019	N/A
13	Reorganization/ Part-time to Full-time	Vacant	Specialist Position Number: 1182 Part-time Career Services Specialist, Career and Job Placement Center	Specialist Position Number: 1182 Full-time Career Services Specialist, Career and Job Placement Center	B32 Nonexempt	B32 Exempt	7/1/2019	TBD
14	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Apprenticeship Manager, Career and Job Placement Center	N/A	C43 Exempt	7/1/2019	TBD

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
15	Reorganization/Reclassification	Albach, Melissa	Classified Position Number: 0126 Advancement Assistant, College Foundation	Classified Position Number: 0126 Senior Advancement Assistant, College Foundation	B22 \$17.73/ Hour Nonexempt	B23 \$19.91/ Hour Nonexempt	7/1/2019	N/A
16	Reorganization/Reclassification	Wisbey, Cynthia	Classified Position Number: 1466 Senior Administrative Assistant, College Foundation	Classified Position Number: 1466 Office Manager, College Foundation	B23 \$19.52/ Hour Nonexempt	B24 \$22.18/ Hour Nonexempt	7/1/2019	N/A
17	Reorganization/Reclassification	Lazarus, Elaine	Specialist Position Number: 1189 Graphic Designer, Public Relations and Marketing	Specialist Position Number: 1189 Senior Graphic Designer, Public Relations and Marketing	B24 \$56,236.17/ Exempt	B32 \$61,297.24/ Exempt	7/1/2019	7/1/2019-6/30/2020

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
18	Reorganization/ Reclassification	Esser, Krysty	Specialist Position Number: 1179 Business Analyst, Registrar and Records	Administrator Position Number: 1179 Assistant Registrar, Registrar and Records	C43 \$62,573.17/ Exempt	C52 \$77,508.19/ Exempt	7/1/2019	7/1/2019- 6/30/2020
19	Reorganization/ Salary Review	Maller, Jennifer	Administrator Position Number: 0066 Registrar, Registrar and Records	Administrator Position Number: 0066 Registrar, Registrar and Records	D61 \$79,550.82/ Exempt	D61 \$91,085.69/ Exempt	7/1/2019	7/1/2019- 6/30/2020
20	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Student Records Representative, Registrar and Records	TBD	B22 Nonexempt	7/1/2019	N/A
21	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Part-time (25 hours per week) Student Records Representative, Registrar and Records	TBD	B22 Nonexempt	7/1/2019	N/A

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
22	Reorganization/ Part-time to Full-time	De La Rosa, Jennifer	Specialist Position Number: 1578 Part-time (20 Hours per week) Financial Aid Specialist, Financial Aid	Specialist Position Number: 1578 Full-time Financial Aid Specialist, Financial Aid	B32 \$22.83/ Hour Nonexempt	B32 \$23.51/ Hour Nonexempt	7/1/2019	7/1/2019-6/30/2020
23	Reorganization/ Part-time to Full-time	Vacant	Specialist Position Number: 1330 Part-time (20 Hours per week) Financial Aid Specialist, Financial Aid	Specialist Position Number: 1330 Full-time Financial Aid Specialist, Financial Aid	B32 Nonexempt	B32 Nonexempt	7/1/2019	TBD
24	Reorganization/ New Position	Vacant	Classified Position Number: 0302 Part-time (20 Hours per week) Office Associate, Office of the President	Classified Position Number: 0302 Full-time Senior Administrative Assistant, Office of the President	B21 Nonexempt	B23 Nonexempt	7/1/2019	N/A

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
25	Reorganization/Reclassification	Adamopoulos, Joanne	Classified Position Number: 0121 Operations Associate, Police Department	Classified Position Number: 0121 Office Manager, Police Department	B23 \$19.07/ Hour Nonexempt	B24 \$21.13/ Hour Nonexempt	7/1/2019	N/A
26	Reorganization/Reclassification	Vacant	Classified Position Number: 0247 Office Assistant, Lakeshore Campus	Specialist Position Number: 0247 Recruitment Specialist, Lakeshore Campus	A11 Nonexempt	B32 Exempt	7/1/2019	TBD
27	Reorganization/Part-time to Full-time	Janousek, Catherine	Classified Position Number: 0950 Part-time (24 Hours per week) Office Associate, Southlake Campus	Classified Position Number: 0950 Full-time Office Associate, Southlake Campus	B21 \$15.78/ Hour Nonexempt	B21 \$16.25/ Hour Nonexempt	7/1/2019	N/A



AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
28	Reorganization/ Reclassification	Cullum, Tony	Specialist Position Number: 1588 Senior IT Technician III, Technology Support	Specialist Position Number: 1588 IT Technician, Tier III, Technology Support	B24 \$22.74/ Hour Nonexempt	B24 \$26.13/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020
29	Reorganization/ Reclassification	Mainza, Jose	Specialist Position Number: 1589 Senior IT Technician III, Technology Support	Specialist Position Number: 1589 IT Technician, Tier III, Technology Support	B24 \$23.20/ Hour Nonexempt	B24 \$26.59/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020
30	Reorganization/ Reclassification	Poulos, Margene	Classified Position Number: 0182 Office Manager, Information Technology	Specialist Position Number: TBD IT Finance Coordinator, Information Technology	B24 \$23.18/ Hour Nonexempt	B32 \$29.73/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020
31	Reorganization/ Reclassification	Wozniakowski, Przemek	Specialist Position Number: 1590 Senior IT Technician III, Technology Support	Specialist Position Number: 1590 IT Technician, Tier III, Technology Support	B24 \$23.34/ Hour Nonexempt	B24 \$26.73/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
32	Reorganization/ Salary Review	Sosa, Byron	Administrator Positon Number: 0935 Director, Information Security, Cybersecurity	Administrator Positon Number: 0935 Director, Cybersecurity	D61 \$99,460/ Exempt	D61 \$104,143.30/ Exempt	7/1/2019	7/1/2019- 6/30/2020
33	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Cybersecurity Engineer, Information Technology	N/A	C43 Exempt	7/1/2019	TBD
34	Reorganization/ New Position	Vacant	N/A	Professional Position Number: TBD Internal Audit and Compliance Manager, Business Services and Finance	N/A	C45 Exempt	7/1/2019	TBD

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
35	Reorganization/ Reclassification	Vacant	Specialist Position Number: 1032 Chemical Hygiene/Laboratory Supervisor, Biological and Health Sciences Division	Specialist Position Number: 1032 Laboratory Manager, Biological and Health Sciences Division	C41 Exempt	C43 Exempt	7/1/2019	TBD
36	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Living Laboratory Coordinator, Biological and Health Sciences Division	N/A	B32 Exempt	7/1/2019	TBD

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
37	Reorganization/ Part-time to Full-time	Guzman, Jerry	Specialist Position Number: 1157 Part-time (20 Hours per week) Laboratory Specialist*, Hospitality and Culinary Management, Business and Social Sciences Division	Specialist Position Number: 1157 Full-time Laboratory Specialist*, Hospitality and Culinary Management, Business and Social Sciences Division	B22 \$18.03/ Hour Nonexempt	B22 \$18.57/Hour Nonexempt	7/1/2019	7/1/2019 – 6/30/2019
38	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Laboratory Specialist/ACR, Engineering, Math and Physical Sciences Division	N/A	B22 Nonexempt	7/1/2019	TBD

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
39	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Laboratory Specialist/ARM, Engineering, Math and Physical Sciences Division	N/A	B22 Nonexempt	7/1/2019	TBD
40	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Laboratory Specialist/EET, Engineering, Math and Physical Sciences Division	N/A	B22 Nonexempt	7/1/2019	TBD

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
41	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Academic Operations Associate, Engineering, Math and Physical Sciences Division	N/A	B21 Nonexempt	7/1/2019	N/A
42	Reorganization/ Reclassification	Zavala, Maria	Classified Position Number: 0076 Program Operations Assistant*, Adult Education and ESL	Specialist Position Number: 0076 Data Reporting Specialist*, Adult Education and ESL	B21 \$21.09/ Hour Nonexempt	B22 \$22.99/ Hour Nonexempt	7/1/2019	7/1/2019 – 6/30/2020
43	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Enrichment Center Coordinator*, Adult Education and ESL	N/A	B32 Exempt	7/1/2019	TBD

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
44	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Part-time (25 Hours per week) Outreach and Recruitment Coordinator*, Adult Education and ESL	N/A	B32 Nonexempt	7/1/2019	N/A
45	Reorganization/ Reclassification	Hansen, Lori	Classified Position Number: 0280 Library Services Assistant, Library	Specialist Position Number: 0280 Library Services Coordinator, Library	A13 \$15.02/ Hour Nonexempt	B24 \$20.31/ Hour Nonexempt	7/1/2019	7/1/2019- 6/30/2020

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
46	Reorganization/ Reclassification	Goldenberg, Ericka	Specialist Position Number: 0797 Marketing and Customer Service Specialist, Workforce and Professional Development Institute	Specialist Position Number: 0797 Marketing and Customer Service Specialist, Workforce and Professional Development Institute	B22 \$17.04/ Hour Nonexempt	B24 \$42,254/ Exempt	7/1/2019	7/1/2019- 6/30/2020
47	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Solutions Specialist, Workforce and Professional Development Institute	N/A	B24 Nonexempt	7/1/2019	N/A
48	Reorganization/ New Position	Vacant	N/A	Specialist Position Number: TBD Project Coordinator, Workforce and Professional Development Institute	N/A	B24 Nonexempt	7/1/2019	TBD



AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
49	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Part-time (24 Hours per week) Office Assistant, Workforce and Professional Development Institute	N/A	A11 Nonexempt	7/1/2019	N/A
50	Reorganization/ New Position	Vacant	N/A	Classified Position Number: TBD Part-time (24 Hours per week) Office Assistant, Workforce and Professional Development Institute	N/A	A11 Nonexempt	7/1/2019	N/A
51	Reorganization/ Reclassification	Mrozinski, Jamilynn	Classified Position Number: 1142 Office Assistant, Student Life	Classified Position Number: 1142 Senior Office Assistant, Student Life	A11 \$11.55/ Hour Nonexempt	A12 \$12.61/ Hour Nonexempt	7/1/2019	N/A

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
52	Reorganization New Position	Vacant	N/A	Professional Position Number: TBD Title IX Coordinator, Student Life	N/A	C43 Exempt	7/1/2019	TBD
<p><u>It is recommended that the Board of Trustees approve the above reorganization, including salary, DBM, and title changes.</u></p>								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

The Bookstore is proposing to change part-time Office Assistant position to a full-time Retail Associate position. This full-time position will allow the evening staff to provide better service to students by ensuring continuity throughout the week. The classification change has been placed in the FY 2020 budget, and the change to full-time is supported by auxiliary funds. Wage listed below includes the approved across-the-board increase of 3%.

The proposed position approval is as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Reorganization/Reclassification	Deal, Julie	Classified Position Number: 1262 Part-time (30 Hours per week) Office Assistant, Bookstore	Classified Position Number: 1262 Full-time Retail Associate, Bookstore	A11 \$14.12/ Hour Nonexempt	A13 \$15.40/ Hour Nonexempt	7/1/2019	N/A
<u>It is recommended that the Board of Trustees approve the above position change.</u>								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

Counseling and Psychological Services is requesting a new grant-funded position of Staff Therapist and Prevention Specialist. The mission of this position is to provide initial and ongoing access to mental health services and to provide direct clinical service to students as well as outreach and consultation to the CLC community. The individual in this position will coordinate outreach and training activities of the department, including offering and coordinating mental health training to the CLC community, which will allow the entire CLC community to support student mental health and student success. This position is funded by a one-year renewable grant from the Healthcare Foundation in Northern Lake County

The proposed position approval is as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Reorganization/ New Position	N/A	N/A	Specialist Position Number: 1705 Full-time Therapist and Prevention Specialist*, Counseling and Psychological Services	N/A	C42 Exempt	7/1/2019	TBD

It is recommended that the Board of Trustees approve the above position change.

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

The College Foundation is requesting to extend the temporary, full-time position of Development Assistant through the end of August 2019 to allow for flexibility in the hiring of a regular, full-time Development Associate position. The increase for the temporary position listed below, represents the 3% across-the-board increase.

The proposed position approvals are as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Dates</b>	<b>Contract Dates</b>
1	Temporary Position	Radke, Tim	Classified Position Number: 0592 Development Assistant, College Foundation	Classified Position Number: 0592 Development Assistant, College Foundation	B22 \$16.88/Hour Nonexempt	B22 \$17.38/ Hour Nonexempt	7/1/2019- 8/31/2019	N/A
2	Reorganization/ Reclassification	Vacant	Specialist Position Number: 1537 Development Specialist, College Foundation	Classified Position Number: 1537 Development Associate, College Foundation	B32 Exempt	B23 Nonexempt	7/1/2019	N/A
<u>It is recommended that the Board of Trustees approve the above position changes.</u>								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

It is recommended the Department of H.V.A.C. modify the Supervising Engineer (position 0819) to reflect changes to the primary duties being primarily managerial, non-manual work that requires a high level of discretion and independent judgement in engineering and business operations, the recommended changes include Fair Labor Standards Act (FLSA) status and job classification. This continues the restructuring of the facilities supervisory positions that began in Fiscal Year 2018. This is a vacant position and this change is budget neutral.

The proposed position approval is as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Reclassification – Change in Title, FLSA and Job Classification	TBD	Classified Position Number: 0819 Full-time Supervising Engineer, H.V.A.C.	Specialist Position Number: 0819 Full-time Engineer Supervisor, H.V.A.C.	C42 Nonexempt	C42 Exempt	7/1/2019	TBD
<u>It is recommended that the Board of Trustees approve the above position change.</u>								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PERSONNEL AND POSITION CHANGES**

It is recommended the Department of Athletics reclassify the Operations and Events Coordinator/Head Softball Coach (position 0210) to better reflect the responsibilities assigned to this role and to align with internal and external benchmarks. This is a vacant position and this change is budget neutral.

The proposed position approval is as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Reclassification – Change in DBM	TBD	Specialist Position Number: 0210 Full-time Operations and Events Coordinator/Head Coach, Athletics Administration	Specialist Position Number: 0210 Full-time Operations and Events Coordinator/Head Coach, Athletics Administration	B24 Exempt	B32 Exempt	7/1/2019	TBD
<u>It is recommended that the Board of Trustees approve the above position change.</u>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**FULL-TIME EMPLOYMENT - ADMINISTRATIVE AND PROFESSIONAL HIRES**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Professional Hire	Rosiles, Elizabeth	N/A	Professional Position Number: 0079 Academic Operations Manager, Biological and Health Sciences Division	N/A	C43 \$60,000/ Annual Exempt	7/15/2019	7/15/2019 - 6/30/2020
<p><u>It is recommended that the Board of Trustees approve the above full-time employment.</u></p>								



AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Probationary Period Completed	Mathai, Shirley	Specialist Position Number: 1143 Benefits and Leave Coordinator, Human Resources	N/A	B32/ \$52,999/ Annual Exempt	N/A	Date of Hire: 11/27/2018  Date of Probationary Completion: 5/26/2019	11/27/2018 - 6/30/2019
2	Probationary Period Completed	Scheck, Joseph	Specialist Position Number: 0195 Financial Aid Associate, Financial Aid	N/A	B24/ \$20.31/Hour Nonexempt	N/A	Date of Hire: 11/27/2018  Date of Probationary Completion: 5/26/2019	11/27/2018 - 6/30/2019
<u>It is recommended that the Board of Trustees approve the above full-time employment.</u>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Probationary Period Completed	Carrillo, Brittney	Classified Position Number: 1015 Admissions Representative, Admissions and Recruitment	N/A	B22/ \$16.88/Hour Nonexempt	N/A	Date of Hire: 11/5/2018  Date of Probationary Completion: 5/4/2019	N/A
<u>It is recommended that the Board of Trustees approve the above full-time employment.</u>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Probationary Period Completed	Porreca, Anthony	Classified - LCFT Position Number: 1450 Groundsperson, Grounds	Classified - LCFT Position Number: 1450 Groundsperson, Grounds	LCFT \$15.44/ Hour Nonexempt	N/A	Date of Hire: 11/5/2018  Date of Probationary Completion: 5/4/2019	N/A

It is recommended that the Board of Trustees approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FACULTY**

At the November 2018 Board meeting, nine (9) new, five (5) replacement, and two (2) limited term faculty positions were approved. After this initial approval, additional faculty have been approved by the Board of Trustees as follows:

- January 2019: one (1) replacement faculty position
- February 2019: one (1) limited term faculty position
- May 2019: one (1) limited term faculty position

The appointments below represent five (5) of the nineteen (19) hires approved for these positions. The Board previously appointed twelve (12) of the nineteen (19) positions at the May 2019 Board meeting.

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	New Hire - Faculty	Taha, Jack	Faculty Position Number: 0990 Instructor, Medical Assisting, Biological and Health Sciences Division	N/A	\$90,418/ Annual Exempt	N/A	8/12/2019	8/12/2019 - 5/16/2020
2	New Hire - Faculty	Leiter, Derek	Faculty Position Number: 1694 Instructor, Pharmacy Technician, Biological and Health Sciences Division	N/A	\$86,588/ Annual Exempt	N/A	8/12/2019	8/12/2019 - 5/16/2020

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FACULTY**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
3	New Hire - Faculty	Eggler, Elliot	Faculty Position Number: 1685 Instructor, Surgical Technology, Biological and Health Sciences Division	N/A	\$58,721/ Annual Exempt	N/A	8/12/2019	8/12/2019 - 5/16/2020
4	New Hire - Faculty	Albrecht, Kenneth	Faculty Position Number: 1691 Instructor, Mechatronics, Engineering, Math and Physical Sciences Division	N/A	\$78,941/ Annual Exempt	N/A	8/12/2019	8/12/2019 - 5/16/2020
5	New Hire - Limited Term Faculty	Boyd, Riyanti	Limited Term Faculty Position Number: 1191 Instructor, Mathematics (Limited Term), Engineering, Math and Physical Sciences Division	N/A	\$70,932/ Annual Exempt	N/A	8/12/2019	8/12/2019 - 5/16/2020

It is recommended that the Board of Trustees approve the above full-time and limited term faculty.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FACULTY – VACANT POSITIONS**

The following positions are currently in the process of recruitment and interviews, and the timing may require Administration to make offers of employment and set start dates prior to the August Board meeting.

	<b>Faculty Position</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current Salary, per CBA</b>	<b>Proposed Salary, per CBA</b>	<b>Proposed Start Date</b>	<b>Contract Dates</b>
1	Faculty Position Number: 1692 Instructor, Mechatronics, Engineering, Math and Physical Sciences Division	N/A	N/A	N/A	N/A	Per CBA	TBD	TBD
2	Faculty Position Number: 1693 Instructor, Phlebotomy, Biological and Health Sciences Division	N/A	N/A	N/A	N/A	Per CBA	TBD	TBD

It is recommended that the Board of Trustees authorize Administration to make offers of employment for the above positions subject to Board approval of employment contracts at the August 2019 Board meeting.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – VACANT POSITIONS**

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

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Vacant Position as of 7/1/2019	N/A	Administrator Position Number: 0023 Director, Athletics and Physical Activity	N/A	D62 Exempt	N/A	TBD	TBD
2	Vacant Position	N/A	Administrator Position Number: 1434 Director, Purchasing and Contracts	N/A	D61 Exempt	N/A	TBD	TBD

It is recommended that the Board of Trustees approve the above positions for the search process to begin, effective June 26, 2019.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – TEMPORARY ADMINISTRATIVE ASSIGNMENT**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Temporary Administrative Assignment	Kilby, Sue	Part-time Flex Position Number: 1619 Business and Finance Service Professional, Business Services and Finance	Administrator Position Number: 1619 Interim Director, Purchasing and Contracts	Part-time Flex \$50.92/Hour	D61/ \$93,067.71/ Prorated	7/1/2019	N/A
<p><u>It is recommended that the Board of Trustees approve the above temporary administrative assignment until the position is filled.</u></p>								



AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

Per Policy 211, administrative and professional employees are issued an employment contract. The following are FY2020 compensation and contracts for full-time administrative and professional staff members. The contracts have been made public with the public posting of the Board meeting agenda. Salaries and wages listed below include the approved across-the-board increase of 3% and the addition of the Discretionary Allowance (DAL), if applicable.

Administrative:

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
1	Aguinaldo	Teresa	Dean, Student Life, Student Life	June 30, 2020	\$127,823/Annual Exempt
2	Ammon	Richard	Dean, Engineering, Math and Physical Sciences Division	June 30, 2020	\$118,450/Annual Exempt
3	Argoudelis	Patricia	Director, Auxiliary Services - Administration	June 30, 2020	\$89,400/Annual Exempt
4	Aykroid	David	Director, Technology Support	June 30, 2020	\$116,220/Annual Exempt
5	Bronner	Gwethalyn	Executive Director, The James Lumber Center for the Performing Arts	June 30, 2020	\$137,530/Annual Exempt
6	Conley	Carlotta	Director, Children's Learning Centers	June 30, 2020	\$85,575/Annual Exempt
7	Crizer	James	Associate Dean, Communication Arts, Humanities and Fine Arts Division	June 30, 2020	\$99,455/Annual Exempt
8	Crowe	Thomas	Director, Disability Services	June 30, 2020	\$93,299/Annual Exempt
9	Cushing	Jacob	Director, Center for International Education	June 30, 2020	\$70,733/Annual Exempt
10	Cvitkovic	Viki	Dean, Southlake Campus and CLC Online	June 30, 2020	\$141,524/Annual Exempt

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
11	Davis	Katie	Director*, IL Green Economy Network-IGEN	June 30, 2020*	\$2,720.51/Bi-weekly Exempt
12	Esser	Krysty	Assistant Registrar, Registrar and Records	June 30, 2020	\$77,508/Annual Exempt
13	Fay	Sue	Executive Director, Human Resources	June 30, 2020	\$164,800/Annual Exempt
14	Fowles	Erin	Dean, Enrollment Services	June 30, 2020	\$129,719/Annual Exempt
15	Grace	Michelle	Director, Health Services	June 30, 2020	\$77,606/Annual Exempt
16	Gray	Stephanie	Associate Dean, Business and Social Sciences Division	June 30, 2020	\$99,231/Annual Exempt
17	Guenther	Tom	Chief of Police, Police Department	June 30, 2020	\$128,801/Annual Exempt
18	Head	Lucreshia	Assistant Director, Financial Aid	June 30, 2020	\$65,795**/Annual Exempt
19	Hittenmiller	Dave	Assistant Controller, Finance Department	June 30, 2020	\$104,610/Annual Exempt
20	Johnson Jones	Sylvia	Executive Director, Career and Job Placement Center	June 30, 2020	\$127,098/Annual Exempt
21	Kallieris	Nick	Director, Resource Development and Legislative Affairs	June 30, 2020	\$132,407/Annual Exempt
22	Kozak	Greg	Chief Information Officer, Information Technology	June 30, 2020	\$164,800/Annual Exempt
23	Kravitz	Connie	Controller, Finance Department	June 30, 2020	\$142,055/Annual Exempt

\* Grant/externally funded position.

\*\*Not inclusive of 3% FY2020 salary increase, as staff member was hired after March 31, 2019.

Agenda Item 11.3  
June 25, 2019

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
24	Kurtz	Eric	Executive Director, Workforce and Professional Development	June 30, 2020	\$111,071/Annual Exempt
25	Lewis	Christine	Director, Advising and New Student Programs	June 30, 2020	\$84,966/Annual Exempt
26	Maller	Jennifer	Registrar, Registrar and Records	June 30, 2020	\$91,086/Annual Exempt
27	Martin	Roneida	Executive Director, Community Programming	June 30, 2020	\$117,686/Annual Exempt
28	Meyer	Jay	Director, Application Development	June 30, 2020	\$147,425/Annual Exempt
29	Mireles	Tammy	Assistant Director, Student Development	June 30, 2020	\$97,721/Annual Exempt
30	O’Connell	Anne	Director, Public Relations and Marketing	June 30, 2020	\$107,087/Annual Exempt
31	Peterson	Kurt	Executive Director, College Foundation	June 30, 2020	\$166,860/Annual Exempt
32	Rial	Scott	Director, Educational Technology Services	June 30, 2020	\$116,161/Annual Exempt
33	Robinson	Maureen	Dean, Biological and Health Sciences Division	June 30, 2020	\$122,883/Annual Exempt
34	Roldan-Johnson	Christian	Associate Dean, Engineering, Math and Physical Sciences Division	June 30, 2020	\$90,364/Annual Exempt
35	Saini	Jeet	Associate Dean, Biological and Health Sciences Division	June 30, 2020	\$99,406/Annual Exempt
36	Sanders-Funnye	Sharon	Director*, Educational Talent Search Grants	June 30, 2020*	\$3,391.75/Bi-weekly Exempt

\* Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
37	Santos-George	Arlene	Dean, Adult Education and ESL Division	June 30, 2020	\$128,594/Annual Exempt
38	Sarna	Jason	Director, Admissions and Recruitment	June 30, 2020	\$92,742/Annual Exempt
39	Schmidt	Paul	Director, Financial Aid	June 30, 2020	\$81,689/Annual Exempt
40	Senft	James	Director, Servers and Networking	June 30, 2020	\$120,310/Annual Exempt
41	Sosa	Byron	Director, Cybersecurity	June 30, 2020	\$104,143/Annual Exempt
42	Stock	Sue	Dean, Counseling, Advising, and Transfer Center	June 30, 2020	\$130,295/Annual Exempt
43	Stomper	Jeffrey	Dean, Business and Social Sciences Division	June 30, 2020	\$158,095/Annual Exempt
44	Tammes	Eric	Director, Academic Success	June 30, 2020	\$106,003/Annual Exempt
45	Tennin	Jorge	Director, Student Activities	June 30, 2020	\$89,844/Annual Exempt
46	Trush	Karen	Assistant Director, Workforce and Professional Development	June 30, 2020	\$93,903/Annual Exempt
47	Tumilty	Meredith	Director, Online Student Success, CLC Online	June 30, 2020	\$86,994/Annual Exempt
48	Walcher	Sheldon	Dean, Communication Arts, Humanities and Fine Arts Division	June 30, 2020	\$117,420/Annual Exempt
49	Weatherspoon	David	Director, Student Services and Campus Operations, Student Services, Lakeshore Campus	June 30, 2020	\$106,932/Annual Exempt

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
50	Welch	Mike	Director, Facilities Administration	June 30, 2020	\$112,551/Annual Exempt
51	Woltmann	Tanya	Dean, Library, Testing and Academic Success, Library, Testing and Academic Success	June 30, 2020	\$127,303/Annual Exempt
<p><u>It is recommended that the Board of Trustees approve the full-time administrative personnel contracts and compensation, as indicated above.</u></p>					

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

Professional:

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
1	Aguinaga	Arellys	Staff Psychologist, Counseling and Psychological Services	June 30, 2020	\$ 70,040/Annual Exempt
2	Barrientos	Lamont	Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division	June 30, 2020	\$ 84,960/Annual Exempt
3	Branson	Nick	Assistant Director, Student Success Strategy, President's Office	June 30, 2020	\$ 82,518/Annual Exempt
4	Collins	Crandall	Employee Relations Manager, Human Resources	June 30, 2020	\$ 93,135/Annual Exempt
5	Gillespie	Kim	Academic Operations Manager, Engineering, Math and Physical Sciences Division	June 30, 2020	\$ 95,753/Annual Exempt
6	Grampo	Kevin	Deputy Chief, Police Department	June 30, 2020	\$ 90,041/Annual Exempt
7	Hughes	Kristie	Budget and Risk Manager, Finance Department	June 30, 2020	\$ 96,914/Annual Exempt
8	Israel	Melody	Manager, Student Services, Southlake Campus	June 30, 2020	\$ 70,550/Annual Exempt
9	Johnson	Katy	Benefits and Compensation Manager, Human Resources	June 30, 2020	\$ 86,870/Annual Exempt
10	Lombardi	Megan	Accreditation and Assessment Manager, Institutional Effectiveness, Planning and Research	June 30, 2020	\$ 73,673/Annual Exempt
11	Marison	Jim	Assistant Director, Facilities Administration	June 30, 2020	\$110,267/Annual Exempt
12	Morales	Jesse	Operations and Compliance Manager, Adult Education Testing	June 30, 2020	\$ 63,639/Annual Exempt

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
13	Padilla-Gaytan	Cynthia	Manager*, TRiO-Student Support Services	June 30, 2020*	\$ 2,632.05/Bi-weekly Exempt
14	Rosiles	Elizabeth	Academic Operations Manager, Biological and Health Sciences Division	June 30, 2020	\$60,000**/Annual Exempt
15	Scatliffe-Wallace	Kathleen	Recruiting Manager, Human Resources	June 30, 2020	\$112,558/Annual Exempt
16	Senase	Karen	Executive Assistant, President's Office	June 30, 2020	\$ 67,472/Annual Exempt
17	Stashkiw	Sarah	Manager, Dual Credit and College Readiness, Dual Credit/College Readiness	June 30, 2020	\$ 76,195/Annual Exempt
18	Ware	Liliana	Academic Operations Manager, Business and Social Sciences Division	June 30, 2020	\$ 91,127/Annual Exempt
19	Wentzell	David	Manager, Environmental Health and Safety	June 30, 2020	\$ 81,290/Annual Exempt

It is recommended that the Board of Trustees approve the full-time professional personnel contracts and compensation, as indicated above.

\* Grant/externally funded position.

\*\*Not inclusive of 3% FY2020 salary increase, as staff member was hired after March 31, 2019.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

Per Policy 611, non-probationary specialist employees are issued an employment contract. The following are FY2020 compensation and contracts for full-time specialist staff members. The contracts have been made public with the public posting of the board meeting agenda. Salaries and wages listed below include the approved across-the-board increase of 3% and the addition of the Discretionary Allowance (DAL), if applicable.

Specialist:

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
1	Aguilar	Lisa	Laboratory Coordinator, Massage Therapy	June 30, 2020	\$25.34/Hour Nonexempt
2	Aguilera	Sandra	Laboratory Specialist, Foreign Language	June 30, 2020	\$22.99/Hour Nonexempt
3	Alfano	John	Campus Services Supervisor, Campus Services	June 30, 2020	\$ 57,482/Annual Exempt
4	Babik	Rich	Lead Software Developer, Application Development	June 30, 2020	\$115,800/Annual Exempt
5	Bankston	Sharon	Compliance Officer, Financial Aid	June 30, 2020	\$ 60,631/Annual Exempt
6	Baraboo	Leslie	Marketing and Communications Analyst, The James Lumber Center for the Performing Arts	June 30, 2020	\$ 21.22/Hour Nonexempt
7	Barrett	Michael	Senior System Engineer, Core Systems and Infrastructure	June 30, 2020	\$ 99,014/Annual Exempt
8	Barta	Ann	Business Analyst, Educational Affairs	June 30, 2020	\$ 59,986/Annual Exempt
9	Bataz	Frankie	Academic Success Coach, Academic Success	June 30, 2020	\$ 25.75/Hour Nonexempt



AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
10	Bates	Ben	Laboratory Specialist, Art - Ceramics	June 30, 2020	\$ 28.81/Hour Nonexempt
11	Bell	Dona	Database Administrator, Application Development	June 30, 2020	\$ 72,187/Annual Exempt
12	Benning	Hannah	Student Records Coordinator, Registrar and Records	June 30, 2020	\$ 20.15/Hour Nonexempt
13	Bershanskaya	Sasha	Manager, Testing Center, Southlake Campus	June 30, 2020	\$ 56,811/Annual Exempt
14	Bienvenue	Mitch	Manager*, Small Business Development/International Trade Center	December 31, 2019*	\$ 2,856.27/Bi-weekly Exempt
15	Billing	Brian	Maintenance Supervisor, Maintenance	June 30, 2020	\$ 62,063/Annual Exempt
16	Blanchard	Bob	Accessibility Coordinator, Disability Services	June 30, 2020	\$ 52,724/Annual Exempt
17	Bochantin	Joe	Veteran Student Services Coordinator, Financial Aid	June 30, 2020	\$ 24.70/Hour Nonexempt
18	Boos	Jill	Nursing Labs Coordinator, Nursing	June 30, 2020	\$ 25.46/Hour Nonexempt
19	Bravi	Diana	Accountant, Finance Department	June 30, 2020	\$ 57,620/Annual Exempt
20	Bultinck	Brandon	Senior IT Technician II, Technology Support	June 30, 2020	\$ 19.15/Hour Nonexempt
21	Bunch	Mary	Patron Services Coordinator, The James Lumber Center for the Performing Arts	June 30, 2020	\$ 19.91/Hour Nonexempt
22	Burns	Tammy	Student Services Specialist, Women's Center	June 30, 2020	\$ 23.09/Hour Nonexempt
23	Carrillo	Armando	Laboratory Specialist, Chemistry	June 30, 2020	\$ 22.51/Hour Nonexempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
24	Chronowski	Patti	Enrollment Services Specialist*, Adult Education Testing	June 30, 2020*	\$ 23.25/Hour Nonexempt
25	Cisneros	Andres	Academic and Data Operations Supervisor*, Adult Education Operations	June 30, 2020*	\$ 1,899.70/Bi-weekly Exempt
26	Collins	Courtney	Business Analyst, Enrollment Services	June 30, 2020	\$ 59,986/Annual Exempt
27	Cordova Arteaga	Jennifer	Student Success Coordinator*, Adult Education	June 30, 2020*	\$ 1,899.70/Bi-weekly Exempt
28	Cotton Wilson	JoHaan	Special Projects Coordinator, Lakeshore Campus	June 30, 2020	\$ 89,090/Annual Exempt
29	Cullum	Tony	IT Technician, Tier III, Technology Support	June 30, 2020	\$ 26.13 /Hour Nonexempt
30	Cummings	Heath	Student-Athlete Academic Success and Compliance Coordinator/Head Coach, Athletics and Physical Activity	June 30, 2020	\$ 58,335/Annual Exempt
31	Daniels	Lisa	Senior Program Coordinator*, Judicial Services	June 30, 2020*	\$ 3,078.12/Bi-weekly Exempt
32	Davis	Angelina	Student Records Specialist, Registrar and Records	June 30, 2020	\$ 19.35/Hour Nonexempt
33	Davis	Kristen	Annual Giving and Alumni Relations Manager, College Foundation	June 30, 2020	\$ 55,888/Annual Exempt
34	De La Rosa	Jennifer	Financial Aid Specialist, Financial Aid	June 30, 2020	\$ 23.51/Hour Nonexempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
35	De Leon	Hector	Senior IT Technician II, Technology Support	June 30, 2020	\$ 21.80/Hour Nonexempt
36	DeLaney	Kim	IT Support Coordinator, Technology Support	June 30, 2020	\$ 41.51/Hour Nonexempt
37	DeRose	Matt	Program Coordinator, Horticulture	June 30, 2020	\$ 20.77/Hour Nonexempt
38	deVoré	Dee	Scheduling Coordinator, Central Scheduling	December 31, 2019***	\$ 34.59/Hour Nonexempt
39	Diaz	Jeison	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 59,954/Annual Exempt
40	Diehl	Steve	Senior IT Technician II, Technology Support	June 30, 2020	\$ 35.67/Hour Nonexempt
41	Dikelsky	Carol	Special Projects Coordinator, Strategy, Planning and Support	June 30, 2020	\$ 55,167/Annual Exempt
42	Dipersio	Patrick	Senior Software Developer, Application Development	June 30, 2020	\$ 65,368/Annual Exempt
43	Dowmon	Dina	Lead Teacher II, Children’s Learning Centers	June 30, 2020	\$ 19.15/Hour Nonexempt
44	Dzike	Leslie	Business Analyst, Institutional Effectiveness, Planning and Research	June 30, 2020	\$ 61,786/Annual Exempt
45	Echevarria	Ryan	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 57,789/Annual Exempt
46	Eder	Melicia	Recruitment Specialist, Admissions and Recruitment	June 30, 2020	\$ 51,905/Annual Exempt
47	Eiden	Jeremy	Technical Coordinator, The James Lumber Center for the Performing Arts	June 30, 2020	\$ 85,481/Annual Exempt
48	Ekornaas	Nels	Senior Network Engineer, Core Systems and Infrastructure	June 30, 2020	\$109,203/Annual Exempt

\*\*\* Declared retirement date.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
49	Fink	Dave	Marketing and Communications Analyst, Public Relations and Marketing	June 30, 2020	\$ 29.99/Hour Nonexempt
50	Fornander	Eric	Facility Manager, Custodial, Lakeshore Campus	June 30, 2020	\$ 54,996/Annual Exempt
51	Fowler	Allison	Marketing Manager, Public Relations and Marketing	June 30, 2020	\$ 72,100/Annual Exempt
52	Giertych	Janet	Financial Aid Specialist, Financial Aid	June 30, 2020	\$ 26.11/Hour Nonexempt
53	Goldenberg	Ericka	Marketing and Customer Service Specialist, Workforce and Professional Development Institute	June 30, 2020	\$ 42,254/Annual Exempt
54	Gonzalez	Denize	Manager, Counseling, Advising, and Transfer Center	June 30, 2020	\$ 53,936/Annual Exempt
55	Gonzalez	Jorge	Enrollment Services Specialist*, Adult Education Testing	June 30, 2020*	\$ 19.92 /Hour Nonexempt
56	Gorski	Anita	Educational Technology Coordinator, Educational Technology	June 30, 2020	\$ 27.11/Hour Nonexempt
57	Gruen	Andy	Manager, Welcome and One Stop Center	June 30, 2020	\$ 52,362/Annual Exempt
58	Guzman	Jerry	Laboratory Specialist*, Hospitality and Culinary Management	June 30, 2020*	\$ 18.57/Hour Nonexempt
59	Guzman	Marisol	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 52,075/Annual Exempt
60	Guzman-Riley	Alicia	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 52,724/Annual Exempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
61	Hansen	Lori	Library Services Coordinator, Library	June 30, 2020	\$ 20.31/Hour Nonexempt
62	Harnish	Denise	Senior Visual Communications Manager, Public Relations and Marketing	June 30, 2020	\$ 76,898/Annual Exempt
63	Haynes	Mary	Academic Success Coach, Academic Success	June 30, 2020	\$ 25.51/Hour Nonexempt
64	Henning	Chris	Laboratory Specialist, Biology	June 30, 2020	\$ 17.56/Hour Nonexempt
65	Hollenbeck	Lisa	Academic Advising Coordinator, Advising and New Student Programs	June 30, 2020	\$ 54,636/Annual Exempt
66	Husemoller	David	Sustainability Manager, Facilities Administration	June 30, 2020	\$ 84,071/Annual Exempt
67	Hussissian	Leon	Media Technology Specialist, Technology Support	June 30, 2020	\$ 36.49/Hour Nonexempt
68	Jacobs	Joann	Manager, Testing Center	June 30, 2020	\$ 80,157/Annual Exempt
69	Jahn	Lora	Campus Operations Coordinator, Southlake Campus	June 30, 2020	\$ 25.12/Hour Nonexempt
70	Johnson	Steven	Grounds Supervisor, Grounds	June 30, 2020	\$ 62,830/Annual Exempt
71	Johnson	Tammie	Senior Program Coordinator, Personal Enrichment	June 30, 2020	\$ 63,855/Annual Exempt
72	Jordan II	Leo	Laboratory Specialist, Hospitality and Culinary Management	June 30, 2020	\$ 20.27/Hour Nonexempt
73	Kairamkonda	Isha	Lead Software Developer, Application Development	June 30, 2020	\$111,040/Annual Exempt
74	Katz	Judie	Marketing and Communications Coordinator, The James Lumber Center for the Performing Arts	June 30, 2020	\$ 56,275/Annual Exempt

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
75	Kellogg	Charles	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 64,456/Annual Exempt
76	Kim	Kevin	International Trade Specialist*, Small Business Development/International Trade Center	June 30, 2020*	\$ 2,101.40/Bi-weekly Exempt
77	Klein	Carol	IT Support Coordinator, Technology Support	June 30, 2020	\$ 78,066/Annual Exempt
78	Klier	Annette	Math Center Specialist, Tutoring Center, Grayslake Campus	June 30, 2020	\$ 25.30/Hour Nonexempt
79	Klippert	Christine	Manager, Bookstore	June 30, 2020	\$ 55,729/Annual Exempt
80	Kozeniewski	Nancy	Senior Program Coordinator, Financial Aid	June 30, 2020	\$ 62,223/Annual Exempt
81	Landmann	Kim	Business Analyst, Human Resources	June 30, 2020	\$ 82,452/Annual Exempt
82	Lapp	Jeanne	Student Success Manager, Adult Education and ESL	June 30, 2020	\$ 53,560/Annual Exempt
83	Lazarus	Elaine	Senior Graphic Designer, Public Relations and Marketing	June 30, 2020	\$ 61,297/Annual Exempt
84	Loftus	Levia	Instructional Support Manager*, Adult Education	June 30, 2020*	\$ 3,541.47/Bi-weekly Exempt
85	Lopez	Kimberly	Student Records Specialist, Registrar and Records	June 30, 2020	\$ 29.35/Hour Nonexempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
86	Lowry	Carmen	Senior Software Developer, Application Development	June 30, 2020	\$ 95,333/Annual Exempt
87	Machak	Polly	Testing Specialist, Testing Center	June 30, 2020	\$ 29.28/Hour Nonexempt
88	Maghirang	Richard	Enrollment Services Specialist*, Adult Education Testing	June 30, 2020*	\$ 23.02/Hour Nonexempt
89	Mainza	Jose	IT Technician, Tier III, Technology Support	June 30, 2020	\$ 26.59/Hour Nonexempt
90	Mata	Yesenia	Student Success Coordinator*, Adult Education	June 30, 2020*	\$ 47,488/Annual Exempt
91	Mathai	Shirley	Benefits and Leave Coordinator, Human Resources	June 30, 2020	\$ 54,590/Annual Exempt
92	Mather	Kasey	Business Analyst, Registrar and Records	June 30, 2020	\$ 61,786/Annual Exempt
93	McGaughey	Kevin	IT Support Coordinator, Technology Support, Lakeshore Campus	June 30, 2020	\$ 89,180/Annual Exempt
94	McNabb	Hollie	Business Analyst, Facilities Administration	June 30, 2020	\$58,000/Annual Exempt
95	Melnik	Galina	Senior Software Developer, Application Development	June 30, 2020	\$ 88,254/Annual Exempt
96	Mendez	Mayra	Scholarship Coordinator, Financial Aid	June 30, 2020	\$ 20.92/Hour Nonexempt
97	Miller	Austin	Senior Network Engineer, Core Systems and Infrastructure	June 30, 2020	\$ 86,926/Annual Exempt
98	Mireles	Miguel	Career Programs Coordinator, Engineering, Math and Physical Sciences Division	June 30, 2020	\$ 66,542/Annual Exempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
99	Moeller	Eric	New Student Orientation Coordinator, Orientation/First Year Experience	June 30, 2020	\$ 21.08/Hour Nonexempt
100	Morgan	Launa	Advancement Services Coordinator, College Foundation	June 30, 2020	\$ 58,695/Annual Exempt
101	Munda	Cindy	Supervisor Physical Education Center, Athletic Administration	June 30, 2020	\$ 39.80/Hour Nonexempt
102	Najarro	Sylvia	Business Analyst, Finance Department	June 30, 2020	\$ 91,796/Annual Exempt
103	Nassiri	Sam	Senior System Engineer, Core Systems and Infrastructure	June 30, 2020	\$ 93,201/Annual Exempt
104	Nieto	Carmen	Outreach and Recruitment Coordinator*, Community Education	June 30, 2020*	\$ 2,094.81/Bi-weekly Exempt
105	Noon	Rob	Senior IT Technician II, Technology Support	June 30, 2020	\$ 32.16/Hour Nonexempt
106	O'Dell	Laura	Curriculum Coordinator, Educational Affairs	June 30, 2020	\$ 24.26/Hour Nonexempt
107	Oliveri	Bridget	Professional Academic Advisor, Advising and New Student Programs	June 30, 2020	\$ 48,913/Annual Exempt
108	Ostrander	Michalina	Accessibility Coordinator, Disability Services	June 30, 2020	\$ 52,724/Annual Exempt
109	Padilla	Klaudya	Recruitment Specialist, Admissions and Recruitment	June 30, 2020	\$ 49,392/Annual Exempt
110	Padilla Cruz	Carlos	Student Services Specialist*, TRiO-Student Support Services	June 30, 2020*	\$ 21.13/Hour Nonexempt
111	Papp	James	Laboratory Specialist, Physics	June 30, 2020	\$ 29.50/Hour Nonexempt
112	Parpan	Anne	Security Analyst, Application Development	June 30, 2020	\$ 97,955/Annual Exempt

\*Grant/externally funded position.



AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
113	Parra	Karen	Accessibility Coordinator, Disability Services	June 30, 2020	\$ 60,337/Annual Exempt
114	Patterson	Denise	Student Records Specialist, Registrar and Records	June 30, 2020	\$ 32.34/Hour Nonexempt
115	Pearson	Russell	Educational Technology Coordinator, Educational Technology	June 30, 2020	\$ 95,383/Annual Exempt
116	Pflugler	Eric	Manager, Talent Development Services	June 30, 2020	\$ 57,342/Annual Exempt
117	Phelps	Beverly	Multicultural Coordinator, Multicultural Student Center	June 30, 2020	\$ 85,027/Annual Exempt
118	Pizano	Ana Karen	Research Analyst, Institutional Effectiveness, Planning and Research	June 30, 2020	\$ 25.19/Hour Nonexempt
119	Pizano	Sandra	Academic Success Coach, Academic Success	June 30, 2020	\$ 26.53/Hour Nonexempt
120	Polich	Diane	Visual Communications Specialist, Public Relations and Marketing	June 30, 2020	\$ 36.58/Hour Nonexempt
121	Porreca	Jennifer	Coordinator, Children’s Learning Centers, Lakeshore Campus	July 26, 2019^	\$ 33.69/Hour Nonexempt
122	Pough	Chelsea	Lead Teacher, Children's Learning Centers	June 30, 2020	\$ 16.95/Hour Nonexempt
123	Poulos	Margene	IT Finance Coordinator, Information Technology	June 30, 2020	\$ 29.73/Hour Nonexempt
124	Quist	Alissa	Custodial Supervisor, Custodial	June 30, 2020	\$ 59,946/Annual Exempt
125	Rodriguez	Salvador	Academic Success Coach, Academic Success	June 30, 2020	\$ 23.74/Hour Nonexempt

^ Resignation effective date.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
126	Ros	Susan	Dual Credit and College Readiness Program Coordinator, Dual Credit and College Readiness	June 30, 2020	\$ 53,221/Annual Exempt
127	Rosiles	Fabiola	Student Services Specialist*, Educational Talent Search Grants	June 30, 2020*	\$ 20.92/Hour Nonexempt
128	Ruiz	Laura	Academic Success Coach, Academic Success	June 30, 2020	\$ 23.51/Hour Nonexempt
129	Ruiz-Velasco	Rodolfo	Multicultural Student Access and Success Coordinator, Multicultural Student Center	June 30, 2020	\$ 92,653/Annual Exempt
130	Rychlinski	Ryan	Audio Visual Technician, Technology Support	June 30, 2020	\$ 22.18/Hour Nonexempt
131	Sabatino	Jennifer	Library Services Coordinator, Library	June 30, 2020	\$ 27.96/Hour Nonexempt
132	Salvadorini	Jan	Laboratory Coordinator, Dental Hygiene	June 30, 2020	\$ 22.70/Hour Nonexempt
133	Scheck	Joseph	Financial Aid Associate, Financial Aid	June 30, 2020	\$ 20.92/Hour Nonexempt
134	Schlater II	John	Media Technology Specialist, Technology Support	June 30, 2020	\$ 28.94/Hour Nonexempt
135	Schoen	Becky	Business Analyst, Financial Aid	June 30, 2020	\$ 62,391/Annual Exempt
136	Schreiber	Marie	Lead Teacher II, Children's Learning Cntrs, Lakeshore Campus	June 30, 2020	\$ 24.56/Hour Nonexempt
137	Schwab	Sandy	Senior Program Coordinator, Professional Development	June 30, 2020	\$ 52,451/Annual Exempt
138	Scocchera	Brian	Technical Production Assistant, The James Lumber Center for the Performing Arts	June 30, 2020	\$ 21.98/Hour Nonexempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
139	Scott	Emilia	Library Services Coordinator, Library	June 30, 2020	\$ 23.84/Hour Nonexempt
140	Scott	Kimberley	Lead Teacher, Children's Learning Centers	June 30, 2020	\$ 33.34/Hour Nonexempt
141	Sheade	Marla	Student Services Coordinator, Tutoring Center, Grayslake Campus	June 30, 2020	\$ 79,875/Annual Exempt
142	Simpson	Irma	Purchasing Agent, Purchasing and Contracts	June 30, 2020	\$ 31.52/Hour Nonexempt
143	Smith	Cecil	Senior IT Technician II, Technology Support	June 30, 2020	\$ 21.67/Hour Nonexempt
144	Smith	Gina	Business and Industry Coordinator, Career and Job Placement Center	June 30, 2020	\$ 48,913/Annual Exempt
145	Smith	Kim	Marketing Analyst, Public Relations and Marketing	June 30, 2020	\$ 51,301/Annual Exempt
146	Sostre	Maria	Dual Credit/College Readiness Program Coordinator, Dual Credit/College Readiness	June 30, 2020	\$ 54,570/Annual Exempt
147	Sullivan	Cindy	Transfer Information Coordinator, Community and Workforce Partnerships	June 30, 2020	\$ 54,065/Annual Exempt
148	Thomas	Warren	Student Success Coordinator*, Community Education	June 30, 2020*	\$ 2,375.43/Bi-weekly Exempt
149	Thompson	Jana	Dual Credit/College Readiness Program Coordinator*, Dual Credit/College Readiness	June 30, 2020*	\$ 2,006.84/Bi-weekly Exempt
150	Titus	Michael	Senior IT Technician II, Technology Support	June 30, 2020	\$ 19.15/Hour Nonexempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
151	Tumminello	Kara	Academic Success Coach, Academic Success	June 30, 2020	\$ 24.46/Hour Nonexempt
152	Umbricht	Christopher	IT Support Coordinator, Technology Support, Southlake Campus	June 30, 2020	\$ 77,139/Annual Exempt
153	Vagnoni	Kim	Accountant, Resource Development/Legislative Affairs	June 30, 2020	\$ 58,100/Annual Exempt
154	Vakhovsky	Oleg	Lead Software Developer, Application Development	June 30, 2020	\$124,990/Annual Exempt
155	Vazquez	Salvador	Laboratory Specialist, Automotive Technology	June 30, 2020	\$ 18.69/Hour Nonexempt
156	Velazquez Pineda	Gabriela	Student Services Specialist*, Educational Talent Search Grants	June 30, 2020*	\$ 21.13/Hour Nonexempt
157	Villagomez	Pedro	Senior IT Technician II, Technology Support	June 30, 2020	\$ 28.96/Hour Nonexempt
158	Voss	Kimberly	Student Services Coordinator, Tutoring Center, Grayslake Campus	June 30, 2020	\$ 71,238/Annual Exempt
159	Walters	Carol	Payroll Manager, Finance Department	June 30, 2020	\$ 62,391/Annual Exempt
160	Ward	Ashley	Recruiting Coordinator, Admissions and Recruitment	June 30, 2020	\$ 56,893/Annual Exempt
161	Weber	Jessica	Social Media Coordinator, Public Relations and Marketing	June 30, 2020	\$ 43,522/Annual Exempt
162	Weiss	Jeff	Scene Shop Supervisor, Theatre	June 30, 2020	\$ 23.09/Hour Nonexempt
163	Winn	Rhonda	Research Coordinator, Institutional Effectiveness, Planning and Research	June 30, 2020	\$ 73,241/Annual Exempt
164	Woodruff	Susan	Lead Software Developer, Application Development	June 30, 2020	\$115,800/Annual Exempt

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**FULL-TIME EMPLOYMENT – FY 2020 EMPLOYMENT CONTRACTS  
SPECIALIST PERSONNEL**

	<b>Last Name</b>	<b>First Name</b>	<b>Position Title, Department</b>	<b>Contract End Date</b>	<b>Contract Amount</b>
165	Wozniakowski	Przemek	IT Technician, Tier III, Technology Support	June 30, 2020	\$ 26.73/Hour Nonexempt
166	Zavala	Maria	Data Reporting Specialist*, Adult Education and ESL	June 30, 2020*	\$ 22.99/Hour Nonexempt
167	Zhang	Mingming	Senior Software Developer, Application Development	June 30, 2020	\$ 86,662/Annual Exempt
168	Zillmer	Sue	Human Resources Generalist, Human Resources	June 30, 2020	\$ 59,553/Annual Exempt
<p><u>It is recommended that the Board of Trustees approve the full-time specialist personnel contracts and compensation, as indicated above.</u></p>					

\*Grant/externally funded position.

AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS

**PROMOTIONS AND TRANSFERS**

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

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Promotion	Lafontaine, Bryan	LCFT, Full-time Position Number: 0958 Custodian, Custodial	LCFT, Full-time Position Number: 0366 Lead Custodian, Custodial	LCFT \$16.14/ Hour Nonexempt	LCFT \$17.11/ Hour Nonexempt	Date of Promotion: 4/01/2019  Date of Probationary Completion: 5/31/2019	N/A
2	Promotion	Landmann, Jennifer	Classified, Part-time Position Number: 1128 Box Office Assistant, The James Lumber Center for the Performing Arts	Classified, Full-time Position Number: 0895 Enrollment Services Generalist, Welcome and One Stop Center	A13 \$14.67/ Hour Nonexempt	B22 \$16.88/ Hour Nonexempt	Date of Promotion: 7/1/2019	N/A
3	Promotion	Mata, Yesenia	Specialist, Part-time Position Number: 1297 Enrollment Services Assistant*, Adult Education Testing	Specialist, Full-time Position Number: 0071 Student Success Coordinator* Adult Education	B21 \$15.17/ Hour Nonexempt	B32 \$47,488/ Annual Exempt	Date of Promotion: 7/1/2019	7/1/2019 - 6/30/2020
4	Promotion	McNabb, Hollie	Specialist, Full-time Position Number: 0778 Facilities Operations Coordinator, Central Scheduling	Specialist, Full-time Position Number: 1468 Business Analyst, Facilities Administration	B32 \$24.72/ Hour Nonexempt	C43 \$58,000/ Annual Exempt	Date of Promotion: 7/1/2019	7/1/2019 - 6/30/2020

\*Grant/externally funded position.

AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS (Continued)

**PROMOTIONS AND TRANSFERS**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Title, Department</b>	<b>Current DBM, Salary, FLSA</b>	<b>Proposed DBM, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
4	Transfer	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>It is recommended that the Board of Trustees approve the above actions.</u>								

AGENDA ITEM 11.6 - HUMAN RESOURCES RECOMMENDATIONS

**GRIEVANCE RESOLUTION AGREEMENT**

This item will be discussed in closed meeting under the Illinois Compiled Statute 5ILCS120, Section 2 (c) 2: “Collective negotiating matters between the public body and its employees or its representatives.” A motion to approve a grievance resolution agreement will be considered after the closed meeting.