





MISSION

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

VALUES

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

- Purpose
- Integrity
- Excellence
- Inclusion
- Unity
- Compassion

VISION

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

STRATEGIC PILLARS

1. Access and Success for Students
2. Equity and Inclusion
3. Teaching and Learning Excellence
4. Community and Workforce Partnerships
5. Collaborative Culture
6. Strategic Use of Resources

College of Lake County
Community College District No. 532
April 27, 2021, 5:00 PM

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

A disaster declaration relating to public health concerns has been issued for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Lori Suddick has determined that a fully accessible in-person meeting is not practical or prudent. As permitted by 5 ILCS 120/7(e), this meeting may be held without the physical presence of a quorum at the regular meeting location.

Dr. Suddick and one or more trustees will be physically present at the regular meeting location, along with other employees performing essential functions. Given COVID-19 considerations, it is not feasible to allow members of the public to attend the meeting in person. Staff and citizens may participate in the meeting via the YouTube live stream: <https://youtu.be/J7RBFKUJpJw>.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting via video/telephone access with prior notice to the College. For those who wish to address the board live via Zoom, please email president@clcollinois.edu before 2:00 PM on April 27, and a Zoom link will be provided. Your name will be called when it is your time to speak. Alternatively, members of the public may submit public comments by email prior to the board meeting, to be announced during the public comment portion of the meeting. Email submissions should be made by 2:00 PM on the date of the meeting, and sent to president@clcollinois.edu.

AGENDA

01. Board Convenes the Regular Meeting
 - 1.1 Call to Order and Roll Call
 - 1.2 Approval of Agenda
 - 1.3 Approval of Minutes
 - *1.3.1 Regular Meeting of March 16, 2021
 - 1.3.2 Closed Meeting of the Regular Meeting of March 16, 2021
 - *1.3.3 Committee of the Whole Meeting of April 6, 2021
 - 1.3.4 Closed Meeting of the Committee of the Whole Meeting of April 6, 2021
 - 1.4 Receipt of Notices, Communications, Hearings, and Petitions
 - 1.5 Board Chair Comments
 - 1.6 Resolutions Honoring Student Trustee Victoria Thoman and Trustees Richard Anderson and William Griffin
 - 1.7 New Business
 - *1.7.1 Approval of the Report of the Outcome of the Board of Trustees Election on April 6, 2021 (p. 5)
 - 1.7.2 Oath of Office & Seating of Newly Elected Trustees & Student Trustee
 - 1.7.3 Roll Call with Newly Seated Trustees Oath of Office & Student Trustee

Agenda for Regular Meeting of April 27, 2021

01. *Board Convenes the Regular Meeting (continued)*
 - 1.8 Board of Trustees Reorganization
 - 1.8.1 Appointment of Board Chair Pro Tempore
 - 1.8.2 Election of Chair
 - 1.8.3 Election of Vice Chair
 - 1.8.4 Election of Secretary
 - 1.8.5 Appointment of Treasurer and Establishment of Salary
 - 1.8.6 Appointment of Ethics Officer and Establishment of Salary
02. Approval of Minutes *[No other minutes for approval]*
03. *[Intentionally left blank]*
04. Chair's Report
 - 4.1 Student Trustee Report
05. President's Report
 - 5.1 Third Quarter Fiscal Accountability and Investment Reports
 - 5.2 Budget Development Update
06. Approval of Board Policies and Objectives
 - * 6.1 Policy 952: Criminal Background Checks – Revised – Second Reading (pp. 7-8)
 - * 6.2 Approval of Formation of the Illinois Mental Health Early Action on Campus Act (Public Act 101-251) Expert Panel (p. 9)
 - * 6.3 Fiscal Year 2022 Meeting Dates (p. 10)
07. Approval of Financials
 - 7.1 Resolution Approving Reimbursement of Travel, Meal & Lodging Expenses
 - * 7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 11-26)
 - * 7.3 Approval of Treasurer's Bond (p. 27)
08. Approval of Purchasing
 - * 8.1 Biddable Items
 - Products
 - Approval of Dust Collection System (Mechanical Inc. dba/Helm Mechanical (p. 29)
 - Mohawk Engineering Alignment System and Accessories (Mohawk Resources, LTD) (p. 30)
 - Automotive Hand Tool Kits and Instructional Supplies (Snap-On Tools Incorporated) (p. 31)
 - Services
 - Printing of Mailers and Brochures (Graphic Partners, Inc.) (p. 32)
 - Printing of Non-Credit Continuing Education Class Schedules (Woodward Printing Services, Inc.) (p. 33)
 - Diploma Production and Distribution Services (Parchment, LLC, dba Credentials Solutions, LLC) (p. 34)

Agenda for Regular Meeting of April 27, 2021

- * 8.1 *Biddable Items: Services (continued)*
 - 31 N. Genesee St. Exterior Renovations (G. Fisher Commercial Construction, Inc.) (p. 35)
 - Experiential Graphic and Display Design and Implementation Services (Ziken Signage, LLC) (p. 36)
 - * 8.2 Non-Biddable Items
 - Products
 - Automotive Collision Repair Vehicles (Ratification) (Enterprise Holdings, Inc., Muller Honda of Gurnee, Gregory Mitsubishi) (p. 37)
 - Welding Equipment Gas and Supplies (Weldstar) (p. 38)
 - Services
 - Electronic Lock Repairs and Installation (Esscoe, LLC) (p. 39)
 - Environmental Testing and Abatement Services (Terracon Consultants, Inc.) (p. 40)
 - Financial Aid Award Management Software Upgrade (Blackbaud, Inc.) (p. 41)
 - ATC Construction Manager at Risk Pre-construction Services (Power Construction) (pp. 42)
 - * 8.3 Disposal (pp. 43-44)
09. Approval of Contracts and Grants
- * 9.1 Approval of the CLC Foundation's Acceptance of an Anonymous Grant for the Lakeshore Campus Urban Farm (p. 45)
10. Approval of Programs
11. Approval of Human Resources Recommendations
- * 11.1 Resignations and Retirements (pp. 47-48)
 - * 11.2 Personnel and Position Changes (pp. 49-50)
 - * 11.3 Full-Time Employment
 - Vacant Position (p. 51)
 - Administrative Hire (p. 52)
 - Faculty (p. 53)
 - Probationary Period Completed (pp. 54-55)
 - Faculty Employment Contracts (pp. 56-71)
 - Sabbatical Leave of Absence (p. 72)
 - Note: Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/ContractsApril2021.pdf> or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.*
 - * 11.4 Promotions and Transfers (p. 73)
 - * 11.5 Staff Benefits
 - Fiscal Year 2022 Staff Benefits (pp. 74-76)
 - Fiscal Year 2022 Staff Benefits – Non-Union Employee Premium Contribution (p. 77)
 - Fiscal Year 2022 Staff Benefits – SURS Deferred Compensation Plan (p. 78-85)
 - 11.6 Other

Agenda for Regular Meeting of April 27, 2021

12. Closed Meeting
13. Other Matters for Information, Discussion, or Action
 - 13.1 Separation of Employment of Classified Employee

14. Adjournment

* Report Enclosed

AGENDA ITEM 1.7.1 NEW BUSINESS

**1.7.1 APPROVAL OF THE REPORT OF THE OUTCOME OF THE BOARD OF TRUSTEES ELECTION
ON APRIL 6, 2021**

Unofficial election results were released for College of Lake County Board of Trustee candidates on April 7, 2021 following the 2021 Consolidated Election held on April 6, 2021 by the Lake County Office of the County Clerk. Candidates Amanda Howland, Gerri Songer and Paul G. Virgilio won with the highest number of votes of 39,570, 34,651 and 34,988, respectively, for the three 6-year terms. Candidate Torrie Mark Newsome won with the highest number of votes of 42,524 for the one 4-year term and Robert J. Tomei, Jr. won with the highest number of votes, 27,515 votes, for the one 2-year term.

Election results are unofficial until Provisional and late-arriving Vote By Mail ballots are counted 14 days after the election and the results are certified, whereby the Lake County Office of the County Clerk will provide the certification of election results to the College. Trustees will receive a copy of this updated agenda item at the Board meeting on April 27, 2021.

RECOMMENDATION: Approve the Report of the Outcome of the Board of Trustees Election on April 6, 2021.

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6.1 POLICY 952 – CRIMINAL BACKGROUND CHECKS – Revised – Second Reading

Board approval is requested to modify the Criminal Background Checks policy. This policy, last updated in December 2005, includes clear, non-gender-specific language, ensures equitable practices for candidates and employees. The adoption and implementation of this change aligns with Strategic Plan Pillar 2 – Equity and Inclusion.

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

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

Recommendation: Approve revised Policy 952 – Background Checks.

952 **CRIMINAL BACKGROUND CHECKS**

The College requires completion of a background investigation when extending a conditional offer of employment. All offers of employment (including internal transfers and promotions) are contingent upon complete and satisfactory findings of all applicable background checks. Dependent on the position, background checks may include: social security number search, previous employers, references, sex offender registry, murderer and violent offender against youth registry, credit report (if credit history is a bona fide occupational requirement), criminal records search, verification of academic credentials, driver’s license and driving record check (if specific licensure and/or driving is requirement for the position), verification of occupational and professional licenses, or a drug/alcohol pre-employment check (if relevant to the position) or any other factor in compliance with applicable law or regulation.

~~The College shall normally ensure that criminal background investigations are completed for all newly hired employees prior to extending a conditional offer of employment. When the time interval between the offer of employment and the onset of employment precludes the criminal background check from being performed prior to the conditional offer of employment, the criminal background check will be completed as soon as is reasonably possible. In such cases, continued employment will be contingent upon an acceptable result of the criminal background check.~~

~~Nothing in this policy shall preclude the College from requiring criminal background checks for individuals already employed at the College if the individual seeks employment in another position at the College, or if the College has reason to believe that the individual has been convicted of a crime.~~

Adopted 06/26/1995
Amended 07/24/2001
Amended 12/20/2005
Amended _____

6.2 APPROVAL OF THE FORMATION OF THE ILLINOIS MENTAL HEALTH EARLY ACTION ON CAMPUS ACT (PUBLIC ACT 101-251) EXPERT PANEL

The Illinois Mental Health Early Action on Campus Act (“the Act”) was enacted “to address gaps in mental health services on college campuses across Illinois, including both 2-year and 4-year institutions, through training, peer support, and community- campus partnerships.” The Act is currently an unfunded mandate; however, under the guidance of Karen Hlavin, Vice President of Student Development, the College of Lake County’s Counseling and Psychological Services (CAPS) is incorporating many of the best practices included in the Act. This includes the formation of an expert panel to assist in developing and implementing policies and procedures that does the following:

- Advises students, faculty, and staff on the proper procedures for identifying and addressing the needs of students exhibiting symptoms of mental health conditions.
- Promotes understanding of the rules of Section 504 of the Federal Rehabilitation Act of 1973 and the Federal Americans with Disabilities Act of 1990 to increase knowledge and understanding of student protections under the law.
- Provides training if appropriate.

In compliance with the Act, all members of the expert panel need to be approved by the College’s Board of Trustees. The following staff and faculty positions are recommended to serve as expert panel members:

- College Leadership Team Member
- Director of Counseling and Psychological Services (CAPS)
- Two Faculty Members with a background in Psychology and/or Mental Health
- Americans with Disabilities Act (ADA) Coordinator
- Director of the Office of Students with Disabilities (OSD)
- Community Member with a background and training in Psychology and/or Mental Health (optional)

RECOMMENDATION: Approve the proposed members of the College of Lake County’s Mental Health Early Action on Campus Expert Panel, in compliance with requirements set forth in the Illinois Mental Health Early Action on Campus Act (Public Act 101-251).

AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

6.3 FISCAL YEAR 2022 MEETING DATES

NOTICE is hereby given that the regular monthly meetings of the Board of Trustees of Illinois Community College District No. 532, College of Lake County, except where otherwise indicated, will convene on the fourth Tuesday of the month, at 5:00 p.m. in the Office of the Board, 19351 West Washington Street, Grayslake, Illinois.

Proposed FY 2022 Regular Meeting Dates

Note: Meeting locations may be modified based on health and safety guidelines outlined in the RESTORE Illinois Plan. Until further notice, all meetings will be held in A011, Grayslake Campus, and live streamed to the College's YouTube channel. Links for each meeting are provided in the agenda.

July 27, 2021 (<i>Subject to Call</i>)	Grayslake Campus, A011
August 24, 2021	Grayslake Campus, A011
September 28, 2021	Grayslake Campus, A011
October 26, 2021	Grayslake Campus, A011 OR Lakeshore Campus, Room 1NG-008, 1 N. Genesee Street, Waukegan (<i>ACCT Leadership Congress – October 13-16</i>)
November 17, 2021 (<i>Third Tuesday</i>)	Grayslake Campus, A011 (<i>Thanksgiving Holiday – November 25-26</i>)
December 14, 2021 (<i>Third Tuesday</i>)	Grayslake Campus, A011 (<i>Winter Break begins December 24</i>)
January 25, 2022	Grayslake Campus, A011
February 22, 2022	Grayslake Campus, A011 (<i>ACCT National Legislative Summit – February 8-10;</i> <i>DREAM Conference in Portland, OR – February 14-17</i>)
March 15, 2022 (<i>Third Tuesday</i>)	Grayslake Campus, A011 OR Southlake Campus, Room V340, 1120 S. Milwaukee Ave., Vernon Hills (<i>CLC Spring Break – March 21-27</i>)
April 26, 2022	Grayslake Campus, A011
May 17, 2022 (<i>Third Tuesday</i>)	Grayslake Campus, A011 (<i>Memorial Day – May 30, 2022</i>)
June 28, 2022	Grayslake Campus, A011

Proposed FY 2022 Committee of The Whole Meeting Dates

Summer or Fall 2021 (Date TBD)	Board Development Retreat, Location and Time TBD
February 1, 2022	Financial Planning Retreat, Location and Time TBD

Recommendation: Approve the Proposed FY 2022 Board of Trustees Meeting Dates.

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

Lead Staff: Ken Gotsch, Vice President of Business Services and Finance

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

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

WHEREAS, budget transfers in the amount of \$95,756.48 are recommended to the Fiscal Year 2021 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 \$95,756.48.

PASSED this 27th day of April 2021 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report.

FY21 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)	539000 01 12001 7040 01	Police Dept.	Other Contractual Svcs	\$23,000.00		To cover cost of mandated 2021 software compliance for automated records management service (ARMS).
	553000 01 00077 7090 01	Env Health & Safety	Travel/Out-of-District		\$1,000.00	
	553000 01 12001 7040 01	Police Dept.	Travel/Out-of-District		\$9,000.00	
	559000 01 12001 7040 01	Police Dept.	Conference/Meeting Exp		\$7,000.00	
	553000 01 01002 8010 01	Business Svcs & Fin	Travel/Out-of-District		\$3,700.00	
	553000 01 00010 8040 01	Auxiliary Svcs-Admin	Travel/Out-of-District		\$2,300.00	
2)	539000 01 00203 1010 01	Theatre	Other Contractual Svcs	\$6,000.00		To cover cost of contractual services.
	519000 01 00203 1010 01	Theatre	Other Salaries		\$6,000.00	
3)	516004 01 01017 4030 01	Teaching & Learning	Clerical Staff/O-T	\$300.00		To fund staff overtime.
	539000 01 01017 4030 01	Teaching & Learning	Other Contractual Svcs		\$300.00.	
4)	539000 01 00011 8040 01	Purchasing	Other Contractual Svcs	\$14,000.00		To cover additional costs associated with the configuration and implementation of the Workday strategic sourcing management system.
	553000 01 00011 8040 01	Purchasing	Travel/Out-of-District		\$4,000.00	
	516001 01 00011 8040 01	Purchasing	Clerical Staff/F-T		\$10,000.00	
5)	546000 01 01038 3080 01	Student Dev	Publications and Dues	\$1,500.00		To move funds to correct account.
	599000 01 01038 3080 01	Student Dev	Other Expenditures		\$1,500.00	
6)	534008 01 01011 1090 01	Comm&Wkfc P'ships	Computer Softwre Maint	\$999.00		To cover cost of archive database for Destiny Solutions.
	553000 01 01011 1090 01	Comm&Wkfc P'ships	Travel/Out-of-District		\$999.00	

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>
7)	547000 01 00018 1060 01	Adult Ed/Literacy	Advertising	\$19,210.00		To cover marketing and advertising costs to increase enrollment in the fall.
	551000 01 00018 1060 01	Adult Ed/Literacy	Conference & Mtg Exp		\$4,023.00	
	552000 01 00018 1060 01	Adult Ed/Literacy	Travel/Local		\$3,889.00	
	553000 01 00018 1060 01	Adult Ed/Literacy	Travel/Out-of-District		\$4,000.00	
	559000 01 00018 1060 01	Adult Ed/Literacy	Other Conf & Mtg Exp		\$1,298.00	
	549000 01 00018 1060 01	Adult Ed/Literacy	Other Matls & Supplies		\$3,000.00	
	541009 01 00018 1060 01	Adult Ed/Literacy	Other Supplies		\$3,000.00	
8)	541002 01 00718 1040 01	Phlebotomy Tech	Instructional Supplies	\$2,000.00		To cover unexpected project/purpose cost increase.
	542000 01 00728 1010 01	Bio & Hlth Sciences	Printing		\$2,000.00	
9)	541002 01 00718 1040 01	Phlebotomy Tech	Instructional Supplies	\$800.00		To cover unexpected project/purpose cost increase.
	541002 01 00700 1010 01	Biology	Instructional Supplies		\$800.00	
10)	541010 01 01021 2010 01	Library	Computer Supplies	\$3,000.00		To cover increased demand from students to borrow calculators and due to the need to replace outdoor book drop and office chairs.
	585000 01 01021 2010 01	Library	Equipment – Office	\$6,200.00		
	542000 01 01021 2010 01	Library	Printing		\$3,000.00	
	545001 01 01021 2010 01	Library	Main Account		\$6,200.00	
11)	585000 01 12001 7040 01	Police Dept.	Equipment – Office	\$390.48		To cover cost of replacement monitors and keyboard.
	534008 01 12001 7040 01	Police Dept.	Computer Softwre Maint		\$390.48	
12)	547000 01 00011 8040 01	Purchasing	Advertising	\$2,500.00		To cover unexpected project/purpose cost increase.
	551000 01 00011 8040 01	Purchasing	Conference/Meeting Exp		\$2,500.00	

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>
13)	516004 01 00628 1010 01	EMPS	Clerical Staff/O-T	\$530.00		To fund staff overtime.
	542000 01 00628 1010 01	EMPS	Printing		\$530.00	
14)	541002 01 00603 1010 01	Engineering	Instructional Supplies	\$2,025.00		To cover cost of contractual
	551000 01 00603 1010 01	Engineering	Conference/Meeting Exp		\$2,025.00	services.
15)	599000 01 00628 1010 01	EMPS	Other Expenditures	\$890.00		To cover other additional
	542000 01 00628 1010 01	EMPS	Printing		\$890.00	expenditures.
16)	512004 01 00606 1030 01	Electrical Tech	Specialist Staff/O-T	\$120.00		To fund staff overtime.
	512004 01 00618 1030 01	Automotive Tech	Specialist Staff/O-T	\$110.00		
	512004 01 00623 1030 01	Auto Collision Repair	Specialist Staff/O-t	\$301.00		
	542000 01 00628 1010 01	EMPS	Printing		\$531.00	
17)	539000 01 01001 1090 01	Educational Affairs	Other Contractual Svcs	\$630.00		To cover cost of contractual
	542000 01 01001 1090 01	Educational Affairs	Printing		\$630.00	services.
18)	585000 01 01004 8070 01	IEPR	Equipment – Office	\$1,651.00		To cover cost of furniture for
	553000 01 01004 8070 01	IEPR	Travel/Out-of-District		\$1,651.00	IEPR Director’s office.
19)	539000 01 01017 4030 01	Teaching & Learning	Other Contractual Svcs.	\$3,000.00		To cover cost for faculty to
	551000 01 01017 4030 01	Teaching & Learning	Conference/Meeting Exp		\$3,000.00	complete ION - Overview of
20)	544002 01 01035 3090 01	Disability Services	Computer Software	\$250.00		To move funds to correct account.
	516004 01 01035 3090 01	Disability Services	Clerical Staff/O-T	\$200.00		
	541002 01 01035 3090 01	Disability Services	Instructional Supplies	\$3,200.00		
	585000 01 01035 3090 01	Disability Services	Equipment – Office	\$1,850.00		
	532000 01 01035 3090 01	Disability Services	Consultants		\$5,500.00	

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>
						Online Instruction Course.
21)	541010 57 01042 4010 01	Personal Enrichment	Computer Supplies	\$100.00		To cover cost of supplies based on increased summer camp registrations.
	532000 57 01042 4010 01	Personal Enrichment	Consultants		\$100.00	
22)	519001 57 01042 4010 01	Personal Enrichment	Seasonal/P-T Flex	\$1,000.00		To cover cost of seasonal staff based on increased summer camp registrations.
	532000 57 01042 4010 01	Personal Enrichment	Consultants		\$1,000.00	
TOTAL TRANSFERS-ALL FUNDS				<u>\$95,756.48</u>	<u>\$95,756.48</u>	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 59.9% of budgeted revenues through February 2021. Last year, at the end of February 2020, the College had received 63.9% of the amount budgeted.

The College has received revenues equal to \$34.1 million of the Fiscal Year 2021 amount for local taxes. On May 12, 2020, the Lake County Board passed a one-time ordinance giving property owners more time to pay each installment of their property taxes due to impacts of COVID-19. There was no application, and this optional program allowed residents to pay in 4 installments. On September 8, 2020, 50% of the second installment of the 2019 tax levy was due to the Lake County Treasurer's Office, and on November 9, 2020, 50% of the second installment was due and the Lake County Tax Sale of the delinquent 2019 tax levy was delayed until February 15, 2021; therefore, revenues were not comparable until March 2021. Local tax revenue is budgeted at \$72.8 million for Fiscal Year 2021.

As of February 28, 2021, student enrollment reflected 93.7% of the tuition revenue. Last year, at the end of February 2020, the College had received 96.4% of the amount budgeted. Deferred tuition revenue for summer and fall 2020 was transferred into the appropriate revenue accounts in October 2020.

Interest rates, for investment purposes, are averaging 0.23% for all investments, whereas last year at this time, the interest rates were averaging 1.47%.

EXPENDITURES: The expenditures in the operating funds at the end of February 2021 reflect 55.8% of budgeted expenditures for the year. In comparison, at the end of February 2020, the College had expended 57.0% of the amount budgeted. The College is trending on track with the FY 2021 budget plan.

At this April 27, 2021 Board meeting, the Vice President of Business Services and Finance/CFO will present the FY 2021 Third Quarter Fiscal Accountability and Investment Reports on the condition of all College funds and Investments.



Monthly Financial Report

FOR THE MONTH ENDED

February 28, 2021

**Educational Fund
Balance Sheet
As of February 28, 2021**

ASSETS

CASH

Cash In Bank	26,431,387.34
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	7,300.00

INVESTMENTS

Investments	43,228,747.13
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RECEIVABLES

Taxes Recvbl - Current Levy	0.00
Corp PRS Prty Replc Tax Rec	0.00
Allowance for Uncoll. Tuition	(2,727,066.69)
Allowance Acct.Traffic Program	0.00
Governmental Claims Receivable	0.00
Chargebacks Receivables	0.00
Student Tuition Receivable	8,594,260.81
3rd Party Tuition Receivable	0.00
Vendor Receivables	0.00
Traffic System Tuition Recvbl.	0.00
Family Parenting Receivable	0.00
Contract System Receivable	0.00
Other Receivables	0.00

ACCRUED REVENUE

Accrued Interest	0.00
Accrued State Apportionment	0.00
Other Accrued Revenue	0.00

INTER-FUND RECEIVABLE

Receivable From Education Fund	65,154.45
Receivable From Maint. Fund	1,791.43
Receivable From O.B.M. Fund	1,783,688.43
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	89,781.82
Recvbl From Restr.Purpose Fund	24,340,831.68
Receivable From Working Cash	0.00
Tuit.Rcvbl.From Financial Aid	0.00
Receivable Fom Other Funds	2,853,824.42

Deferred Expenses

Deferred Expenses	57,375.40
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TOTAL ASSETS

104,727,076.22

**Educational Fund
Balance Sheet
As of February 28, 2021**

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable	1,057.37
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CURRENT OBLIGATIONS PAYABLE

Current Obligations Payable	0.00
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ACCOUNTS PAYABLE

Accounts Payable	819,819.75
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ACCRUED EXPENSES

Accrued Expense	612,596.00
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INTER-FUND PAYABLE

Payable to Maintenance Fund	6,998.00
Payable to Education Fund	9,142,811.45
Payable to O. B. M. Funds	12,998,146.46
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	62,297.90
Payable to Restr. Purpose Fund	20,911,368.44
Payable to Working Cash Fund	0.00
Payable to Other Funds	23,619,379.20

DEFERRED REVENUES

Property Taxes	0.00
Total Tuition & Fees	0.00
Miscellaneous Deferred Revenues	0.00

OTHER LIABILITIES

Other Liabilities	668,662.60
Vacation Accrual	2,882,867.34

FUND BALANCE

Fund Balance	33,001,071.71
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TOTAL FUND BALANCE

33,001,071.71

TOTAL LIABILITIES & FUND BALANCE

104,727,076.22

RECONCILIATION

BEGINNING FUND BALANCE	36,924,947.72
ADD: REVENUE	61,481,948.32
LESS: EXPENDITURES	(57,718,717.58)
OPERATING TRANSFERS	(7,687,106.75)
ENDING FUND BALANCE	33,001,071.71

**College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: February 28, 2021**



	<u>Actual</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Actual</u>	<u>Prior Year to Date</u>	<u>Percent</u>
<u>INCOME</u>						
Current Taxes	26,474,411.56		43.06%	27,062,872.10		42.72%
T.I.F.A.	861.10		0.00%	0.00		0.00%
CPPRT Corp Pers Prop Repl Tax	555,608.54		0.90%	601,896.04		0.95%
ICCB Credit Hour Grants	5,240,679.14		8.52%	5,067,549.08		8.00%
Vocational Education	275,358.50		0.45%	0.00		0.00%
Tuition	25,781,802.29		41.93%	27,134,414.71		42.84%
Graduation Fees	330.00		0.00%	4,740.00		0.01%
Transcript Fees	59,568.00		0.10%	67,282.32		0.11%
On-line Course Fee	1,283,151.16		2.09%	264,940.27		0.42%
Laboratory Fees	294,524.68		0.48%	536,020.35		0.85%
Payment Plan Enrollment Fee	31,475.00		0.05%	37,145.00		0.06%
Credit By Exam Fees	1,000.00		0.00%	1,200.00		0.00%
Comprehensive Fees	4,299,070.32		6.99%	4,647,171.78		7.34%
Activity Fee Adjustment	(2,861,753.00)		-4.65%	(3,184,119.00)		-5.03%
Gain(Loss) on Investment	(6,150.55)		-0.01%	983,503.16		1.55%
Sweep Accounts	7,366.71		0.01%	99,357.53		0.16%
Library Fines	54.00		0.00%	3,062.86		0.00%
Miscellaneous Revenue	19,687.79		0.03%	16,892.97		0.03%
Other Revenue/Rebates	24,903.08		0.04%	0.00		0.00%
Total Income	61,481,948.32		100%	63,343,929.17		100%

AGENDA ITEM 7.2 – FINANCIAL (Continued)

EXPENDITURES

Salaries	43,857,032.92	76%	42,372,728.12	74%
Employee Benefits	6,939,545.25	12%	6,594,800.44	12%
Contactual Services	2,849,486.33	5%	2,492,872.25	4%
General Material & Supplies	1,376,577.89	2%	2,058,281.55	4%
Travel/Conference Meeting Exp	118,521.59	0%	494,278.05	1%
Fixed Charges	803,932.69	1%	779,964.52	1%
Utilities	333,862.46	1%	4,101.63	0%
Capital Outlay	214,290.64	0%	238,467.02	0%
Other Expenditures	1,225,467.81	2%	1,926,607.44	3%
Total Expense	<u>57,718,717.58</u>	<u>100%</u>	<u>56,962,101.02</u>	<u>100%</u>
Beginning Fund Balance	36,924,947.72		36,201,379.47	
Add: Revenues	61,481,948.32		63,343,929.17	
Less: Expenses	(57,718,717.58)		(56,962,101.02)	
Operating Transfers	(7,687,106.75)		(6,746,905.00)	
Ending Fund Balance	<u>33,001,071.71</u>		<u>35,836,302.62</u>	

**Operations & Maintenance Fund
Balance Sheet
As of February 28, 2021**

ASSETS

CASH

Cash In Bank	14,473,262.10
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	0.00

INVESTMENTS

Investments	1,606,059.00
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RECEIVABLES

Taxes Recvbl - Current Levy	0.00
Governmental Claims Receivable	0.00
Vendor Receivables	15,596.17
Traffic System Tuition Recvbl.	0.00
Other Receivables	0.00

ACCRUED REVENUE

Accrued Interest	0.00
Other Accrued Revenue	0.00

INTER-FUND RECEIVABLE

Receivable From Education Fund	16,063.00
Receivable From O.B.M. Fund	1,678,298.90
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Recvbl From Restr.Purpose Fund	786,935.55
Receivable From Working Cash	0.00
Receivable Fom Other Funds	100,600.77

Deferred Expenses

Deferred Expenses	198,249.00
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TOTAL ASSETS

18,875,064.49

**Operations & Maintenance Fund
Balance Sheet
As of February 28, 2021**

LIABILITIES AND FUND BALANCE

LIABILITIES

CURRENT OBLIGATIONS PAYABLE

Current Obligations Payable 0.00

ACCOUNTS PAYABLE

Accounts Payable 40,708.54

ACCRUED EXPENSES

Accrued Expense 0.00

INTER-FUND PAYABLE

Payable to Education Fund 730,761.08

Payable to O. B. M. Funds 12,579,105.38

Payable to Bond & Interest Fund 0.00

Payable to Auxiliary Fund 72.24

Payable to Restr. Purpose Fund 48,778.53

Payable to Working Cash Fund 0.00

Payable to Other Funds 0.00

DEFERRED REVENUES

Property Taxes 0.00

Miscellaneous Deferred Revenues 0.00

OTHER LIABILITIES

Other Liabilities 0.00

FUND BALANCE

Fund Balance 5,475,638.72

TOTAL FUND BALANCE 5,475,638.72

TOTAL LIABILITIES & FUND BALANCE 18,875,064.49

RECONCILIATION

BEGINNING FUND BALANCE 6,387,107.12

ADD: REVENUE 7,161,200.07

LESS: EXPENDITURES (6,201,485.47)

OPERATING TRANSFERS (1,871,183.00)

ENDING FUND BALANCE 5,475,638.72

**College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: February 28, 2021**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	7,043,062.69	98.35%	7,199,671.90	96.33%
T.I.F.A.	229.08	0.00%	0.00	0.00%
Building Rentals	100,388.79	1.40%	240,435.47	3.22%
Other Facility Rentals	16,493.40	0.23%	18,480.00	0.25%
Miscellaneous Revenue	1,026.11	0.01%	15,750.61	0.21%
Total Income	<u>7,161,200.07</u>	<u>100%</u>	<u>7,474,337.98</u>	<u>100%</u>
<u>EXPENDITURES</u>				
Salaries	2,683,887.92	43%	2,757,164.38	43%
Employee Benefits	975,021.12	16%	947,796.43	15%
Contactual Services	402,316.85	6%	417,654.04	7%
General Material & Supplies	240,911.76	4%	(34,397.68)	-1%
Travel/Conference Meeting Exp	835.80	0%	1,691.96	0%
Fixed Charges	611,016.07	10%	509,847.92	8%
Utilities	1,230,237.20	20%	1,613,090.69	25%
Capital Outlay	51,444.79	1%	132,589.44	2%
Other Expenditures	5,813.96	0%	8,408.48	0%
Total Expense	<u>6,201,485.47</u>	<u>100%</u>	<u>6,353,845.66</u>	<u>100%</u>

AGENDA ITEM 7.2 – FINANCIAL (Continued)

Beginning Fund Balance	6,387,107.12	5,803,196.40
Add: Revenues	7,161,200.07	7,474,337.98
Less: Expenses	(6,201,485.47)	(6,353,845.66)
Operating Transfers	(1,871,183.00)	(1,480,861.00)
Ending Fund Balance	<u>5,475,638.72</u>	<u>5,442,827.72</u>

7.3 APPROVAL OF TREASURER’S BOND

The Illinois Public Community College Act, Section 805/3-19, states that the Treasurer shall have executed a bond to cover 25% of the money and securities in his or her custody and conditioned upon the faithful discharge of his or her duties. The Board approved the appropriation at the December 15, 2020 board meeting. It also is necessary to file a certified copy of this bond with the Illinois Community College Board and the Lake County Clerk. The College has secured coverage for \$30 million through the College’s insurance agency R.J. Galla Co., Inc., who solicited five quotes and has recommended Liberty Surety First as the best coverage for the College. The annual premium amount is \$22,250.00, which provides coverage from April 28, 2021 through April 27, 2022.

RECOMMENDATION: Approve that the Treasurer of the College of Lake County be bonded by purchasing the Treasurer’s bond described above at an annual cost of \$22,250.00 and that a copy of this bond be certified and filed with the Illinois Community College Board and Lake County Clerk as provided by statute.

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8.1 BIDDABLE ITEM

Products: Approval of Dust Collection System

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2019 surplus budget

Funding Request: n/a

Bids	Amount
Mechanical Inc. dba/Helm Mechanical*	\$268,000.00
MG Mechanical Service, Inc.	\$296,000.00
Amber Mechanical Contractors, Inc.	\$305,000.00

** Recommended*

Explanation of Purchase: The ceramics studio on the Grayslake campus is in need of a large-scale centralized dust collection system. This dust collection system would remove fine to large dust and debris particles from workstations that involve clay, glazing, sanding, grinding and chipping.

Administration requests a contingency for unexpected costs up to an additional \$12,000.00.

Recommendation: Approve a purchase with Mechanical Inc. dba/Helm Mechanical of Westmont, IL for a dust collection system for \$268,000.00 and a contingency of \$12,000 in a not-to-exceed amount of \$280,000.00.

8.1 BIDDABLE ITEM

Products: Mohawk Engineering Alignment System and Accessories

Lead Staff: Richard Ammon, Dean of Engineering, Math and Physical Science Division

Funding Source: FY 2020 surplus budget, FY 2021 budget

Funding Request: n/a

Bids	Amount
Mohawk Resources, LTD*	\$28,723.06

** Recommended*

Explanation of Purchase: This request is for the purchase of a Mohawk Engineering alignment system and accessories. The equipment will be used in the automotive service program to teach students how to align a vehicle chassis and adjust Advanced Driver Assistance Systems.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under Sourcewell contract (#013020-MRL) for Vehicle Lifts, Garage and Fleet Maintenance Equipment Supplies. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve a purchase for Mohawk Engineering Alignment System and accessories with Mohawk Resources, LTD. of Amsterdam, NY in a not-to-exceed amount of \$28,723.06.

8.1 BIDDABLE ITEM

Products: Automotive Hand Tool Kits and Instructional Supplies

Lead Staff: Richard Ammon, Dean of Engineering, Math and Physical Science Division

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Snap-On Tools Incorporated.*	\$28,826.19

** Recommended*

Explanation of Purchase: This purchase is for student automotive technician hand tool kits that will facilitate the delivery of course content and social distancing during class delivery and future automotive collision and technology instructional supplies.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under Sourcewell contract (#013020-SNP) for Vehicle Lifts, Garage and Fleet Maintenance Equipment Supplies. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve an award of a not-to-exceed amount of \$28,826.19 for FY 2021 instructional supply purchases with Snap-On Tools, Incorporated of Kenosha, WI.

8.1 BIDDABLE ITEM

Services: Printing of Mailers and Brochures

Lead Staff: Anne O’Connell, Director of Public Relations and Marketing

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Graphic Partners, Inc*	\$115,294.00
Visographic	\$127,078.99
FCL Graphics	\$156,623.00
Graphic Arts Studio, Inc.	\$175,132.76
James W. Smith Printing, Co.	\$216,178.00

** Recommended*

Explanation of Purchase: This request is for the printing of three issues of the Lake County mailer and three issues of the Southlake and Lakeshore regional brochures used to notify Lake County residents of semester enrollment opportunities. Included in this print are two issues of CLC’s Connects Magazine and one issue of the Annual Report that will provide the community with a snapshot of CLC’s progress toward achieving our strategic plan.

Recommendation: Approve a purchase for printing of mailers and brochures with Graphic Partners, Inc. of Zion, IL in a not-to-exceed amount of \$115,294.00.

8.1 BIDDABLE ITEM

Services: Printing of Non-Credit Continuing Education Class Schedules

Lead Staff: Karen Trush, Assistant Director, Community & Workforce Partnerships

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Woodward Printing Services, Inc.*	\$66,913.29

** Recommended*

Explanation of Purchase: Printing and delivery of approximately 135,000 non-credit continuing education class schedules for fall 2021, spring 2022, and summer 2022.

Recommendation: Approve a one-year agreement from May 1, 2021 through April 30, 2022 with Woodward Printing Services, Inc. of Platteville, WI for the printing of non-credit continuing education class schedules in a not-to-exceed amount of \$66,913.29.

8.1 BIDDABLE ITEM

Services: Diploma Production and Distribution Services

Lead Staff: Erin Fowles, Dean of Enrollment Services

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Parchment, LLC. d/b/a Credentials Solutions, LLC*	\$29,564.00

** Recommended*

Explanation of Purchase: This request is for the production and distribution of approximately 3,200 diplomas per year. Outsourcing this process will improve the student experience as it is a more efficient process and graduates will receive their diplomas more quickly. Students will receive automated communications, mail tracking, and a simplified way to order reprints. In addition, students will receive both a paper diploma and an electronic diploma for their convenience.

Recommendation: Approve a one-year agreement from April 19, 2021 through April 18, 2022 with Parchment, LLC., d/b/a Credentials Solutions, LLC of Scottsdale, AZ for Diploma Production and Distribution Services in a not-to-exceed amount of \$29,564.00, and authorize Administration to exercise two one-year optional terms based on continued satisfactory performance.

8.1 BIDDABLE ITEM

Services: 31 N. Genesee St. Exterior Renovations

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2018 surplus budget

Funding Request: n/a

Bids	Amount
G. Fisher Commercial Construction, Inc. *	\$155,000.00
Efraim Carlson & Son, Inc.	\$181,294.00
Happ Builders, Inc.	\$185,000.00
StruxC-MC, LLC	\$185,645.00
Stuckey Construction Company, Inc.	\$195,900.00
Boller Construction Company, Inc.	\$196,200.00
Tandem Construction, Inc.	\$211,000.00
Kandu Construction, Inc.	\$247,000.00
Paul Borg Construction Company	\$284,180.00

** Recommended*

Explanation of Purchase: This project will renovate the front façade of the 31 N Genesee building at the Lakeshore campus and coincides with the recently completed Interior renovations of the 1st floor bookstore and 2nd floor conference room of the same building.

Administration requests a 10% contingency for unexpected costs up to an additional \$15,500.00.

Recommendation: Approve an award with G. Fisher Commercial Construction, Inc. of Aurora, IL for 31 N. Genesee St. exterior renovations for \$155,000.00 and a 10% contingency of \$15,500.000 in a total not-to-exceed amount of \$170,500.00.

8.1 BIDDABLE ITEM

Services: Experiential Graphic and Display Design and Implementation Services

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2019 surplus budget

Funding Request: n/a

Bids	Amount
Ziken Signage, LLC.*	\$178,634.85
Elevate97	\$227,121.24
South Water Signs	\$229,669.00
Ravenswood Studio, Inc.	\$606,880.00

** Recommended*

Explanation of Purchase: This purchase is for phase two of the experiential design aesthetics project focused on branding to reinforce the neighborhood layout on all campuses. In addition, branding in public space will be aligned with the branding goals and assist in navigation at the College.

Administration request a 10% contingency for unexpected costs up to an additional \$17,863.48.

Recommendation: Approve an award with Ziken Signage, LLC. of Chicago, IL for experiential graphic and display design and implementation services for \$178,634.85 and a 10% contingency of \$17,863.48 in a not-to-exceed amount of \$196,498.33.

8.2 NON-BIDDABLE ITEM

Products: Automotive Collision Repair Vehicles (Ratification)

Lead Staff: Richard Ammon, Dean of Engineering, Math & Physical Science Division

Funding Source: Workforce Equity Initiative (WEI) Grant

Funding Request: n/a

Bids	Amount
Enterprise Holdings, Inc. *	\$15,899.00
Muller Honda of Gurnee*	\$17,803.60
Gregory Mitsubishi *	\$55,200.00

** Recommended*

Explanation of Purchase: Used vehicles are needed for learning delivery objectives in automotive repair, diagnostic strategies and collision repair for late model vehicles and their technology. Because many of the used vehicles in the College’s fleet are aged, students who work on them cannot meet the accreditation standards for late model skills and services or entry-level technician standards. Six vehicles were purchased from these three automotive dealers.

Pursuant to 110 ILCS 805/3-27.1 (i), purchases of equipment previously owned by some entity other than the district itself are exempt from the competitive bidding process.

Recommendation: Ratify purchases of automotive collision repair vehicles with Enterprise Holdings, Inc. of Clayton, MO, Muller Honda of Gurnee of Gurnee, IL and Gregory Mitsubishi Motors of Gurnee, IL, in the amount of \$88,902.60.

8.2 NON-BIDDABLE ITEM

Products: Welding Equipment Gas and Supplies

Lead Staff: Richard Ammon, Dean of Engineering, Math and Physical Science Division

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Weldstar *	\$35,000.00

** Recommended*

Explanation of Purchase: This purchase is for an orbital welding system/welding equipment, gas and supplies that will further students' skill sets. Students will learn skills associated with this equipment that will enable them to transition to careers in related manufacturing sectors. This orbital welding system will allow the welding program faculty to expand their teaching capabilities and bring the program into the forefront of welding technology in manufacturing, chemical processing, aerospace and automotive industry segments. Having this equipment will allow other CLC programs (for example, industrial maintenance) to cross-train students in a variety of career sectors.

Recommendation: Approve purchases of welding equipment, gas and instructional supplies with Weldstar of Aurora, IL in a not-to-exceed amount of \$35,000.00.

8.2 NON-BIDDABLE ITEM

Services: Electronic Lock Repairs and Installation

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2021 budget

Funding Request: n/a

Bids	Amount
Esscoe, LLC. *	\$35,382.67

** Recommended*

Explanation of Purchase: The College’s electronic lock system controls physical access to external and internal doors across the College’s three campuses. This purchase is for the repair of failed equipment and for installation of additional locks to protect the Information Technology (IT) unit’s systems, information, and inventory. The electronic door lock system will control access to these doors and provide auditable reports about who has accessed IT offices and inventory rooms.

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

Recommendation: Approve an award for electronic lock repairs and installations with Esscoe, LLC. of Lake Zurich, IL in a not-to-exceed total amount of \$35,382.67.

8.2 BIDDABLE ITEM

Services: Environmental Testing and Abatement Services

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2020 surplus budget

Funding Request: n/a

Bids	Amount
Terracon Consultants, Inc. *	\$27,950.00

**Recommended*

Explanation of Purchase: These services are for an asbestos, lead and mold survey of the Brae Loch golf facility to identify required abatement work needed in the building for the College culinary program; these survey results are required before the architectural and engineering design team and contractors can begin their work. Terracon Consultants, Inc. will monitor the work of the selected abatement contractor, coordinate all required notifications to regulatory agencies, and submit the final building reports to the appropriate agencies.

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

Recommendation: Approve an award for environmental testing and abatement services with Terracon Consultants, Inc. of Olathe, KS in a not-to-exceed amount of \$27,950.00.

8.2 NON-BIDDABLE ITEM

Services: Financial Aid Award Management Software Upgrade

Lead Staff: Erin Fowles, Dean of Enrollment Services

Funding Source: Higher Education Emergency Relief Fund II (HEERF II)

Funding Request: n/a

Bids	Amount
Blackbaud, Inc. *	\$49,453.71

**Recommended*

Explanation of Purchase: This purchase is to upgrade the existing award management software in order to expedite distribution of Higher Education Emergency Relief Funds (HEERF II) associated with the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act to students beginning spring 2021. The software upgrade will improve the emergency application access, automate the review process, and maintain clean records for audit purposes. The College manually supported the distribution of resources for over 3,000 students under the previous Coronavirus Aid, Relief, and Economic Security (CARES) Act and expects to manage a significantly higher volume with the increased resources associated with HEERF II. The software will ensure timely and efficient distribution for students.

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

Recommendation: Approve a three-year agreement from April 16, 2021 through April 15, 2024 with Blackbaud, Inc. of Charleston, SC for financial aid award management software upgrade in a not-to-exceed amount of \$49,453.71.

8.2 NON-BIDDABLE ITEM

Services: ATC Construction Manager at Risk Pre-construction Services

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

Funding Source: FY 2020 surplus budget (ATC funding)

Funding Request: n/a

Proposals (Pre-Construction Costs)	Amount
Power Construction *	\$45,000.00 * <i>(50% discount [\$22,500] offered once construction begins)</i>
Mortenson Construction	\$25,000.00
Turner Construction	\$30,000.00
Pepper Construction	\$40,000.00
Gilbane Construction	\$58,800.00

Explanation of Purchase: These services are for construction management pre-construction services for the Advanced Manufacturing Center (ATC) in Gurnee, IL, in alignment with guidance supported by the Board.

The College solicited qualifications and pricing from contractors to provide these services for Phase I building renovations. Power Construction was selected based on their prior experience renovating big box stores, lower fees and their commitment to student success through internships and other instructional opportunities, as well as community outreach for donations on behalf of the College. During the pre-construction phase, Power Construction staff will be key team members on the project providing review of contract documents, value engineering, scheduling, budget and cost estimating and design phase material selection.

Power Construction's AIA master agreement and fees will be presented at the May Board meeting for approval.

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

Recommendation: Approve the selection of Power Construction from Chicago, IL as Construction Manager at Risk for the ATC project and authorize an initial expenditure of \$45,000.00 for pre-construction services in a not-to-exceed amount of \$45,000.00.

AGENDA ITEM 8.3 – PURCHASING

8.3 DISPOSAL

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

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

Recommendation: Approve the donation, sale or disposal of obsolete items listed on the following page.

AGENDA ITEM 8.3 – PURCHASING (Continued)

DISPOSAL

ASSET DISPOSAL ITEMS

JAMES LUMBER CENTER

Fender Powered Mixer

Fender Speakers (4)

Sony VCR

Shure Wireless Mic Systems with Beltpack Transmitter (8)

Telex Wireless Intercom System with Beltpacks (2)

Telex Antenna Paddles with Antenna Cable (2)

Ashley Amplifier

ETC Congo Senior Lighting Console with Keyboard and RFU

ETC Congo Junior Lighting Console with RFU

JBL Compression Drivers with Horns (4)

AUTOMOTIVE DEPARTMENT

Hydraulic Transmission Jack (2)

Air Hydraulic Transmission Jack

FOR INFORMATIONAL PURPOSES ONLY

Since August 1, 2020, the College has recovered \$8,145.00 from the sale of auctioned or recycled items for FY 2021. This is up from the \$7,925.00 amount reported at the March 16, 2021 Board meeting.

9.1 APPROVAL OF CONTRACTS AND GRANTS

9.1 APPROVAL OF THE CLC FOUNDATION'S ACCEPTANCE OF AN ANONYMOUS GRANT FOR THE LAKESHORE CAMPUS URBAN FARM

Grantor: Anonymous

Amount: \$2,000,000

Type: Award

Lead Staff: Kurt W. Peterson, Executive Director, College of Lake County Foundation

Purpose: The purpose of this gift is to provide for capital costs associated with Phase I of the urban farm project at the College of Lake County's Lakeshore Campus. The funds will be used for the renovation of existing campus buildings. \$1 million will be received within 45 days of Board approval. The remaining \$1 million will be received by December 31, 2021.

Recommendation: Approve the CLC Foundation's acceptance of a \$2 million Anonymous grant in support of the Lakeshore Campus Urban Farm.

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AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

11.1 RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Bader, Breanna	Part-time Specialist Position Number: 0946 Art Gallery Assistant, Art Gallery	3/26/2021
2	Resignation	Gardner, Christina	Specialist Position Number: 1682 Multicultural Retention Coordinator, Multicultural Student Center	3/26/2021
3	Resignation	Patlan, Edgar	Specialist Position Number: 1430 Testing Specialist, Testing Center, Lakeshore Campus	4/1/2021
4	Resignation	Berek, Jessica	Administrator Position Number: 0170 Director, Curriculum and Planning, Educational Affairs	4/2/2021
5	Resignation	Campos, Eloy	Classified – Facilities Position Number: 0357 HVAC Engineer, HVAC/Facilities	4/2/2021
6	Resignation	Moravec, Aaron	Classified – Facilities Position Number: 0777 Groundsperson, Grounds	4/9/2021

AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

11.1 RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
7	Resignation	Bernstein, Patricia	Part-time Specialist Position Number: 0868 Testing Specialist, Testing Center, Lakeshore Campus	4/15/2021
8	Resignation	Nichols, Vince	Classified – FOP Position Number: 1667 Police Officer, Police Department	4/18/2021
9	Resignation	DeRose, Matt	Specialist Position Number: 1185 Program Coordinator, Horticulture	4/20/2021
10	Retirement	Dielman, Joseph	Faculty Position Number: 0424 Instructor, Medical Imaging	5/14/2021
11	Retirement	Treantafeles, Nicholas	Classified - FOP Position Number: 0956 Police Officer, Police Department	6/30/2021
12	Retirement	Hensel, Barbara	Classified Position Number: 0310 Office Associate, Small Business Development Center/International Trade Center	8/31/2024 Retirement Benefits - Policy 925 and 930
Recommendation: Approve the above actions.				

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

The following is a staff member’s degree award incentive and salary increase due to career development plan and degree completion.

The proposed career development award is as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Career Development Award – Salary Increase	Stashkiw, Sarah	Professional Position Number: 1455 Manager College Readiness and Dual Credit, Dual Credit/College Readiness	N/A	C45 \$78,519/ Annual Exempt	C45 \$82,019/ Annual Exempt	2/24/2021	2/24/2021 – 6/30/2021
<p>Recommendation: Approve the proposed career development salary increase.</p>								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

In January 2021, this specialist position became vacant due to an employee promotion. Administration is proposing an expanded role to overseeing workforce and professional development course offerings and employer partner pipeline. The change will be funded by existing FY 2021 budget.

The proposed position change is as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Position Change	Vacant	Specialist Position Number: 0943 Program Coordinator, Professional Development	Specialist Position Number: 0943 Senior Program Coordinator, Professional Development	B24 Exempt	B32 Exempt	4/27/2021	TBD
<p>Recommendation: Approve the proposed position change.</p>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – VACANT POSITION

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

	Reason	Job Classification, Position Number, Position Title, Department	Effective Date
1	Vacant Position	Administrator Position Number: 0170 Director, Curriculum and Planning, Educational Affairs	4/27/2021
<p>Recommendation: Approve this position search process to begin effective April 27, 2021.</p>			

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – ADMINISTRATIVE HIRE

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Administrative New Hire	Dulaney, Weston	N/A	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	N/A	D61 \$87,000/ Annual Exempt	5/10/2021	5/10/2021- 6/30/2021

Recommendation: Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Full-time Faculty New Hire	Boyd, Riyanti	Limited Term Faculty Position Number: 1191 Instructor, Mathematics Engineering, Math and Physical Sciences Division	Faculty Position Number: 0525 Instructor, Mathematics Engineering, Math and Physical Sciences Division	A11 \$73,409/ Annual Exempt	A12 \$75,934/ Annual Exempt	8/16/2021	8/16/2021-5/14/2022
2	Full-time Faculty New Hire	Herzog, Kalyn	N/A	Faculty Position Number: 0422 Instructor, Biology Biological and Health Sciences Division	N/A	F4 \$82,211/ Annual Exempt	8/16/2021	8/16/2021-5/14/2022

Recommendation: Approve the full-time faculty employment, as budgeted in FY 2021.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-appointed position, in accordance with Board Policy 611 (Appointment and Status of Employment).

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Probationary Period Completed	Micek, Alyssa	Specialist Position Number: 1130 Enrollment Services Specialist*, Adult Education Testing	N/A	B23 \$18.59/Hour Nonexempt	N/A	Date of Hire: 9/28/2020 Date of Probationary Completion: 3/27/2021	9/28/2020 - 6/30/2021
Recommendation: Approve the above full-time employment.								

*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

The following employee has successfully completed the appropriate probationary period and is being recommended for continued employment, in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the Illinois Fraternal Order of Police Labor Council.

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Probationary Period Completed	Zaprzalka, Chester	Classified - FOP Position Number: 1321 Police Officer, Police Department	N/A	\$26.39/Hour Nonexempt	N/A	Date of Hire: 9/28/2020 Date of Probationary Completion: 3/27/2021	NA
Recommendation: Approve the above full-time employment.								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

Per the 2018-2022 Collective Bargaining Agreement (CBA) between the Board of Trustees of the College of Lake County and the College of Lake County Federation of Teachers, Local No. 2394, AFT, the following full-time instructional and non-instructional faculty will be employed for the 2021-2022 academic year (contract dates: August 16, 2021-May 14, 2022). These contracts are regular full-time load and do not include overload pay. These contracts have been made public with the public posting of the board meeting agenda.

	Last Name	First	Position Title
1	Abdallah	Mohammad	Instructor, Heating and Air Conditioning Engineering Technology
2	Ahchiyski	Vasil	Instructor, Mechatronics
3	Aichele	Kimberly	Instructor, Dental Hygiene
4	Aiossa	Elizabeth	Instructor, English
5	Albrecht	Ken	Instructor, Mechatronics
6	Allen	Lori	Instructor, English
7	Alonso	Javier	Instructor, Criminal Justice
8	Alpert	Valerie	Instructor, Dance

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
9	Andersen	Eric	Instructor, CNC/Machine Tool Trades
10	Andrews	Jeffrey	Instructor, Mathematics
11	Aquino	Maria Teresa	Instructor, English
12	Arce	Kelly	Instructor, ESL
13	Ardito	Francis	Instructor, Physical Education
14	Audi	Ahmad	Instructor, Chemistry
15	Behling	Erika	Librarian
16	Beintema	Mark	Instructor, Mathematics
17	Belec-Olander	Ruth	Instructor, Certified Nursing Assistant
18	Benjamin	Nora	Instructor, Psychology
19	Berkowitz	Eric	Instructor, Computer Information Technology Cybersecurity
20	Black	Kelly	Instructor, Reading
21	Bolton	David	Instructor, Art
22	Bonine	Mary	Instructor, Biology

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
23	Boyke	Kimberly	Instructor, Mathematics
24	Breen	Nathan	Instructor, English
25	Brown	Wendy	Instructor, Anthropology/Sociology
26	Bruellman	Jill	Instructor, ELI/TESOL/TESL
27	Brueske	Shari	Instructor, Psychology
28	Buckner	Mary	Instructor, Nursing
29	Burruss	Andrea	Intstructor, Academic Success
30	Carlson	Donna	Instructor, Mathematics
31	Cartwright	Kelly	Instructor, Biology
32	Carver	Mary Lynn	Instructor, ABE/GED Reading
33	Cash	Amanda	Instructor, English
34	Cashmore	Jason	Instructor, Biology
35	Casper	Natalia	Instructor, Mathematics
36	Cavazos	Octavio	Instructor, Automotive Collision Repair

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
37	Chapa	Michael	Instructor, Heating and Air Conditioning Engineering Technology
38	Chen	Changyi	Instructor, Computer Information Technology
39	Chernaik	Anne	Librarian
40	Chessman	Nolan	Instructor, English
41	Chittal	Pandurang	Instructor, Accounting
42	Chmara	Joel	Instructor, Communication
43	Chu	Shanti	Instructor, Philosophy
44	Clark	Patricia	Instructor, Business Administration
45	Colton	Cathy	Instructor, English
46	Cooling	Christopher	Instructor, Communication
47	Coykendall	Mark	Instructor, Biology
48	Crews	Therese	Instructor, Dance
49	Cullen II	Michael	Instructor, Human Services
50	Cumpston	Ryan	Instructor, Earth Sciences

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
51	Cunningham	Alaide	Instructor, Communications
52	Dameron	Kristina	Instructor, Biology
53	Dodd	Robert	Instructor, Business Administration
54	Dublis	Katherine	Instructor, English
55	Durbha	Vara	Instructor, Psychology
56	Edwards	Janice	Instructor, Engineering
57	Egler	Elliot	Instructor, Surgical Technology
58	Fasano	Lisa	Instructor, Medical Assisting
59	Faulk	Josephine	Instructor, History
60	Filiatreault	Doria	Instructor, Sociology
61	Filicette	Teresa	Instructor, Academic Success
62	Finer	Evan	Instructor, Psychology
63	Fisher	Janet	Instructor, Academic Success
64	Flack	Michael	Instructor, Music

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
65	Folger	Tracie	Instructor, Theatre
66	Forsberg	Imelda	Instructor, Basic Nurse Assisting
67	George	Edwin	Instructor, Philosophy
68	Gifford	Fred	Instructor, Communication
69	Giordani	Tania	Instructor, ABE/GED Mathematics
70	Gollapudi	Lakshmi	Instructor, Biology
71	Gonder	Patrick	Instructor, English/Humanities
72	Gordon	Gregory	Instructor, History
73	Habeger	Hans	Instructor, Art
74	Harper	Lynn	Instructor, Communication
75	Hasbrouck	Jason	Instructor, Mathematics
76	Hasbrouck	Kim	Instructor, Mathematics
77	Hawarny	Rebecca	Instructor, Nursing
78	Hay	Marsha	Instructor, Biology

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
79	Hester	Joseph	Instructor, ESL
80	Hines	Jeffrey	Instructor, Machine Tool Trade
81	Hobart	Laura	Instructor, Mathematics
82	Howell	Jeffrey	Instructor, Fire Science Technology/Emergency Management
83	Hulvat	Jennifer	Instructor, Criminal Justice
84	Hunt	Barbara	Instructor, Nursing
85	Hunter	Byron	Instructor, Mathematics
86	Hutchinson	Frederic	Instructor, Sociology
87	Hwang	Saehan	Instructor, Mathematics
88	Illg	Karsten	Instructor, Welding
89	Iordan	Dubravca	Instructor, Nursing
90	Jacobs	Mary	Instructor, Dental Hygiene
91	Janson	Pamela	Instructor, Business and Supply Chain Management
92	Jimenez	Miguel	Instructor, English

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
93	Jones	Malika	Instructor, Adult Basic Education Transitions
94	Jones	Shane	Instructor, Biology
95	Kaur Singh	Neeru	Instructor, Health Information Technology
96	Keesling	Derrek	Instructor, Automotive Technology
97	Kellerhals	William	Instructor, Photonics
98	Kikuchi	Kenneth	Instructor, Psychology
99	Klick	Laura	Instructor, Horticulture
100	Kordik	Cheryl	Instructor, Chemistry
101	Kozien	Michael	Instructor, Digital Media and Design
102	Krachtus	Deborah	Instructor, Nursing
103	Krishnamurthy	Venkatram	Instructor, Business Administration
104	Kumar	Sanjay	Instructor, Computer Information Technology
105	Kupetz	John	Instructor, Digital Media and Design
106	Kurbanov	Elbek	Instructor, Chemistry

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
107	Kurup	Shyam	Instructor, Mathematics
108	Kusiak	Kathy	Instructor, English
109	Lally	Martha	Instructor, Psychology
110	Latza	Michael	Instructor, English
111	Ledvina	Holly	Librarian
112	Lee	Jenny	Instructor, English
113	Lee	Yoonill	Instructor, Electrical Engineering Technology
114	LeFeber	Lindsey	Librarian
115	Leifheit	Cristen	Instructor, Art/Digital Media
116	Leiter	Derek	Instructor, Pharmacy Technician
117	Lenz	Steven	Instructor, Heating and Air Conditioning Engineering Technology
118	Leonard	Michelle	Instructor, Electronics Technology
119	Liles	Ty	Instructor, Geography
120	Lossmann	Robert	Instructor, Art

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
121	Lozano	Christina	Instructor, Medical Imaging
122	MacDonald	Cynthia	Instructor, Nursing
123	MacDonald	Lucia	Instructor, Nursing
124	Martens	Richard	Instructor, English
125	Martin	Elisabeth	Instructor, Biology
126	Maslanka	Vasilka	Instructor, English
127	Mazilu	Ana	Instructor, Physics
128	Melnytschuk	Christina	Instructor, Health Information Technology
129	Mikol	Carmella	Instructor, Nursing
130	Milburn	Colleen	Instructor, Nursing
131	Miller	Gayle	Instructor, Paralegal Studies
132	Mudrock	Jeffrey	Instructor, Mathematics
133	Mullinax	Stefan	Instructor, Economics
134	Munk	Rebecca	Instructor, Philosophy

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
135	Murphy	Timothy	Instructor, Political Science
136	Nehring	Annette	Instructor, Mathematics
137	Nelson	Michele	Instructor, English
138	Norwood	Angela	Instructor, Phlebotomy
139	Novinska	Teresa	Instructor, Hospitality and Culinary Management
140	O'Connell	Mary	Librarian
141	O'Grady	Elizabeth	Instructor, Biology
142	Oliva	Sonia	Instructor, Sociology
143	Ott	Adina	Instructor, Chemistry and Pharmacy Technician
144	Otto	Laura	Instructor, English
145	Pabedinkas	Joana	Instructor, Health and Wellness Promotion
146	Palumbo	Scott	Instructor, Anthropology
147	Pitrello	Antonia	Instructor, Anthropology
148	Poma	Gladys	Instructor, Mathematics

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
149	Porter	Margie	Instructor, Mechanical Engineering
150	Priest	Eric	Instructor, Earth Sciences
151	Proctor	Michelle	Instructor, Education
152	Proft	Kari	Instructor, Communication
153	Pryga	Suzanne	Instructor, Sociology
154	Racina	Janet	Instructor, Nursing
155	Raman	Vasumathi	Instructor, Economics
156	Rasmussen	Matthew	Instructor, Psychology
157	Reed	Scott	Instructor, Mathematics
158	Remedi	Robert	Instructor, Biology
159	Rhodes	Kenneth	Instructor, Phlebotomy
160	Rich	Craig	Instructor, Theatre
161	Rios	Alfredo	Instructor, Automotive Collision Repair/Welding
162	Rogers	Eric	Instructor, Psychology

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
163	Rolli	William	Instructor, Mathematics
164	Roque	Ravinal	Instructor, Nursing
165	Rowe	Erick	Instructor, Art Photography
166	Ruiz-Velasco	Theresa	Instructor, Spanish
167	Schael	Diane	Instructor, Early Childhood/Elementary Education
168	Scheffler	Mary	Instructor, Nursing
169	Scherbaum	Robert	Instructor, Computer Information Technology
170	Schevera	Nicholas	Instructor, English
171	Scott	Lorri	Instructor, Paralegal Studies
172	Seitz	Jeanine	Instructor, Biology
173	Simmons	Tara	Instructor, Chemistry
174	Smith	Mark	Instructor, Mathematics
175	Soller	Richard	Instructor, Communication
176	Soybel	Phyllis	Instructor, History

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
177	Sprague	Jonathan	Instructor, Mathematics
178	Staben	Jennifer	Instructor, English
179	Stahl	Esley	Instructor, English
180	Starzec	Kathryne	Instructor, English
181	Starzec	Larry	Instructor, English
182	Stegman	Patrick	Instructor, Accounting
183	Taha	Jack	Instructor, Medical Assisting
184	Tenuto	John	Instructor, Sociology
185	Thomas	Jacinta	Instructor, ELI/English
186	Thomas	John	Instructor, Mathematics
187	Thomas-George	Cindu	Instructor, Communication
188	Thompson	Danielle	Instructor, Dental Hygiene
189	Thornburgh	Stewart	Instructor, Mathematics
190	Toch	Mark	Librarian

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
191	Trimier	Jacqueline	Instructor, Philosophy/Humanities
192	Trombino	Cynthia	Instructor, Biology
193	Twardock	Robert	Instructor, Engineering
194	Utecht	Christopher	Instructor, Criminal Justice
195	Valentine-French	Suzanne	Instructor, Psychology
196	Valtierra	Felipe	Instructor, Automotive Technology
197	Varblow	Jeffrey	Instructor, Accounting
198	Vena	William	Instructor, Hospitality and Culinary Management
199	Wakefield-Thorne	Heide	Instructor, Nursing
200	Wells	Theodore	Instructor, Automotive Technology
201	White	Tonitta	Instructor, Economics
202	Wiechert	Lynn	Instructor, Medical Imaging
203	Wilson	Beth	Instructor, Chemistry
204	Wismer	Carol	Instructor, Biology

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FACULTY EMPLOYMENT CONTRACTS

	Last Name	First	Position Title
205	Wolf	Page	Faculty Development Instructional Developer
206	Wyniawskyj	Christopher	Instructor, Mathematics
207	Xiang	Yang	Instructor, Digital Media and Design
208	Yanez	Yanez	Instructor, Spanish
209	Zhai	Zhai	Instructor, Geology

Recommendation: Approve the above full-time instructional and non-instructional faculty contracts for the 2021-2022 academic year. Contracts are for public review at: <http://dept.clcillinois.edu/pre/contracts/ContractsApril2021.pdf>

11.3 FULL-TIME EMPLOYMENT – SABBATICAL LEAVE OF ABSENCE

In accordance with the provisions of Article 45 of the collective bargaining agreement between the Board of Trustees and the College of Lake County Federation of Teachers, a Sabbatical Leave Committee reviewed the submitted proposals and is submitting the following recommendation for FY 2022.

The following recommendation has been determined to be acceptable, in accordance with the collective bargaining agreement:

Name	Title	Duration of Leave
Josie Faulk	Instructor, History	Spring Semester

This sabbatical will be used to study the history and culture of Malta. The sabbatical will include: 1. Participation in classes in Maltese at the University of Malta Junior college to increase knowledge about the history of Malta; 2. Participation in an archaeological project; and 3. Volunteerism in two archaeological museums. These immersion experiences in history, culture, and language will result in curriculum expansion in credit-bearing and non-credit-bearing courses in History, Culinary, and Professional Development. Additionally, this sabbatical supports the potential development of an international partnership between CLC and the University of Malta.

Recommendation: Approve a sabbatical leave of absence for Josie Faulk, History Faculty member, as indicated above.

AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS

11.4 PROMOTIONS AND TRANSFERS

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

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Promotion	Arias, Martha	Classified Position Number: 0168 Academic Accounting Technician, Engineering, Mathematics and Physical Sciences Division	Specialist Position Number: 1765 Career Program Manager, Business and Social Sciences Division	B23 \$20.41/ Hour Nonexempt	C41 \$51,400/ Annual Exempt	5/3/2021	5/3/2021-6/30/2021
2	Promotion	Catalan, Lucy	Part-time, Classified Position Number: 0938 Registration Services Representative, Registration Services	Full-time, Classified Position Number: 0068 Registration Services Representative, Registration Services	B22 \$18.09/ Hour Nonexempt	B22 \$18.09/ Hour Nonexempt	5/3/2021	N/A
3	Promotion	Cordova Arteaga, Jennifer	Specialist Position Number: 1250 Student Success Coordinator*, Adult Education	Specialist Position Number: 0074 Student Success Manager, Adult Education	B32 \$50,899/ Annual Exempt	C41 \$55,000/ Annual Exempt	5/3/2021	5/3/2021-6/30/2021
4	Promotion	Davis, Angelina	Specialist Position Number: 1091 Student Records Specialist, Student Records	Specialist Position Number: 0172 Curriculum Coordinator, Educational Affairs	B23 \$19.94/ Hour Nonexempt	B32 \$22.83/ Hour Nonexempt	5/3/2021	5/3/2021-6/30/2021
Recommendation: Approve the above actions.								

*Grant/externally funded position.

11.5 FISCAL YEAR 2022 STAFF BENEFITS

The College’s Health and Welfare benefits plans are reviewed each fiscal year and are evaluated by the Insurance Benefits Committee, which is comprised of representatives of each employment classification and the administration. The College is assisted in this process by Alliant Mesirow Insurance Services, the College’s benefits broker/consultant.

It is proposed that the College continue to offer the insurance benefit plans through each of the carriers listed below. The projected amount listed represents the total renewal cost, including any fixed fees, based on expected enrollment. The Board reviewed these recommendations at the April 6, 2021 Committee of the Whole meeting.

	Coverage	Carrier	Renewal Date	Total Projected Cost Amount	Recommendation
1	Medical	Blue Cross Blue Shield of Illinois	7/1/2022	\$12,955,230	Remain with BCBSIL offering PPO and HMO options. Total estimated cost increase with two plan design changes is \$137,011. The employer cost share is 80% – 95% based on employee classification, plan election and tier.
2	Dental	Delta Dental Illinois	7/1/2023	\$536,480	Remain with Delta Dental offering PPO and DHMO options. The total estimated cost decrease is \$13,086. The employer subsidizes the cost of employee only coverage. Administrative fee rate guarantee to 7/1/2023.
3	Vision	Superior Vision	7/1/2025	\$88,234	Remain with Superior Vision offering Core plan and Premium plan options. The employer subsidizes the cost of employee only coverage, Core plan. Rate guarantee to 7/1/2025.

AGENDA ITEM 11.5 - HUMAN RESOURCES RECOMMENDATIONS

11.5 FISCAL YEAR 2022 STAFF BENEFITS

	Coverage	Carrier	Renewal Date	Total Projected Cost Amount	Recommendation
4	Basic Life/AD&D	Blue Cross Blue Shield of Illinois (formerly Dearborn National)	7/1/2024	\$96,953	Remain with BCBSIL. Employer paid premium. Rate guarantee extended through 7/1/2024.
5	Voluntary Life/AD&D	Blue Cross Blue Shield of Illinois (formerly Dearborn National)	7/1/2024	\$172,079 (Employee paid)	Remain with BCBSIL. Rate guarantee extended through 7/1/2024.
6	Voluntary Long Term Disability (Faculty)	Blue Cross Blue Shield of Illinois (formerly Dearborn National)	7/1/2024	\$23,696 (Faculty paid)	Remain with BCBSIL. Rate guarantee extended through 7/1/2024.
7	Group Long Term Disability	Blue Cross Blue Shield of Illinois (formerly Dearborn National)	7/1/2024	\$62,873	Remain with BCBSIL. Employer paid premium. Rate guarantee extended through 7/1/2024.
8	Flexible Spending Account, Transit and Commuter Parking	Benefits Resource, Inc.	7/1/2021	\$13,867	Approved at the March 16, 2021 Board meeting.
9	Voluntary Long Term Care	CNA	Closed as of 2/1/2016	None	Employee pays full premium through direct bill. No new enrollments as of 2/1/2016.

AGENDA ITEM 11.5 - HUMAN RESOURCES RECOMMENDATIONS

11.5 FISCAL YEAR 2022 STAFF BENEFITS

	Coverage	Carrier	Renewal Date	Total Projected Cost Amount	Recommendation
10	Employee Assistance Program (EAP)	Magellan Behavioral Health	7/1/2021	\$18,505	Remain with Magellan Health. Employer paid fee. Rate guarantee until 7/1/2024.
11	COBRA Administration	Benefits Resource, Inc.	7/1/2021	\$3,904	Approved at the March 16, 2021 Board meeting.
12	Voluntary Critical Illness	Guardian	7/1/2023	\$10,787 (Employee paid)	Remain with Guardian. Rate guarantee until 7/1/2023.
13	Voluntary Hospital Indemnity	Guardian	7/1/2023	\$5,415 (Employee paid)	Remain with Guardian. Rate guarantee until 7/1/2023.
14	Voluntary Identity Theft Protection	Allstate InfoArmor	7/1/2023	\$5,479 (Employee Paid)	Remain with Allstate. Rate guarantee until 7/1/2023
	Total			<u>\$13,993,502.00</u>	
Recommendation: Approve the Health and Welfare benefit plans as described above, effective July 1, 2021.					

11.5 FISCAL YEAR 2022 STAFF BENEFITS – NON-UNION EMPLOYEE PREMIUM CONTRIBUTION

In an effort to continue to standardize non-union employee’s medical premium share contribution rates, which align with the total rewards philosophy per the Board’s guiding principles, it is proposed that all non-union employees, regardless of hire date, continue to contribute to their medical insurance coverage through the College by contributing a percentage of each coverage tier for FY 2022.

It is recommended that the medical premium rate structure outlined below be effective July 1, 2021 for FY 2022. This structure represents no increase in the percentage rate of contributions for benefit-eligible, non-union Classified, Specialist, Professional, and Administrative staff.

Employee Classification	Coverage Tier	Standard PPO	HMO Illinois
Classified and Specialist	Employee Only	5%	5%
	Employee + Spouse	5%	5%
	Employee + Child(ren)	5%	5%
	Employee + Family	10%	10%
Administrative and Professional	Employee Only	15%	15%
	Employee + Spouse	15%	15%
	Employee + Child(ren)	15%	15%
	Employee + Family	20%	20%
Recommendation: Approve the non-union employee premium contribution as described above, effective July 1, 2021.			

11.5 FISCAL YEAR 2022 BENEFITS – SURS DEFERRED COMPENSATION PLAN

State Universities Retirement System (SURS) is implementing a voluntary Deferred Compensation Plan (DCP) through Internal Revenue Service Code 457(b) to offer retirement savings plan to eligible members. As a SURS employer, the College is required to adopt this plan by June 30, 2021 under Section 15-202 of the Illinois Pension Code. Adoption requires a Board resolution and approval of an Employer Participation Agreement. The resolution and Employer Participation Agreement are provided in the following pages. Neither employees nor the College are required to contribute to the SURS DCP.

Recommendation: Adopt the SURS Deferred Compensation Plan Board resolution and Approve the Employer Participation Agreement, as presented.

**STATE UNIVERSITIES RETIREMENT SYSTEM
DEFERRED COMPENSATION PLAN**

RESOLUTION TO ADOPT PLAN

WHEREAS, the State Universities Retirement System Deferred Compensation Plan ("Plan") is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue ("Code") established and is administered by the State Universities Retirement System ("System") pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.;

WHEREAS, the Plan is funded by elective deferrals, and if elected by the Employer in the Employer Participation Agreement, discretionary employer contributions;

WHEREAS, contributions to the Plan are held in Trust by SURS as Trustee pursuant to the State Universities Retirement System Master Trust Agreement ("Trust Agreement") and are invested in investment options selected and monitored by SURS;

WHEREAS, SURS has contracted with certain service providers ("Service Providers") to administer the Plan in accordance with its written terms and applicable law;

WHEREAS, Section 15-202 of the Illinois Pension Code, 40 ILCS 5, et seq., and Section 2.02(v) of the Plan provide that an employer that is subject to Article 15 of the Illinois Pension Code and that is an eligible employer within the meaning of Code Section 457(e)(1)(A) offer the Plan to its eligible employees;

WHEREAS, the Employer is an employer subject to Article 15 of the Illinois Pension Code, and is an eligible employer within the meaning of Code Section 457(e)(1)(A); and

WHEREAS, the Employer has reviewed the Plan, is authorized by law to adopt this Resolution, and is concurrently executing an Employer Participation Agreement for the Plan, which shall constitute a part of the written terms of the Plan.

NOW THEREFORE the governing body of the Employer hereby resolves:

Section 1. The Employer adopts the Plan for the benefit of its eligible employees, including the Employer Participation Agreement which is attached hereto and made a part of this Resolution.

Section 2. The Employer agrees to abide by the terms of the Plan and the Trust Agreement, including amendments to the Plan and the Trust Agreement, and all applicable provisions of the Code, the Illinois Pension Code, and other applicable law.

Section 3. The Employer agrees to enroll only those individuals who are employees, as defined in Section 15-107 of the Illinois Pension Code, of the Employer. An employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Section 4. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in the Trust for the exclusive benefit of participants and their beneficiaries under the Plan. No part of

the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries and for defraying reasonable expenses of the Plan. All contributions to the Plan shall be held, managed, invested and distributed as part of the Trust in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust pursuant to the terms of the Plan.

Section 5. This Resolution and an Employer Participation Agreement shall be submitted to SURS. SURS shall determine whether the Resolution and the Employer Participation Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement employee participation in the Plan. SURS may refuse to approve a Resolution and/or an Employer Participation Agreement from an employer that does not have state statutory authority to participate in the Plan. The Employer hereby acknowledges that it is responsible for assuring that this Resolution and the Employer Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Employer as of the date set forth below in accordance with applicable law.

By: _____

Print Name: _____

Title: Chair, Board of Trustees, College of Lake County

Date: _____

**STATE UNIVERSITIES RETIREMENT SYSTEM
DEFERRED COMPENSATION PLAN**

EMPLOYER PARTICIPATION AGREEMENT

The undersigned employer ("Employer") and the State Universities Retirement System ("SURS") agree to the participation of the Employer in the State Universities Retirement System Deferred Compensation Plan ("Plan"). The Plan is sponsored and administered by SURS and is intended to qualify as an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") that is a governmental plan under Code Section 414(d) and Section 3(33) of the Employee Retirement Income Security Act of 1974 ("ERISA").

Complete this Participation Agreement only if the Employer is both an employer subject to Article 15 of the Illinois Pension Code and an eligible employer within the meaning of Code Section 457(e)(1)(A).

A. EMPLOYER INFORMATION

Name: College of Lake County

Address: 19351 Washington St
Grayslake, IL 60030-1198

Tax ID Number: 3 6 - 2 6 4 8 7 6 0

B. TYPE OF ADOPTION AND EFFECTIVE DATE

The Employer's Plan document shall consist of this Employer Participation Agreement ("Agreement") and the Plan document, as amended from time to time. All capitalized terms in this Agreement shall have the meaning set forth in the Plan document.

It is very important that this Employer Participation Agreement be completed accurately to ensure consistency between the Plan and actual plan operation. The Employer may prospectively change the terms of its participation in the Plan at any time by completing a new Employer Participation Agreement with SURS.

This Agreement is for the following purpose (*check and complete one only*):

1. This is a new 457(b) deferred compensation plan adopted by the Employer for its Employees effective July 1, 2021 (*insert effective date of this Agreement*).
2. This is an amendment to be effective as of _____, _____ (*insert effective date of this amendment*) to the current Agreement previously adopted by the Employer, which was originally effective _____, _____ (*insert effective date of the original Agreement*).
3. This is an amendment and restatement of another 457(b) deferred compensation plan maintained by the Employer, effective

_____, _____ (insert effective date of this Agreement). This Employer's prior plan was originally effective _____, _____ (insert effective date of the prior plan). The Employer understands that it is the Employer's responsibility to ensure that the prior plan met all applicable state and federal requirements.

C. CUSTODY OF ASSETS. Code Section 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries in a Trust pursuant to the terms of the Plan.

D. PARTICIPATION. An Employee may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions immediately upon commencement of employment with the Employer. "Employee" means an individual who is an employee, as defined in Section 15-107 of the Illinois Pension Code, of an Employer. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

E. ELECTIVE DEFERRALS. All Employees of the Employer shall be permitted to make Elective Deferrals to the Plan. Elective Deferrals include Pre-Tax Contributions and Roth Contributions. A Participant shall be 100% Vested in his or her Elective Deferrals at all times.

F. DISCRETIONARY MATCHING CONTRIBUTIONS.

1. The Employer shall (check and complete one only):

a. not make Discretionary Matching Contributions.

b. match _____% of Elective Deferrals of up to _____% of Compensation each pay period annually.

c. match _____% of the first \$_____ of Elective Deferrals each pay period annually.

d. match the percentage or amount of Elective Deferrals that the Employer determines in its discretion for the Plan Year. **The Employer agrees to submit to SURS a resolution or policy duly adopting the percentage or amount and frequency of matching contributions prior to July 1st of the applicable Plan Year(s).**

Check this box if the Discretionary Matching Contributions match elective deferrals made to another plan, and enter the name of the plan:

NOTE: Any Discretionary Matching Contribution will reduce, dollar for dollar, the Elective Deferrals that a Participant can contribute.

2. The Employer shall make Discretionary Matching Contributions for the following Employees (complete only if Discretionary Matching Contributions will be made to the Plan; check and complete as many as applicable):

- a. any full-time Employee, defined as an Employee who has _____ or more Hours of Service per week.
- b. any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has _____ or more Hours of Service per week.
- c. any Employee in the following class(es) of Employees:

NOTE: Any changes to the class of employees eligible for Discretionary Matching Contributions will require an updated Employer Participation Agreement

- 3. A Participant shall be 100% Vested in his or her Discretionary Matching Contributions at all times; provided, however, that if SURS enacts an Eligible Automatic Enrollment Arrangement under Section 4.2(e) of the Plan, Discretionary Matching Contributions related to a withdrawal of Automatic Pre-Tax Contributions in accordance with Section 4.2(e)(4) will be placed in a forfeiture account and used first to reduce the Employer's Discretionary Matching Contributions, if any, and then to reduce the Employer's Discretionary Nonelective Contributions, if any.

G. DISCRETIONARY NONELECTIVE CONTRIBUTIONS.

- 1. The Employer shall (*check and complete one only*):
 - b. not make Discretionary Nonelective Contributions.
 - c. contribute _____% of Compensation on behalf of each Participant each pay period annually.
 - d. contribute \$ _____ on behalf of each Participant each pay period annually.
 - e. contribute the percentage or amount that the Employer determines in its discretion for the Plan Year. **The Employer agrees to submit to SURS a resolution or policy duly adopting the percentage or amount and frequency of nonelective contributions prior to July 1st of the applicable Plan Year(s).**

NOTE: Any Discretionary Nonelective Contribution will reduce, dollar for dollar, the amount a Participant can contribute.

- 2. The Employer shall make Discretionary Nonelective Contributions for the following Employees (*complete only if Discretionary Nonelective Contributions will be made to the Plan; check and complete as many as applicable*):

- a. [] any full-time Employee, defined as an Employee who has _____ or more Hours of Service per week.
- b. [] any permanent part-time Employee, defined as an Employee who is not a full-time Employee and who has _____ or more Hours of Service per week.
- c. [] any Employee in the following class(es) of Employees:

NOTE: Any changes to the class of employees eligible for Discretionary Non-Elective Contributions, will require an updated Employer Participation Agreement

- 3. A Participant shall be 100% Vested in his or her Discretionary Nonelective Contributions at all times.

H. ADMINISTRATIVE INFORMATION.

In executing this Employer Participation Agreement, the Employer agrees:

- that it is eligible to adopt the Plan, and that its governing body has adopted a resolution to approve the adoption of the Plan for its eligible employees, which resolution has been provided to SURS or its designee;
- to be bound by all terms of the Plan document, as applicable, the terms of this Employer Participation Agreement, and the rules and regulations of SURS, all as may be amended from time to time, and that no oral understanding not incorporated into this Agreement is binding on any party;
- to provide any information reasonably requested by SURS or a service provider from time to time to properly administer the Plan in accordance with its terms and applicable law;
- to allow SURS and/or the service providers reasonable access to eligible employees to assist with enrollment in and administration of the Plan;
- to be solely responsible for the correction of any operational or compliance errors resulting from the Employer's failure to perform its responsibilities or provide accurate information to SURS or a service provider;
- that all contributions to the Plan will be deposited in the State Universities Retirement System Master Trust for the exclusive benefit of participants and beneficiaries, and that the Employer shall have no right to Trust assets;
- that participants in the Plan have the right to direct the investment of their accounts by choosing among the investment options selected by SURS and offered under the Plan,

and that any participant who does not provide timely investment direction will be deemed to have elected the Plan's default investment, as selected by SURS;

- that participants will be charged fees for the investment and administration services provided by SURS and the service providers, which will be offset against investment returns or deducted from participant accounts periodically; and
- that the Employer has consulted, to the extent necessary, with its own legal and tax advisors.

The Employer further agrees that it is responsible for the following areas of compliance:

- determining and monitoring employee eligibility in accordance with the terms of the Plan and the Employer Participation Agreement;
- entering into salary reduction agreements with Employees and timely remitting all Elective Deferrals and Discretionary Employer Contributions, if any, to the Plan; and
- complying and monitoring the applicable contribution limits under the Code as such limits apply to the Plan and any other Code Section 457(b) plan offered by the Employer in which Employer's employees participate, including the elective deferral limit under Code Sections 457(b)(2), 457(b)(3), 457(c), and 457(e)(18).

This Employer Participation Agreement is duly executed on behalf of the Employer by the undersigned authorized signatories and shall be effective as indicated in Section B.

EMPLOYER'S AUTHORIZED SIGNATORIES:

By: _____

By: _____

Print: _____

Print: _____

Title: Chair, Board of Trustees, College of Lake County

Title: Secretary, Board of Trustees, College of Lake County

Date: _____

Date: _____

ACCEPTANCE OF EMPLOYER'S PARTICIPATION IN THE STATE UNIVERSITIES RETIREMENT SYSTEM DEFERRED COMPENSATION PLAN:

By: _____
Suzanne Mayer, Interim Executive Director

Date: _____