



REPORT TO THE BOARD OF TRUSTEES

MAY 18, 2021



MISSION

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

VISION

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

STRATEGIC PILLARS

Access and Success for Students
Equity and Inclusion
Teaching and Learning Excellence
Community and Workforce Partnerships
Collaborative Culture
Strategic Use of Resources



College of Lake County
Community College District No. 532
May 18, 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/NszgIMCau-k>.

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 May 18, 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 Board Chair Comments
 - 1.2 Approval of Agenda

02. Approval of Minutes
 - *2.1 Regular Meeting of April 27, 2021
 - 2.2 Closed Meeting of the Regular Meeting of April 27, 2021

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

04. Chair's Report
 - 4.1 Student Trustee Report
 - 4.2 Appointment of Trustee Liaisons to Foundation Board, University Center of Lake County, ICCTA, and Other Ad Hoc Committees

05. President's Report
 - 5.1 Fiscal Year 2022 Budget Proposal

Agenda for Regular Meeting of May 18, 2021

06. Approval of Board Policies and Objectives
 - * 6.1 Policy 909 – Responsible Use of Technology – Revised – First Reading; Policy 965 – Information Security Policy – Eliminated; First Reading (pp. 2-6)
 - * 6.2 Policy 911 – Use of College Facilities – Revised – First Reading (pp. 7-10)
 - * 6.3 Policy 124.1 – Public Participation – New – First Reading (pp. 11-12)

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. 13-26)
 - * 7.3 Authorization of the Budget Hearing and Approval to Publish the Notice Placing Fiscal Year 2022 Budget on Public Display (pp. 27-28)

08. Approval of Purchasing
 - * 8.1 Biddable Items
 - Products
 - Master Plan Phase 0 Furniture Purchase and Installation (Midwest Office Interiors, Inc.) (p. 29)
 - Services
 - Electrical Sign and Lighting Replacement (Associated Electrical Contractors, LLC) (p. 30)
 - * 8.2 Non-Biddable Items
 - Products
 - Services
 - Talent Assessment Software Subscriptions (Business Talent Solutions, Inc.) (p. 31)
 - 8.3 Disposal

09. Approval of Contracts and Grants
 - * 9.1 Approval of the 2021 Partnership Agreement with Lake County Partners (pp. 33-34)
 - * 9.2 Appoint Legal Counsel and Authorization to Approve Legal Services Agreement (p. 35)
 - * 9.3 Acceptance of the Small Business Development Center / International Trade Center Grant (p. 36)
 - * 9.4 Acceptance of the American Rescue Plan Act of 2021 (ARP) Allocation (p. 37)

10. Approval of Programs
 - * 10.1 2022-2023 Academic Calendar – Revised (p. 39)

Agenda for Regular Meeting of May 18, 2021

11. Approval of Human Resources Recommendations

* 11.1 Resignations and Retirements (pp. 41-42)

* 11.2 Personnel and Position Changes (pp. 43-46)

* 11.3 Full-Time Employment

- Vacant Position (p. 47)

- Administrative Hire (p. 48)

- Faculty (p. 49)

- Probationary Period Completed (pp. 50-52)

- Reappointment of Grant-Funded Positions (pp. 53-54)

- FY 2022 Employment Status of Administrative Personnel (pp. 55-56)

- FY 2022 Employment Status of Professional Personnel (p. 57)

- FY 2022 Employment Status of Specialist Personnel (pp. 58-64)

- Approval of College of Lake County 2021-2022 Department Chair Hours (pp. 65-68)

- Approval of College of Lake County 2021-2022 Co-Curricular Appointments (pp. 69-70)

- Sabbatical Leave of Absence (pp. 71-74)

Note: Copies of all proposed employee contracts are available at

<http://dept.clcillinois.edu/pre/contracts/ContractsMay2021.pdf> or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.

* 11.4 Promotions and Transfers (p. 75)

* 11.5 Staff Benefits

- Annual Employee Salary Increase and Salary Structure Adjustment Fiscal Year 2022 (p. 76)

11.6 Other

12. Closed Meeting

13. Other Matters for Information, Discussion, or Action

14. Adjournment

* Report Enclosed

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**6.1 POLICY 909 – RESPONSIBLE USE OF TECHNOLOGY – Revised – First Reading; and
POLICY 965 – INFORMATION SECURITY POLICY – Eliminated – First Reading**

Board approval is requested to revise Policy 909 – Responsible Use of Technology and eliminate Policy 965 – Information Security Policy (key points of which are revised and incorporated into the proposed revised Policy 909, or will be referenced in the Administrative Expectations, implementing this Policy). Policy 909 was last updated in August 2016 and Policy 965 was last updated in 2007. The revisions cover the responsible use of College-owned technology and align with the College’s cybersecurity objectives. The adoption and implementation of this change aligns with Strategic Plan Pillar 6 – Strategic Use of Resources.

The proposed revisions to Policy 909, which incorporates concepts relevant to current Policy 965 (proposed to be eliminated), has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from faculty, staff and students.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action is requested at this time.

909 RESPONSIBLE USE OF TECHNOLOGY

The College of Lake County acknowledges that creating, editing, retrieving, sharing, and analyzing information are critical capabilities for the success of those that use its technology resources (including, but not limited to students, employees, volunteers, approved vendors, and community members). The College ensures the availability of that information by expecting that use of CLC technology (the devices, software, networks, and services, etc. operated by or on behalf of the College of Lake County) is for the purpose of and in alignment with the College’s expectations, mission, and values.

The College’s responsible use of technology and cybersecurity practices help to maintain the availability of those critical capabilities and defend against cybersecurity breaches and incidents, including those which might impact the unwarranted disclosure of CLC proprietary information (that which pertains to CLC’s strategy and operations and that which is related to applicable laws or regulations such as FERPA, HIPAA, and other privacy laws, etc.). As such, the College sets limits on the use of CLC technology so as to achieve its cybersecurity objectives.

To facilitate the above objectives, the College maintains and publicizes expectations for the use of CLC technology and educates users on them. Those who use CLC technology are expected to know and comply with its expectations, including but not limited to:

- CLC technology use should be for the purpose of performing duties and responsibilities in connection with an employee’s position, or a vendor/volunteer’s association, with the College.
- CLC technology use should be for the purpose of a student’s enrollment at the College for classes or programs, or in connection with a student’s learning activities.
- CLC technology use should be for the specific purpose of engaging in CLC’s mission and vision.
- CLC technology use should be in a manner and for a purpose that aligns with the values of the College
- CLC technology use should comply with the College’s cybersecurity objectives and expectations.

Using CLC technology in ways that are not aligned with policies, objectives and expectations, or which introduce unnecessary and unacceptable risk to the services, reputation, finances, strategic and constituent information of the College is prohibited. Violations of this Policy may result in disciplinary action up to and including termination, expulsion, and/or other corrective or remedial sanctions.

The College reserves the right to limit, restrict, extend, or deny computing privileges and access to CLC technology. The College also reserves the right to monitor and record the usage of all resources owned or operated by the College.

The College’s Administration will maintain and implement expectations consistent with the Policy and make them available to users of the CLC technology.

Acceptable Use of Information Technology

~~Use of any information technology implicitly affirms that you will abide by all applicable federal, state and College policies that govern technology and information resources.~~

~~All use of Information Technology shall be for purposes of, or in support of:~~

- ~~1. teaching and learning;~~
- ~~2. administration;~~
- ~~3. economic development; or~~
- ~~4. research~~

Unacceptable Use of Information Technology

- ~~1. It is not acceptable to use the College’s equipment or facilities for any illegal purposes which violate U.S. or state laws.~~
- ~~2. It is not acceptable to use the College’s facilities in such a way as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to the following: conducting profit-making activities or distributing unsolicited advertising unrelated to College of Lake County; transmitting threatening, obscene, or harassing materials or otherwise unwelcome e-mail; propagating computer viruses; playing computer games; watching movies not related to academic instruction; doing intentional damage or otherwise interfering with other individuals’ use of the Internet or computer files or programs; copying College owned software for personal use; or using the network to make unauthorized entry to other computational, information, or communications devices or resources.~~

~~In pursuit of its teaching and learning mission, the College provides access to information technology facilities and resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. Access to the College’s IT facilities and resources is a privilege granted to students, faculty, staff and other authorized users.~~

~~Access to facilities and resources may be granted by the College based on the College’s judgment of the following factors: relevant laws and contractual obligations, the requester’s need to know, the information’s sensitivity, and the risk of damage to or loss by the College. The college may require special training and the signing of a statement of responsibility before allowing access to IT facilities.—~~

AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

~~The College reserves the right to limit, restrict, extend or deny computing privileges and access to its IT resources. The College may allow individuals other than college students, faculty, or staff access to information so long as such access does not violate any license or contractual agreement; College policy; or any federal, state, county, or local law or ordinance.~~

~~Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail, file transfer, fax), image (graphics, television, video conferencing, and satellite systems).~~

~~The College reserves the right to monitor and record, on college-owned equipment, the usage of all information technology facilities and resources. All members of the College community who use IT facilities and resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources.~~

~~All users of the College's IT facilities and resources must respect the rights of other users, respect the integrity of the physical facilities, comply with all pertinent licenses, contractual agreements, and operating procedures, and uphold the highest standard of ethics.~~

Enforcement

~~Intentional or negligent corruption or misuse of IT facilities and resources are direct violations of the College's standards for conduct. Alleged violations of this policy will be processed in accordance with the processes outlined in the College's Policy Manual, Collective Bargaining Agreements and the statement of Student Rights and Responsibilities. Access and use violations of information technology facilities and resources will be treated seriously. The College will pursue criminal and civil prosecution of violators as it deems necessary.~~

Adopted 02/18/1997
Amended 08/23/2016
Amended _____

965 ~~INFORMATION SECURITY POLICY~~


Purpose

~~The College of Lake County Information Security Policy (the "Policy") serves to create an environment that will help protect all members of the College of Lake County community (the "college") from information security threats that could compromise privacy, productivity, reputation, or intellectual property rights.~~

~~This Policy is set forth in four sections: (1) the Purpose, Authority and Scope of the Policy, (2) Guiding Principles, (3) Roles and Responsibilities, (4) Enforcement of the Policy. Individuals and departments within the college may adopt additional information security requirements that are specific to their operations, provided that such requirements are consistent with this Policy.~~

~~However, in the event that more specific policies govern certain types of information, e.g., Family Educational Rights and Privacy Act (FERPA); Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), or financial information under the Gramm Leach Bliley Act (GLBA), the more specific policy will take precedence.~~

Scope

~~This policy applies to all personnel, systems, and facilities maintained, leased or created within the jurisdiction of the college information technology functions, hereafter referred to collectively as "CLC Technology Resources." This includes, but is not limited to, information maintained or created by the following:  Information Technology Services;~~

- ~~• College information processing facilities within the CLC system; e.g., local area networks, standalone microcomputers and other computing equipment that may or may not interact directly with the shared technology resources supported by the CLC;~~
- ~~• Computer Users; e.g., individual or department computer, or another application interacting with information processing resources, usually through timesharing, networking, and personal computer technologies and/or are assigned a user account;~~
- ~~• Consultants, contractors, or external processing services that provide processing of information for any division, department or section;~~
- ~~• All individuals who have physical access to information systems owned, leased, or managed by the CLC;~~
- ~~• Data integrity and errors introduced into the system resulting in corruption or loss of data or systems;~~
- ~~• Unauthorized access of covered data and information by employees and unauthorized requests for covered data and information;~~
- ~~• Unauthorized access thru hardcopy files or reports of data derived from covered systems~~

Guiding Principles

~~Information and information processing resources are valuable state assets. Access, use and processing of such resources, whether on state-provided devices or non-state-provided devices require adherence to applicable regulations, policies and standards. Access to confidential information is strictly limited and tightly controlled. The objectives of information security are to:–~~

- ~~• Ensure the processing of information in a secure environment.–~~
- ~~• Guarantee that the cost of security is commensurate with the value of the information to both the information owner and a potential intruder.–~~
- ~~• Guard against the unauthorized modification, destruction, or disclosure of information, whether accidental or intentional.–~~
- ~~• Establish safeguards to guarantee the integrity and accuracy of vital information.–~~
- ~~• Provide the ability for the college to effectively recover from unplanned business interruptions or disasters.–~~
- ~~• Make employees aware of local security policies and train them to support the policies.–~~
- ~~• Require compliance by users of the data with all state and appropriate federal requirements that relate to the control of and access to the college's information and information processing resources.–~~
- ~~• Ensure the security of all college's electronic communications.–~~
- ~~• Protect college's information technology assets and provide inventory management controls throughout the asset's life cycle.–~~

Roles & Responsibilities

~~The college recognizes that security threats could be both internal and external. Each and every employee plays a significant role in securing the college's data.–~~

- ~~• Information Technology Services—ensures that systems are in place to adequately secure data and communications.–~~
- ~~• Administrators—lead the effort in making sure each employee understands their role in securing data and the importance of protecting data.–~~
- ~~• Human Resources—provide training as necessary so that all employees understand key federal and state regulations that drive security policies and other training as needed.–~~
- ~~• Employees—understand and adhere to security policies and report any suspicious activities to appropriate security personnel.–~~

Enforcement

~~Intentional or negligent corruption or misuse of information and data resources are direct violations of the college's policies. Alleged violations of this policy will be processed in accordance with the processes outlined in the college's Policy Manual, Collective Bargaining Agreements and the statement of Student Rights and Responsibilities. Access and use violations of information technology and data resources will be treated seriously. The College will pursue criminal and civil prosecution of violators as it deems necessary.–~~

~~Adopted 08/07/2007–~~

6.2 POLICY 911 – USE OF COLLEGE FACILITIES – Revised – First Reading

Board approval is requested to revise Policy 911. The revisions align with the College’s Strategic Pillar 2-Equity & Inclusion whereby the College recognizes the value of freedom of speech and expression and that the College will accommodate free speech activities pursuant to reasonable time, place and manner regulations. Replacing the section titled “Free Speech Areas for Use by the General Public,” with “Speech and Expressive Activities on Campus” removes any interpretation of establishing “free speech zones,” which are often deemed unreasonably restrictive.

The proposed revisions to Policy 911, has been reviewed by the College’s legal counsel and are currently being vetted through CLC’s shared governance system, which includes representation from faculty, students and staff.

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

911 USE OF COLLEGE FACILITIES

The buildings and grounds (“Facilities”) of the College are available for public lectures, concerts and other educational and social events conducted in a manner and at times that do not interfere with regular College programs. The Vice President ~~for Administrative Affairs of Business Services and Finance and/or Vice President of Student Development~~ or their ~~his or her~~ designee, shall develop and publish Procedures for ~~Community~~ Use of College Facilities (“Administrative Procedures”) to implement the provisions of this Policy.

Requests by organizations or individuals for ~~permission to use~~ of College facilities or grounds at any campus location, regardless of whether the requester is associated with the College, shall be made to the ~~Facilities Department for submittal to the~~ Vice President of ~~Business Services and Finance Administrative Affairs~~ and/or Vice President of Student Development, or their ~~his or her~~ designee, who are authorized to approve or deny, or to impose reasonable time, place and manner restrictions on the granting of such requests. The ~~Facilities Department~~ ~~College~~ shall maintain a master calendar for the use of all College facilities, including use by organizations or individuals as authorized under this Policy.

Certain campus locations, as determined by the Vice President of ~~Business Services and Finance Administrative Affairs~~ and/or Vice President of Student Development, or their designee, in consultation with the Facilities Department and Campus Police and identified in the Administrative Procedures, will ordinarily not be available for use by the general public pursuant to this Policy.

Except as otherwise provided in this Policy ~~or its implementing Administrative Procedures~~, organizations requesting use of College facilities shall be sponsored by College departments or by student groups officially recognized by the College. In keeping with the College’s community service mission, organizations not sponsored by a College department or student organizations may request the use of space on campus. Commercial entities may not use College space for purposes of advertising, promoting, or selling goods or services; however, a College department or recognized student organization may sponsor a for-profit organization for the purpose of conducting fundraising to support its activities, in accordance with the Administrative Procedures.

Speech and Expressive Activities on Campus

The College of Lake County recognizes the value of freedom of speech and expressive activity on campus. The College will accommodate free speech activities in designated areas on campus by the College community, including students, employees, or others affiliated with the College, as well as individuals or groups not affiliated with the College, pursuant to reasonable time, place and manner regulations set forth in the Administrative Procedures implementing this Policy.

~~Free Speech Areas for Use by the General Public~~

~~The College of Lake County affirms the value of free speech and expressive activity on campus. The Vice President of Administrative Affairs or designee shall establish a free speech area for use by the general public in one or more campus locations that are readily accessible to the campus community. The Administrative Procedures shall identify these locations, the process for requesting or notifying the College concerning proposed use of these locations, and the responsibilities of College personnel in connection with such use.~~

~~These designed free speech areas shall be available without charge to be used for expressive activity (including information from or about political candidates) by members of the College community and general public, subject to limitations imposed on College officers and College employees by the State Ethics Act. Designated free speech areas may not be used for commercial purposes or to promote commercial enterprises. The Administrative Procedures may set appropriate limits or conditions on use of these areas so they remain available and accessible to various individuals or groups that wish to engage in expressive activity and to ensure the safety and security of the campus community and of College property. These conditions may include requiring that users pay the cost of the services for grounds maintenance, facilities or campus police, if the College in its discretion deems it necessary to provide them in particular cases.~~

Fees

Certain costs to the College associated with use of its facilities by outside entities should be recovered in full and should not be absorbed by College operating funds. Accordingly, service fees for the use of facility space, plus any fees for use of equipment, and technical, custodial and campus police personnel services, will be charged to outside organizations and individuals when space, equipment or services are requested by the users or deemed necessary by the College, including charges to external organizations whose event is being co-sponsored by an internal department. The Vice President of ~~Business Services and Finance-Administrative Affairs and/or Vice President of Student Development~~, or ~~their his or her~~ designee, will publish and periodically update a schedule of all fees, which will include facility space, equipment and rates for technical, custodial and/or campus police personnel deemed necessary for specific events and the facilities used. If special requests for altering the normal setup of a specific area or the use of special equipment are made, additional fees will be charged to cover these expenses.

Being integral parts of the educational mission, government agencies and any publicly funded College-affiliated or College-recognized groups will not be charged for set up, clean up or security for events held during normal working hours of technical, facilities or campus police personnel. When activities are held beyond normal working hours, fees may be charged. Adjustments or waivers of the room fees may be made available to organizations that co-sponsor or partner with internal College departments for events that benefit College students, provided

AGENDA ITEM 6.2 – BOARD POLICIES AND OBJECTIVES

advance approval is obtained, and the proper documentation is on file in the Facilities office.

Insurance, Responsibilities, and Liabilities

As determined by the Vice President of Business Services and Finance ~~for Administrative Affairs~~ and or Vice President of Student Development, or their ~~his or her~~ designee, organizations or persons using College facilities will be required to furnish adequate insurance for protections of participants, equipment, College property and employees. If an event poses an unusual risk to the College or its employees, a Certificate of Insurance with the minimum coverage determined by the College must be provided in advance for the use of College facilities. The ~~Facilities Department-College~~ may consider exceptions to the published minimum insurance requirements if the planned use and activity does not contain any unusual risk to College. In the absence of insurance, a Waiver of Liability must be on file.

Organizations or persons using College facilities shall acknowledge and agree that the College, its Board of Trustees, individual Board Members, Administrators, Employees, Representatives, Agents and Volunteers will not be responsible for any damages, loss, or injuries to person or property sustained by any users or patrons participating in or attending any event or program held by an organization or person on any College premises pursuant to this Policy.

Cancellation of Scheduled Uses

Approved applications for use of College facilities are subject to immediate cancellation if it becomes necessary to use the facilities for College purposes, for violations of an agreement concerning the approved use, for non-compliance with this Policy **and/or its implementing Administrative Procedures**, and/or for action or activities that the College, in its discretion, deems actually or potentially detrimental, destructive, or dangerous to College students, personnel or property.

The College Administration will develop Administrative Procedures implementing this Policy, which will be made available on the College website, as follows:

- **Students – Student Life**
- **General Public – Central Scheduling**

Amended 07/25/78

Amended 10/27/81

Amended 12/18/84

Amended 07/22/97

Amended 08/26/08

Amended 08/25/15

Amended 09/25/18

Amended _____

6.3 POLICY 124.1 – PUBLIC PARTICIPATION – New – First Reading

Under the advisement and guidance of the College’s legal counsel, Administration is recommending the addition of Policy 124.1 – Public Participation. The adoption of this policy ensures a standardized and transparent method for public participation in the order of business for the Board meetings. The adoption and implementation of this change aligns with Strategic Pillar 2 – Equity & Inclusion, strategy one, policy and procedure and Strategic Plan Pillar 6 – Strategic Use of Resources, strategy three, process improvement. Administration shall implement procedures consistent with this policy and make them available on the website.

The new policy is presented in red as the First Reading. No action is requested at this time.

124.1 Public Participation

At each regular and special open meeting of the Board of Trustees, any person may comment to, or ask questions of the Board of Trustees (public participation), subject to the reasonable constraints established and recorded in this Policy. To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson.
2. There will be a 45-minute maximum length of time for the entirety of the public participation section of the agenda, which may be extended at the discretion of the Board Chairperson. When public participation takes less time, it shall end.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than 3 minutes.
4. Observe when necessary and appropriate, the:
 - (a) Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak.
 - (b) At times, the Board may use specific procedural structures and participants are expected to observe those.
5. Conduct oneself with respect and civility toward others. The Board Chairperson reserves the right to terminate public participation which is abusive, disruptive or otherwise not in compliance with these guidelines.
6. The Board, at its option, may elect not to respond to any questions or comments. Issues may be taken under advisement as the Board deems appropriate.

Adopted _____

7.2 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 \$155,411.40 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 \$155,411.40.

PASSED this 18th day of May 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)	541002 57 01042 4010 01 541002 57 01042 4010 01	Personal Enrichment Personal Enrichment	Instructional Supplies Consultants	\$5,000.00	\$5,000.00	To cover project cost increase.
2)	585000 01 00228 1010 01 541002 01 00228 1010 01	Comm Arts Comm Arts	Equipment – Office Instructional Supplies	\$6,000.00	\$6,000.00	To cover cost of B213 COM/BIO shared conference room technology.
3)	585000 01 00428 1010 01 541010 01 00428 1010 01	Bus & Soc Sci Div Bus & Soc Sci Div	Equipment – Office Computer Supplies	\$1,300.00	\$1,300.00	To move funds to correct account.
4)	532000 01 01054 3030 01 512006 01 01054 3030 01	Counseling & Psy. Serv Counseling & Psy. Serv	Consultants Professional Staff/F-T	\$20,000.00	\$20,000.00	To cover cost of Community Youth Network contract.
5)	575000 01 01095 8080 01 599000 01 00092 8060 01	Information Tech Institutional Exp	Telephone Other Expenditures	\$15,000.00	\$15,000.00	To cover cost of telephone/internet reimbursement per Illinois Wage Payment & Collections Act of 2019
6)	589000 02 00093 8040 01 551000 02 00093 8040 01	Campus Services Campus Services	Other Capital Outlay Conference/Meeting Exp	\$1,856.40	\$1,856.40	To cover cost of desk and chair for new employee.
7)	541004 02 00002 7010 01 541004 02 00072 7020 01	H.V.A.C. Custodial	Maintenance Supplies Maintenance Supplies	\$25,000.00	\$25,000.00	To cover increased cost of filters and other repair supplies needed.
8)	547001 52 52000 6010 01 585000 52 52001 6010 01	Food Service Catering	Promotions/Subsidies Equipment – Office	\$10,000.00	\$10,000.00	Provide for a continued subsidy payment for CLC food service partner through June 2021.

AGENDA ITEM 7.2 – FINANCIAL

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
9)	589000 01 00628 1010 01	EMPS	Other Capital Outlay	\$1,700.00		To cover cost of storage units and laptops for Auto Collision Repair and Welding, and for Computerized Numerical Controls (CNC) machinery repairs.
	586000 01 00628 1010 01	EMPS	Instructional Supplies	\$8,300.00		
	541002 01 00623 1030 01	Auto Collision Repair	Instructional Supplies	\$7,000.00		
	599000 01 00628 1010 01	EMPS	Other Expenditures	\$600.00		
	542000 01 00628 1010 01	EMPS	Printing		\$17,600.00	
10)	539000 01 01001 1090 01	Educational Affairs	Other Contractual Svcs	\$975.00		To cover cost of the accreditation review of the Pharmacy Tech cert.
	553000 01 01001 1090 01	Educational Affairs	Travel/Out-of-District		\$975.00	
11)	585000 01 01011 1090 01	Comm&Wkfc P'Ship	Equipment – Office	\$8,000.00		To cover cost of whiteboards for Bldg. E (Master Plan Phase Zero).
	539000 01 01011 1090 01	Comm&Wkfc P'Ship	Other Contractual Svcs		\$8,000.00	
12)	594000 01 01011 1090 01	Comm&Wkfc P'Ship	Financial Charges/Adjs	\$3,550.00		To cover James Lumber Center patron refunds from FY2020.
	553000 01 01011 1090 01	Comm&Wkfc P'Ship	Travel/Out-of-District		\$3,550.00	
13)	546000 01 01083 8030 01	PR & Marketing	Publications and Dues	\$500.00		To cover cost of new memberships and publications for FY2021.
	552000 01 01083 8030 01	PR & Marketing	Travel/Local		\$500.00	
14)	541009 01 01006 8040 01	Human Resources	Other Supplies	\$35,630.00		Employee professional learning/ development materials to support current priorities & strategies in leadership, team and employee development. HireRight/Bushue (candidate background check) costs.
	554000 01 01006 8040 01	Human Resources	Recruitment	\$5,000.00		
	547000 01 01006 8040 01	Human Resources	Advertising		\$40,630.00	
TOTAL TRANSFERS-ALL FUNDS				<u>\$155,411.40</u>	<u>\$155,411.40</u>	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 60.1% of budgeted revenues through March 2021. Last year, at the end of March 2020, the College had received 62.8% 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 March 31, 2021, student enrollment reflected 91.4% of the tuition revenue. Last year, at the end of March 2020, the College had received 91.7% of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded. Comprehensive fees are initially recorded in the Education Fund. The adjustment to move the majority of these fees to other funds is reflected in this March 31, 2021 financial report.

Interest rates, for investment purposes, are averaging 0.23% for all investments, whereas last year at this time, the interest rates were averaging 1.25%.

EXPENDITURES: The expenditures in the operating funds at the end of March 2021 reflect 63.4% of budgeted expenditures for the year. In comparison, at the end of March 2020, the College had expended 64.4% of the amount budgeted. The College is trending on track with the FY 2021 budget plan.

At the April 27, 2021 Board meeting, the Vice President of Business Services and Finance/CFO presented a FY 2021 Third Quarter Fiscal Accountability Report on the condition of all College funds and Investment Report for Board approval, which included these March 2021 results.



Monthly Financial Report

FOR THE MONTH ENDED

March 31, 2021

**Educational Fund
Balance Sheet
As of March 31, 2021**

ASSETS

<u>CASH</u>		29,503,261.02
Cash In Bank		
Illinois Funds		0.00
Petty Cash		0.00
Change Funds		7,300.00
<u>INVESTMENTS</u>		
Investments		38,228,571.59
<u>RECEIVABLES</u>		
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		10,589,224.44
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
<u>ACCRUED REVENUE</u>		
Accrued Interest		0.00
Accrued State Apportionment		0.00
Other Accrued Revenue		0.00
<u>INTER-FUND RECEIVABLE</u>		
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		22,104,831.18
Receivable From Working Cash		0.00
Tuit. Recvbl From Financial Aid		0.00
Receivable From Other Funds		2,896,444.14
<u>Deferred Expenses</u>		
Deferred Expenses		57,375.40
TOTAL ASSETS		102,271,755.72

**Educational Fund
Balance Sheet
As of March 31, 2021**

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 0.01

CURRENT OBLIGATIONS PAYABLE

Current Obligations Payable 0.00

ACCOUNTS PAYABLE

Accounts Payable 492,420.52

ACCRUED EXPENSES

Accrued Expense 541,839.00

INTER-FUND PAYABLE

Payable to Maintenance Fund 7,008.00

Payable to Education Fund 9,142,811.45

Payable to O. B. M. Funds 13,847,020.54

Payable to Bond & Interest Fund 0.00

Payable to Auxiliary Fund 62,297.90

Payable to Restr. Purpose Fund 20,757,926.04

Payable to Working Cash Fund 0.00

Payable to Other Funds 23,705,115.16

DEFERRED REVENUES

Property Taxes 0.00

Total Tuition & Fees 4,580,161.00

Miscellaneous Deferred Revenues 0.00

OTHER LIABILITIES

Other Liabilities 668,662.60

Vacation Accrual 2,999,532.89

FUND BALANCE

Fund Balance 25,448,965.27

TOTAL FUND BALANCE

25,448,965.27

TOTAL LIABILITIES & FUND BALANCE

102,271,755.72

RECONCILIATION

BEGINNING FUND BALANCE 36,924,947.72

ADD: REVENUE 61,692,571.88

LESS: EXPENDITURES (65,481,447.58)

OPERATING TRANSFERS (7,687,106.75)

ENDING FUND BALANCE 25,448,965.27

College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: March 31, 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	26,474,411.56	42.91%	27,077,026.73	43.58%
T.I.F.A.	861.10	0.00%	83,986.21	0.14%
CPPRT Corp Pers Prop Repl Tax	630,975.46	1.02%	601,896.04	0.97%
ICCB Credit Hour Grants	6,078,040.92	9.85%	5,067,549.08	8.16%
Vocational Education	275,358.50	0.45%	0.00	0.00%
Tuition	25,842,381.98	41.89%	27,026,660.85	43.50%
Graduation Fees	345.00	0.00%	6,935.00	0.01%
Transcript Fees	59,568.00	0.10%	67,292.32	0.11%
On-line Course Fee	1,282,107.50	2.08%	261,969.95	0.42%
Laboratory Fees	376,256.81	0.61%	570,688.13	0.92%
Payment Plan Enrollment Fee	47,470.00	0.08%	49,880.00	0.08%
Credit By Exam Fees	1,200.00	0.00%	1,200.00	0.00%
Comprehensive Fees	4,300,980.61	6.97%	4,629,191.33	7.45%
Activity Fee Adjustment	(3,733,954.00)	-6.05%	(4,545,024.00)	-7.32%
Gain(Loss) on Investment	(2,312.57)	0.00%	1,106,930.18	1.78%
Sweep Accounts	8,064.42	0.01%	99,357.53	0.16%
Library Fines	56.00	0.00%	3,481.36	0.01%
Miscellaneous Revenue	25,857.51	0.04%	17,192.97	0.03%
Other Revenue/Rebates	24,903.08	0.04%	0.00	0.00%
Over Short	0.00	0.00%	(616.50)	0.00%
Total Income	61,692,571.88	100%	62,125,597.18	100%

AGENDA ITEM 7.2 – FINANCIAL

EXPENDITURES

Salaries	49,266,070.58	75%	47,687,523.12	74%
Employee Benefits	7,725,207.26	12%	7,352,548.02	11%
Contractual Services	3,137,017.01	5%	2,807,479.13	4%
General Material & Supplies	1,667,944.18	3%	2,257,665.92	3%
Travel/Conference Meeting Exp	149,004.35	0%	568,430.17	1%
Fixed Charges	900,034.26	1%	875,094.03	1%
Utilities	386,893.36	1%	4,418.19	0%
Capital Outlay	422,997.78	1%	386,221.25	1%
Other Expenditures	1,826,278.80	3%	2,777,801.35	4%
Total Expense	<u>65,481,447.58</u>	<u>100%</u>	<u>64,717,181.18</u>	<u>100%</u>
Beginning Fund Balance	36,924,947.72		36,201,379.47	
Add: Revenues	61,692,571.88		62,125,597.18	
Less: Expenses	(65,481,447.58)		(64,717,181.18)	
Operating Transfers	(7,687,106.75)		(6,746,905.00)	
Ending Fund Balance	<u>25,448,965.27</u>		<u>26,862,890.47</u>	

**Operations & Maintenance Fund
Balance Sheet
As of March 31, 2021**

ASSETS

<u>CASH</u>	
Cash In Bank	13,771,420.91
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	0.00
<u>INVESTMENTS</u>	
Investments	1,606,059.00
<u>RECEIVABLES</u>	
Taxes Recvbl - Current Levy	0.00
Governmental Claims Receivable	0.00
Vendor Receivables	8,340.84
Traffic System Tuition Recvbl.	0.00
Other Receivables	0.00
<u>ACCRUED REVENUE</u>	
Accrued Interest	0.00
Other Accrued Revenue	0.00
<u>INTER-FUND RECEIVABLE</u>	
Receivable From Education Fund	16,073.00
Receivable From O.B.M. Fund	1,679,840.92
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Recvbl From Restr. Purpose Fund	788,646.12
Receivable From Working Cash	0.00
Receivable From Other Funds	107,789.62
<u>Deferred Expenses</u>	
Deferred Expenses	198,249.00
TOTAL ASSETS	18,176,419.41

**Operations & Maintenance Fund
Balance Sheet
As of March 31, 2021**

LIABILITIES AND FUND BALANCE

LIABILITIES

CURRENT OBLIGATIONS PAYABLE

Current Obligations Payable 0.00

ACCOUNTS PAYABLE

Accounts Payable 245,501.39

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 4,572,200.79

TOTAL FUND BALANCE 4,572,200.79

TOTAL LIABILITIES & FUND BALANCE 18,176,419.41

RECONCILIATION

BEGINNING FUND BALANCE 6,387,107.12

ADD: REVENUE 7,197,240.29

LESS: EXPENDITURES (7,140,963.62)

OPERATING TRANSFERS (1,871,183.00)

ENDING FUND BALANCE 4,572,200.79

College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: March 31, 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	97.86%	7,203,437.53	95.85%
T.I.F.A.	229.08	0.00%	22,343.27	0.30%
Building Rentals	133,707.73	1.86%	254,579.56	3.39%
Other Facility Rentals	18,849.60	0.26%	18,480.00	0.25%
Miscellaneous Revenue	1,391.19	0.02%	16,510.54	0.22%
Total Income	<u>7,197,240.29</u>	<u>100%</u>	<u>7,515,350.90</u>	<u>100%</u>
<u>EXPENDITURES</u>				
Salaries	2,998,405.40	42%	3,090,586.82	45%
Employee Benefits	1,094,037.59	15%	1,070,450.41	16%
Contractual Services	468,608.50	7%	506,992.56	7%
General Material & Supplies	317,764.51	4%	(478.81)	0%
Travel/Conference Meeting Exp	835.80	0%	1,919.06	0%
Fixed Charges	621,365.87	9%	394,787.26	6%
Utilities	1,580,001.40	22%	1,619,181.11	24%
Capital Outlay	53,982.00	1%	140,115.60	2%
Other Expenditures	5,962.55	0%	7,304.78	0%
Total Expense	<u>7,140,963.62</u>	<u>100%</u>	<u>6,830,858.79</u>	<u>100%</u>

AGENDA ITEM 7.2 – FINANCIAL

Beginning Fund Balance	6,387,107.12	5,803,196.40
Add: Revenues	7,197,240.29	7,515,350.90
Less: Expenses	(7,140,963.62)	(6,830,858.79)
Operating Transfers	(1,871,183.00)	(1,480,861.00)
Ending Fund Balance	<u>4,572,200.79</u>	<u>5,006,827.51</u>

7.3 AUTHORIZATION OF THE BUDGET HEARING AND APPROVAL TO PUBLISH THE NOTICE PLACING FISCAL YEAR 2022 BUDGET ON PUBLIC DISPLAY

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

Background: A copy of the notice placing the Fiscal Year 2022 budget document on display beginning on May 21, 2021 is presented for Board approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2022 budget will be held at 5:00 p.m. on June 22, 2021. The notice will be advertised as required by statute. In addition, Administration will communicate the budget review period on social media and post the budget recommendation to the College website. Requests for an emailed pdf file of tentative FY2022 budget can be made to the College's Finance Department Controller Connie Kravitz at ckravitz@clcollinois.edu. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2022.

Recommendation: Authorize the budget hearing and approve to publish the notice placing the Fiscal Year 2022 budget on public display.

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, that commencing at 10:00 a.m. on May 21, 2021, a tentative budget for said District for the fiscal year beginning July 1, 2021 and ending June 30, 2022 will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the College of Lake County website (www.clcillinois.edu/budget). Requests for a pdf file of the tentative FY 2022 budget can be made to the College's Finance Department's Controller Connie Kravitz at ckravitz@clcillinois.edu.

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 5:00 p.m. on the 22nd day of June 2021 at 19351 West Washington Street, Room A011, Grayslake, Illinois.

DATED at Grayslake, Illinois this 18th day of May 2021.

Board of Trustees

Community College District No. 532

County of Lake and State of Illinois

8.1 BIDDABLE ITEM

Products: Master Plan Phase 0 Furniture Purchase and Installation

Lead Staff: Mike Welch, Director of Facilities

Funding Source: FY 2020 surplus budget

Funding Request: n/a

Bids	Amount
Midwest Office Interiors, Inc.*	\$168,808.45

** Recommended*

Explanation of Purchase: This is for the purchase and installation of furniture for Master Plan Phase 0 Building E and University Center of Lake County (UCLC) renovations project. The project moves Workforce Professional Development Institute (WPDI) to UCLC, opening swing space for staff during renovations, and moves administrative offices out of prime student engagement space. Additionally, this project moves the Community and Workforce Partnerships (CWP) administrative functions and community programs to Building E, adjacent to the Foundation, for ease of access by customers.

Recommendation: Approve a purchase with Midwest Office Interiors, Inc. of Woodridge, IL for Master Plan Phase Zero furniture purchase and installation in a not-to-exceed amount of \$168,808.45.

8.1 BIDDABLE ITEM

Services: Electrical Sign and Lighting Replacement

Lead Staff: Mike Welch, Director of Facilities

Funding Source: Green Fund, FY 2020 surplus roof repairs reallocation

Funding Request: n/a

Bids	Amount
Associated Electrical Contractors, LLC*	\$424,000.00
Homestead Electrical Contracting, LLC	\$465,530.00
Aldridge Electric, Inc.	\$678,430.00

* *Recommended*

Explanation of Purchase: The new directional maps installed on the Grayslake campus require electrical power connectivity for illumination, as existing site lighting is outdated and requires replacement with a more sustainable and energy efficient option.

Recommendation: Approve a purchase with Associated Electrical Contractor, LLC of Woodstock, IL for electrical sign and lighting replacement in a not-to-exceed amount of \$424,000.00.

8.2 NON-BIDDABLE ITEM

Services: Talent Assessment Software Subscriptions

Lead Staff: Eric Kurtz, Executive Director, Workforce & Professional Development Institute

Funding Source: Illinois Department of Commerce & Economic Opportunity (ILDCEO) Grant (FY 2021)

Funding Request: n/a

Bids	Amount
Business Talent Solutions, Inc.*	\$75,000.00

** Recommended*

Explanation of Purchase: In September 2020, the Board awarded a three-year contract for \$95,000.00 with Business Talent Solutions, Inc. to offer a designated number of talent assessment and development software subscriptions to Lake County’s small and disadvantaged businesses.

Due to high demand and available grant funding, Administration requests approval under the current contract for an additional \$75,000.00 for 250 software subscriptions.

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 expansion of talent assessment software subscriptions from May 19, 2021 through April 30, 2022 with Business Talent Solutions, LLC of Placida, FL in an additional not-to-exceed amount of \$75,000.00.

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9.1 CONTRACTS AND GRANTS

9.1 APPROVAL OF THE 2021 PARTNERSHIP AGREEMENT WITH LAKE COUNTY PARTNERS

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

Funding Source: FY2021 Budget – President's Office

Purpose: It is of mutual benefit for College of Lake County (CLC) and Lake County Partners (LCP) to maintain a formal partnership agreement driving toward a shared outcome of having a strong workforce talent pipeline for Lake County businesses. To achieve such an outcome, it is critical to have a training provider (CLC) that is responsive to the economic and workforce demands being documented by existing and future businesses through Lake County Partners. It is through such evidence that the College is able to invest or seek investment to expand and start programs that will create a relevant, trained workforce.

The time frame of the standard partnership agreement is January - December. Mutually beneficial revisions have been made to the parameters of the agreement. Utilization of the FY2020 agreement has been utilized until this updated agreement was completed, which will end December 31, 2021.

Shared responsibilities of the agreement include a commitment to the Ecosystem relationship to visually and verbally represent the collaboration on targeted business outreach and share the value it provides to employers and the county. Shared responsibilities also include tracking the results and outcomes of clients connected to the college to illustrate impact of activity and relationship, as well as key performance indicators with quarterly monitoring.

College of Lake County responsibilities include serving as lead project management of career events, prompt response to business referrals from Lake County Partners with documentation in Salesforce, and participation in quarterly data reviews, including development of strategic solutions to meet workforce needs.

Lake County Partners (LCP) responsibilities include promotion to companies to sponsor and participate in CLC workforce and career events, business outreach in sectors of manufacturing (broadly defined to include engineering, apprenticeships, advanced technologies, trades), health and wellness, and IT. Initiate business referrals to Community & Workforce Partnerships unit (or specific CLC department if appropriate) with a goal of 25 new or re-established employers being connected (via documentation in

9.1 CONTRACTS AND GRANTS

Salesforce.com) to CLC. Lake County Partners will designate CLC as the preferred education and training provider and allow first right of refusal for any training business in Lake County. LCP will serve as the administrator of Salesforce.com platform providing eight (8) licenses to CLC as a foundational element to the college's investment, providing additional seats/access points at the prevailing per license rate of the LCP/Salesforce.com contract to cover expansion throughout Workforce & Professional Development Institute, Career & Job Placement Center, Community & Workforce Partnerships, Foundation, and Academic Divisions. LCP will provide quarterly and annual Salesforce.com data reports reflecting key metrics across the Lake County Workforce Ecosystem.

Financial Components of Agreement

- CLC will pay Lake County Partners \$50,000.00 in the Lake County Partners 2021 fiscal year. This payment reflects the investment in the above noted Key Responsibilities and Deliverables and also includes one (1) table at The Big Event for 2021. This level of investment qualifies CLC to be identified as a Gold Investor with LCP.
- CLC will pay for additional Salesforce licenses beyond eight (8) at the prevailing per license rate of the LCP/Salesforce.com contract. Anticipate 11 additional licenses in 2021 for new CLC users. If possible, payment will be made directly to Salesforce for the 11 new licenses.
- CLC will pay for 1/3 of the Salesforce.com administration contract held by LCP that covers system administration costs. In 2021 the total base contract is \$36,000; therefore, CLC will contribute \$12,000 toward administration costs.

The full agreement is available in the Board Portal.

Recommendation: Approve the 2021 Partnership Agreement with Lake County Partners.

9.2 APPOINT LEGAL COUNSEL AND AUTHORIZATION TO APPROVE LEGAL SERVICES AGREEMENT

Lead Staff: Lori Suddick, President

Funding Source: Fund 1 & Fund 12

Background: Pursuant to Board Policy 115, the Board shall annually, by July 1, appoint legal counsel, who, by the direction of the Board, will act as its counsel on legal and related matters. Since 1974, the Board has retained legal counsel and related legal services of Robbins Schwartz, Ltd. Legal counsel and related legal services include the following:

- Provide legal counsel, advice and representation to the Board of Trustees, the President and senior executives;
- Coordinate and review legal representation of the College’s other private legal counsel;
- Represent the College on various legal affairs and litigation;
- Direct litigation activities and transactional matters, overseeing attorneys engaged in legal areas of litigation, transactional and legislative matters.
- Provide procurement and contract review (i.e., competitive bid, request for proposals, bid disputes, construction, professional services and facility use agreements) and assist with negotiations, as necessary;
- Provide advice and representation in matters relating to real estate, labor and employee relations, employment including FMLA/ADA/Workers Compensation related issues, collective bargaining, Title IX, Title 504, personal injury defense, board policies, board protocols, and intellectual property matters.
- Provide ongoing guidance to responses to Freedom of Information Act (FOIA) requests.
- Work with College risk management on matters of litigation to identify and analyze loss exposures and maintain appropriate financial reserves to ensure adequate funding of acknowledged liabilities; and
- Provide legal counsel, guidance and policy analysis to ensure that the College decisions and actions comply with federal, state and local law.

Recommendation: Appoint Robbins Schwartz, Ltd. as legal counsel for FY 2022 approving a one (1) year non-exclusive legal services contract with Robbins Schwartz, Ltd. of Chicago, Illinois in a not-to-exceed amount of \$360,000.00.

9.3 ACCEPTANCE OF THE SMALL BUSINESS DEVELOPMENT CENTER / INTERNATIONAL TRADE CENTER GRANT

Grantor: Illinois Department of Commerce and Economic Opportunity

Amount: \$166,500.00

Type: Competitive

Lead Staff: Mitch Bienvenue, Manager of the Small Business Development Center

Period: 1/1/21 to 12/31/21 **Matching Funds:** \$124,000.00 Cash (budgeted)

Purpose: Grant monies will provide for the continuation of the college’s Small Business Development Center (SBDC) and International Trade Center (ITC). The SBDC assists existing businesses and aspiring entrepreneurs in areas such as developing a business plan, securing bank loans, overcoming common business start-up problems, and providing referrals to other service agencies. The grant also includes the functions of an International Trade Center, assisting businesses in Lake County, including those new to export and new to market, to grow their international market scope.

Recommendation: Approve the acceptance of the Small Business Development Center/International Trade Center grant in the amount of \$166,500.00 from the Illinois Department of Commerce and Economic Opportunity.

9.4 ACCEPTANCE OF THE AMERICAN RESCUE PLAN ACT OF 2021 (ARP) ALLOCATION

Grantor: U.S. Department of Education, Higher Education Emergency Relief Fund (HEERF III)

Amount: \$20,518,628.00

Type: Appropriation

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

Purpose: On March 11, 2021, the American Rescue Plan Act of 2021 (ARP) was signed into law providing \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic. The College of Lake County is allocated \$20,518,628.00. Of this amount, a minimum of \$10,358,077.00 must be provided in cash grants to all CLC students, including undocumented students, for expenses related to disruptions to their education due to COVID-19 for costs including materials, technology, food, housing, health care, and childcare. The remainder of funds can be used to defray relevant expenses such as lost revenue, alternative learning costs, and additional expenses directly related to COVID-19. The College Leadership Team will engage in planning to optimize these resources in ways that can advance strategic priorities and will update the Board once the strategy is formed.

Recommendation: Approve the acceptance of the American Rescue Plan Act of 2021 (ARP) allocation of \$20,518,628.00 from the U.S. Department of Education's Higher Education Emergency Relief Fund.

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10.1 2022-2023 ACADEMIC CALENDAR – REVISED

Incorrect dates were listed on the 2022-2023 Academic Calendar approved at the February 23, 2021 meeting. Dates have been corrected as noted in red below.

<u>2022 Fall Semester</u>	
Monday, August 15 - Saturday, August 20	Staff & Faculty Development Week
Monday, August 22	Classes Begin
Monday, September 5 - Tuesday, September 6	Labor Day Break (no classes)
Wednesday, November 23 - Sunday, November 27	Thanksgiving Break (no classes)
Saturday, December 10 - Friday, December 16	Final Exams
Friday, December 16	Semester Ends
TBD	Fall Commencement
Tuesday, December 20	Final Grades Due *
<u>2023 Winter Intersession</u>	
Monday, January 2	New Year's Day Observed (no classes)
Tuesday, January 3	Classes Begin
Friday, January 13	End of Session
Tuesday, January 17	Final Grades Due*
<u>2023 Spring Semester</u>	
Monday, January 9 - Saturday, January 14	Staff & Faculty Development Week
Monday, January 16	Martin Luther King, Jr. Day (no classes)
Tuesday, January 17	Classes Begin
Monday, March 20 - Sunday, March 26	Spring Break (no classes)
Saturday, May 6 - Friday, May 12	Final Exams
Friday, May 12	Semester Ends
Saturday, May 13	Spring Commencement
Tuesday, May 16	Final Grades Due*
<u>2023 Summer Intersession</u>	
Tuesday, May 16	Classes Begin
Monday, May 29	Memorial Day (no classes)
Friday, June 2	End of Session
Tuesday, June 6	Final Grades Due*
<u>2023 Summer Session</u>	
Monday, June 5	Classes Begin
Tuesday, July 4	Independence Day (no classes)
Thursday, July 27	End of Session
Tuesday, August 1	Final Grades Due*

* Grades are due after the last day of class. For classes ending at the end of the term, grades are due by the Tuesday following the last day of the term. For classes ending before the end of the term, grades are due within 7 days from the last official day of class.

Recommendation: Approve the proposed 2022-2023 Academic Calendar – Revised.

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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	Sears, Ryan	Classified - FOP Position Number: 0120 Community Service Officer, Police Department	4/29/2021
2	Resignation	Dorado, Nina	Classified, Part-time Position Number: 0169 Office Assistant, Engineering, Math and Physical Sciences Division	5/17/2021
3	Resignation	Mariano Leite, Bruno	Classified - Union Position Number: 0359 Maintenance Engineer, Maintenance	5/20/2021
4	Resignation	Joseph, Sharon	Classified - Union Position Number: 1402 Police Officer, Police Department	6/4/2021
5	Retirement	Gotsch, Kenneth	Administrator Position Number: 0003 Vice President, Business Services and Finance/Chief Financial Officer	9/30/2021
6	Retirement	Burnett, Norcka	Classified, Part-time Position Number: 0612 Testing Assistant, Testing Center	10/31/2021

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	Retirement - Revised Date Request	Klick, Rory	Faculty Position Number: 0421 Instructor, Horticulture	7/30/2021
Recommendation: Approve the above actions.				

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

Based on the spring 2021 specialist staff job analyses, Administration is requesting a title change for the following probationary period employee.

The proposed position change approval 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	Title Change	Jensen, Greg	Specialist Position Number: 0163 Senior IT Technician II, Technology Support	Specialist Position Number: 0163 Senior IT Technician, Technology Support	B23 Nonexempt	TBD	7/1/2021	Probationary Period

Recommendation: Approve the proposed position change.

11.2 PERSONNEL AND POSITION CHANGES

In December 2020, the Board approved funding and hiring of Instructor, Computer Numerical Control (CNC) for the 2021-2022 academic year. Due to changes in the manufacturing workforce and program focus of the Advanced Technology Center, Administration is requesting to reallocate this position to the Industrial Maintenance Program.

The proposed position change approval 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	Title Change	TBD	Faculty Position Number: 1792 Instructor, Computer Numerical Control, Engineering, Math, and Physical Sciences Division	Faculty Position Number: 1792 Instructor, Industrial Maintenance, Engineering, Math and Physical Sciences Division	Exempt	Exempt	5/18/2021	TBD
Recommendation: Approve the proposed position change.								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

In April 2021, this specialist position became vacant due to the resignation of a long-serving employee. Administration requests a status change from part-time specialist to part-time classified to provide staffing consistency across campus locations. The change will be funded by existing FY 2021 budget.

The proposed position change approval 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	TBD	Part-time Specialist (24 hours per week) Position Number: 0868 Testing Specialist, Testing Center, Lakeshore Campus	Part-time Classified (24 hours per week) Position Number: 0868 Testing Assistant, Testing Center, Lakeshore Campus	B23 Nonexempt	A13 Nonexempt	5/18/2021	N/A
Recommendation: Approve the proposed position change.								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

Due to a retirement of a long-time faculty member, Administration is requesting a faculty replacement position.

The proposed position approval is as follows:

	Reason	Position Number, Position Title	Effective Date
1	Faculty – Replacement Position	Faculty Position Number: 0421 Instructor, Horticulture Biological and Health Sciences Division	August 16, 2021
Recommendation: Approve the proposed replacement faculty position, as described above, and the search process begin on or after May 18, 2021.			

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 – Incumbent to retire September 2021	Administrator Position Number: 0003 Vice President, Business Services and Finance/Chief Financial Officer	5/18/2021
Recommendation: Approve this position search process to begin effective May 18, 2021.			

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	Henry, Brian	N/A	Administrator Position Number: 0044 Chief of Police, Police Department	N/A	D71 \$114,650/ Annual Exempt	June 23, 2021	June 23, 2021 - June 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	Wu, Maggie	N/A	Faculty Position Number: 1787 Instructor, Accounting, Business and Social Sciences Division	N/A	A13 \$77,490/ Annual Exempt	8/16/2021	8/16/2021-5/14/2022
2	Full-time Faculty New Hire	Smith, Scott	N/A	Faculty Position Number: 0446 Instructor, Business Administration, Business and Social Sciences Division	N/A	F14 \$100,896/ Annual Exempt	8/16/2021	8/16/2021-5/14/2022
3	Full-time Faculty New Hire	Hodges, Terence	N/A	Faculty Position Number: 0553 Instructor, Human Services, Business and Social Sciences Division	N/A	F12 \$96,795/ 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	Matheny, Chris	Specialist Position Number: 1768 Student Employment Coordinator, Career and Job Placement Center	N/A	B32 \$47,488/ Annual Exempt	N/A	Date of Hire: 10/26/2020 Date of Probationary Completion: 4/24/2021	10/26/2020 - 6/30/2021

Recommendation: Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

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

	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	Urcino, Angela	Classified Position Number: 0246 Office Associate, Lakeshore Campus	N/A	B21 \$15.17/Hour Nonexempt	N/A	Date of Hire: 10/12/2020 Date of Probationary Completion: 4/10/2021	N/A

Recommendation: Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

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

	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	Mariano Leite, Bruno	Classified LCFT Position Number: 0359 Maintenance Engineer, Maintenance	N/A	LCFT Union \$20.70/Hour Nonexempt	N/A	Date of Hire: 10/26/2020 Date of Probationary Completion: 4/24/2021	N/A
2	Probationary Period Completed	Zerkel, Rob	Classified LCFT Position Number: 1743 Campus Services Lead, Campus Services	N/A	LCFT Union \$17.91/Hour Nonexempt	N/A	Date of Hire: 10/12/2020 Date of Probationary Completion: 4/10/2021	N/A

Recommendation: Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – REAPPOINTMENT OF GRANT-FUNDED POSITIONS

The Small Business Development Center (SBDC)/International Trade Center (ITC) employee contracts reflect grant funds now available to support continued work through the end of the fiscal year.

The proposed reappointments are as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Reappointment	Bienvenue, Mitch	Specialist Position Number: 0039 Manager*, Small Business Development Center/International Trade Center	N/A	C41/ \$76,528/ Annual Exempt	N/A	5/18/2021	6/14/2021-6/30/2021
2	Reappointment	Kim, Kevin	Specialist Position Number: 1440 International Trade Specialist*, Small Business Development Center/International Trade Center	N/A	B32/ \$56,302/ Annual Exempt	N/A	5/18/2021	6/14/2021-6/30/2021

*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – REAPPOINTMENT OF GRANT-FUNDED POSITIONS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
3	Reappointment	Hensel, Barbara	Classified Position Number: 0310 Office Associate*, Small Business Development Center/International Trade Center	N/A	B21/ \$29.39/ Hour Nonexempt	N/A	5/18/2021	N/A
4	Reappointment	Hutchings, Rose	Classified Position Number: 1439 Office Associate*, Small Business Development Center/International Trade Center	N/A	B21/ \$18.19/ Hour Nonexempt (30 hours per week)	N/A	5/18/2021	N/A
<p>Recommendation: Approve the above proposed reappointments.</p>								

*Grant/externally funded position.

11.3 FULL-TIME EMPLOYMENT – FY 2022 EMPLOYMENT STATUS OF ADMINISTRATIVE PERSONNEL

Pursuant to Board Policy 211, it is recommended that the following full-time Administrative personnel be appointed for Fiscal Year 2022. Contracts will be presented for approval at the June 2021 Board meeting.

	Last Name	First Name	Proposed Contract End Date
1	Aguinaga	Arellys	6/30/2022
2	Ammon	Richard	6/30/2022
3	Argoudelis	Patricia	6/30/2022
4	Aykroid	Dave	6/30/2022
5	Branson	Nick	6/30/2022
6	Bronner	Gwethalyn	^5/31/2022
7	Conley	Carlotta	6/30/2022
8	Crizer	James	6/30/2022
9	Crowe	Thomas	6/30/2022
10	Cushing	Jacob	6/30/2022
11	Cvitkovic	Viki	6/30/2022
12	Davis	Katie	*6/30/2022
13	Dulaney	Weston	6/30/2022
14	Esser	Krysty	6/30/2022
15	Fay	Sue	6/30/2022
16	Fowles	Erin	6/30/2022
17	Grace	Michelle	6/30/2022
18	Gray	Stephanie	6/30/2022
19	Head	Lucreshia	6/30/2022
20	Hittenmiller	Dave	6/30/2022
21	Johnson Jones	Sylvia	6/30/2022
22	Kallieris	Nick	6/30/2022
23	Kilby	Sue	6/30/2022
24	Kozak	Greg	6/30/2022
25	Kravitz	Connie	6/30/2022
26	Kurtz	Eric	6/30/2022
27	Lara	Gabe	6/30/2022
28	Lewis	Christine	6/30/2022

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

^Retirement date declared.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FY 2022 EMPLOYMENT STATUS OF ADMINISTRATIVE PERSONNEL

	Last Name	First Name	Proposed Contract End Date
29	Martin	Roneida	6/30/2022
30	Meyer	Jay	6/30/2022
31	Mireles	Tammy	6/30/2022
32	O'Connell	Anne	6/30/2022
33	Peacy	Deanna	6/30/2022
34	Peterson	Kurt	6/30/2022
35	Rial	Scott	6/30/2022
36	Roldan-Johnson	Christian	6/30/2022
37	Ruiz	Jesus	6/30/2022
38	Saini	Jeet	6/30/2022
39	Sanders-Funnye	Sharon	6/30/2022
40	Santos-George	Arlene	6/30/2022
41	Sarna	Jason	6/30/2022
42	Senft	James	6/30/2022
43	Sosa	Byron	6/30/2022
44	Stomper	Jeffrey	6/30/2022
45	Sweeney	Katie	6/30/2022
46	Tammes	Eric	6/30/2022
47	Tennin	Jorge	6/30/2022
48	Trush	Karen	6/30/2022
49	Tumilty	Meredith	6/30/2022
50	Unger	Bradley	6/30/2022
51	Vatistas	Vatistas	6/30/2022
52	Villanueva	Sandra	6/30/2022
53	Walcher	Sheldon	6/30/2022
54	Weatherspoon	David	6/30/2022
55	Welch	Mike	6/30/2022
56	Woltmann	Tanya	6/30/2022

Recommendation: Approve the above full-time Administrative personnel appointment for Fiscal Year 2022.

11.3 FULL-TIME EMPLOYMENT – FY 2022 EMPLOYMENT STATUS OF PROFESSIONAL PERSONNEL

Pursuant to Board Policy 211, it is recommended that the following full-time Professional personnel be appointed for Fiscal Year 2022. Contracts will be presented for approval at the June 2021 Board meeting.

	Last Name	First Name	Proposed Contract End Date
1	Barbato	Allena	6/30/2022
2	Collins	Crandall	6/30/2022
3	Cullen-Williams	Ashley	*6/30/2022
4	Dikelsky	Carol	6/30/2022
5	Gillespie	Kim	6/30/2022
6	Grampo	Kevin	6/30/2022
7	Hardbarger	Jon	6/30/2022
8	Hughes	Kristie	6/30/2022
9	Israel	Melodiy	6/30/2022
10	Kamp	Greg	6/30/2022
11	Lombardi	Megan	6/30/2022
12	Morales	Jesse	6/30/2022
13	Padilla-Gaytan	Cynthia	*6/30/2022
14	Rosiles	Elizabeth	6/30/2022
15	Scatliffe-Wallace	Kathleen	6/30/2022
16	Stashkiw	Sarah	6/30/2022
17	Ware	Liliana	6/30/2022
18	Wentzell	Dave	6/30/2022

Recommendation: Approve the above full-time Professional personnel appointment for Fiscal Year 2022.

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

Pursuant to Board Policy 611, it is recommended that the following full-time Specialist personnel be appointed for Fiscal Year 2022. Contracts will be presented for approval at the June 2021 Board meeting.

	Last Name	First Name	Proposed Contract End Date
1	Aguilar	Lisa	June 30, 2022
2	Aguilera	Sandra	June 30, 2022
3	Alfano	John	June 30, 2022
4	Arias	Martha	June 30, 2022
5	Armstrong	Sara	June 30, 2022
6	Asbury	Laura	June 30, 2022
7	Babik	Rich	June 30, 2022
8	Baraboo	Leslie	June 30, 2022
9	Barrett	Michael	June 30, 2022
10	Barta	Ann	June 30, 2022
11	Bataz	Frankie	June 30, 2022
12	Bates	Ben	June 30, 2022
13	Baylor-Johnson	Illaina	*June 30, 2022
14	Becker	Jack	June 30, 2022
15	Bell	Dona	June 30, 2022
16	Benning	Hannah	June 30, 2022
17	Bershanskaya	Aleksandra	June 30, 2022
18	Bienvenue	Mitch	*December 31, 2021
19	Billimack	Barbara	June 30, 2022
20	Billing	Brian	June 30, 2022
21	Blanchard	Bob	June 30, 2022
22	Boettle	Deidre	June 30, 2022
23	Boos	Jill	June 30, 2022
24	Bravi	Diana	June 30, 2022
25	Briscoe	Dan	June 30, 2022
26	Burns	Tammy	June 30, 2022
27	Callaghan	Meghan	June 30, 2022
28	Carrillo	Armando	June 30, 2022

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
29	Cavanaugh	Gavin	June 30, 2022
30	Chronowski	Patti	*June 30, 2022
31	Chung	Michael	June 30, 2022
32	Cisneros	Andres	*June 30, 2022
33	Clancy-Kelly	Susan	June 30, 2022
34	Clark	Dennis	June 30, 2022
35	Collins	Courtney	June 30, 2022
36	Cordova Arteaga	Jennifer	June 30, 2022
37	Corpolongo	Nick	*June 30, 2022
38	Cotton Wilson	JoHaan	June 30, 2022
39	Cullum	Tony	June 30, 2022
40	Cummings	Heath	June 30, 2022
41	Cunny	Kara	June 30, 2022
42	Davis	Angelina	June 30, 2022
43	Davis	Kristen	June 30, 2022
44	De La Rosa	Jennifer	June 30, 2022
45	De Leon	Hector	June 30, 2022
46	De Los Santos	Ivan	June 30, 2022
47	DeLaney	Kim	June 30, 2022
48	Diaz	Jeison	June 30, 2022
49	Diaz	Jessica	June 30, 2022
50	Diehl	Steve	June 30, 2022
51	Dipersio	Patrick	June 30, 2022
52	Dowmon	Dina	June 30, 2022
53	Dzike	Leslie	June 30, 2022
54	Echevarria	Ryan	June 30, 2022
55	Eder	Melicia	June 30, 2022
56	Eiden	Jeremy	June 30, 2022
57	Ekornaas	Nels	June 30, 2022
58	Fernando	Gihan	June 30, 2022
59	Fornander	Eric	June 30, 2022
60	Fowler	Allison	June 30, 2022
61	Galazkiewicz	Maureen	June 30, 2022

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

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AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
62	Garoutte	Brian	June 30, 2022
63	Giertych	Janet	June 30, 2022
64	Gonzalez	Denize	June 30, 2022
65	Gonzalez	Jorge	*June 30, 2022
66	Gonzalez-Frer	Terese	June 30, 2022
67	Gorski	Anita	June 30, 2022
68	Grant	Bryan	June 30, 2022
69	Gray	Colleen	June 30, 2022
70	Greathouse	Marissa	*June 30, 2022
71	Griffin	Bryn	June 30, 2022
72	Grob	David	June 30, 2022
73	Grubb	Nathan	June 30, 2022
74	Gruen	Andy	June 30, 2022
75	Guzman	Jerry	*June 30, 2022
76	Guzman	Marisol	June 30, 2022
77	Guzman	Norma	June 30, 2022
78	Guzman-Riley	Alicia	June 30, 2022
79	Hansen	Lori	June 30, 2022
80	Harlan	Darryl	June 30, 2022
81	Hebert	Vanessa	June 30, 2022
82	Henning	Chris	June 30, 2022
83	Hobson	Lindsey	June 30, 2022
84	Hollenbeck	Lisa	June 30, 2022
85	Honaker	Taylor	June 30, 2022
86	Husemoller	David	June 30, 2022
87	Hussissian	Leon	June 30, 2022
88	Jacobs	Joann	June 30, 2022
89	Jaeger	Roger	June 30, 2022
90	Jahn	Lora	June 30, 2022
91	Jocson	Joseph	June 30, 2022
92	Johnson	Steven	June 30, 2022
93	Johnson	Tammie	June 30, 2022
94	Jordan II	Thomas	June 30, 2022

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

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AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
95	Kahmann	Glenn	June 30, 2022
96	Kairamkonda	Isha	June 30, 2022
97	Katz	Judie	June 30, 2022
98	Kellogg	Charles	June 30, 2022
99	Kim	Kevin	*December 31, 2021
100	Klein	Carol	June 30, 2022
101	Klier	Annette	June 30, 2022
102	Klippert	Christine	June 30, 2022
103	Klosinski	Jen	June 30, 2022
104	Kozeniewski	Nancy	June 30, 2022
105	Landmann	Kim	June 30, 2022
106	Lane	Victoria	June 30, 2022
107	LaRussa	Joanne	June 30, 2022
108	Lazarus	Elaine	June 30, 2022
109	Leconte	Nicole	June 30, 2022
110	Loftus	Levia	*June 30, 2022
111	Lopez	Kimberly	June 30, 2022
112	Lorenzo	Matt	June 30, 2022
113	Lowry	Carmen	June 30, 2022
114	Maghirang	Richard	June 30, 2022
115	Mainza	Jose	June 30, 2022
116	Mariscal	Gema	June 30, 2022
117	Martinez Rodriguez	Erick	June 30, 2022
118	Mata	Yesenia	*June 30, 2022
119	Mathai	Shirley	June 30, 2022
120	Matheny	Chris	June 30, 2022
121	Mather	Kasey	June 30, 2022
122	McGaughey	Kevin	June 30, 2022
123	McNabb	Hollie	June 30, 2022
124	McNabb	Matt	June 30, 2022
125	Melnik	Galina	June 30, 2022
126	Micek	Alyssa	*June 30, 2022

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

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AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
127	Miller	Andrew	June 30, 2022
128	Miller	Austin	June 30, 2022
129	Mireles	Miguel	June 30, 2022
130	Moeller	Maple	June 30, 2022
131	Morgan	Launa	June 30, 2022
132	Najarro	Sylvia	June 30, 2022
133	Nassiri	Sam	June 30, 2022
134	Nemcek	Lindsey	June 30, 2022
135	Nieto	Carmen	*June 30, 2022
136	Noon	Rob	June 30, 2022
137	Nye	Gabe	June 30, 2022
138	Nyquist	Sarah	June 30, 2022
139	Oliveri	Bridget	June 30, 2022
140	Ortego	Dan	June 30, 2022
141	Ostrander	Michalina	June 30, 2022
142	Otterbacher	Benjamim	June 30, 2022
143	Padilla	Klaudya	June 30, 2022
144	Padilla Cruz	Carlos	*June 30, 2022
145	Papp	James	June 30, 2022
146	Parpan	Anne	June 30, 2022
147	Parra	Karen	June 30, 2022
148	Pasternak	Liya	June 30, 2022
149	Patterson	Denise	June 30, 2022
150	Pearson	Russell	June 30, 2022
151	Pecoraro	Rose	June 30, 2022
152	Perez	Edith Marie	June 30, 2022
153	Petersen	Scotty	June 30, 2022
154	Pflugler	Eric	June 30, 2022
155	Phelps	Beverly	June 30, 2022
156	Pizano	Ana Karen	June 30, 2022
157	Pizano	Sandra	June 30, 2022
158	Polich	Diane	June 30, 2022
159	Pough	Chelsea	June 30, 2022

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

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AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
160	Poulos	Margene	June 30, 2022
161	Price	Adriane	June 30, 2022
162	Quist	Alissa	June 30, 2022
163	Reeves	Kellen	June 30, 2022
164	Robb	Katy	June 30, 2022
165	Rodriguez	Anna	*June 30, 2022
166	Rodriguez	Carolina	June 30, 2022
167	Rodriguez	Salvador	June 30, 2022
168	Ros	Susan	June 30, 2022
169	Rosiles	Fabiola	*June 30, 2022
170	Ruiz	Laura	June 30, 2022
171	Ruiz-Velasco	Rodolfo	June 30, 2022
172	Rychlinski	Ryan	June 30, 2022
173	Sabatino	Jennifer	June 30, 2022
174	Salvadorini	Jan	June 30, 2022
175	Schlater, II	John	June 30, 2022
176	Schoen	Becky	June 30, 2022
177	Schreiber	Marie	June 30, 2022
178	Schwab	Sandy	June 30, 2022
179	Scocchera	Brian	June 30, 2022
180	Scott	Emilia	June 30, 2022
181	Sheade	Marla	June 30, 2022
182	Simpson	Irma	June 30, 2022
183	Smith	Cecil	June 30, 2022
184	Smith	Gina	June 30, 2022
185	Smith	Kim	June 30, 2022
186	Snowden	Magan	*June 30, 2022
187	Sostre	Maria	June 30, 2022
188	Sturm	Sue	June 30, 2022
189	Sullivan	Cindy	June 30, 2022
190	Swan	John	June 30, 2022
191	Sweeney	Joe	June 30, 2022
192	Thomas	Warren	*June 30, 2022

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

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11.3 FULL-TIME EMPLOYMENT–FY 2022 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
193	Thompson	Jana	*June 30, 2022
194	Thompson	Marcy	June 30, 2022
195	Titus	Michael	June 30, 2022
196	Tumminello	Kara	June 30, 2022
197	Umbricht	Christopher	June 30, 2022
198	Utter	Vincent	June 30, 2022
199	Vagnoni	Kim	June 30, 2022
200	Vakhovsky	Oleg	June 30, 2022
201	Vazquez	Salvador	June 30, 2022
202	Voss	Kim	^September 29, 2021
203	Walker	Ericka	June 30, 2022
204	Walters	Carol	June 30, 2022
205	Ward	Ashley	June 30, 2022
206	Weaver	Melissa	June 30, 2022
207	Weber	Jessica	June 30, 2022
208	Webster	Bret	*June 30, 2022
209	Weiss	Jeff	June 30, 2022
210	Wiegold	Jordan	June 30, 2022
211	Woodruff	Susan	June 30, 2022
212	Wozniakowski	Przemek	June 30, 2022
213	Wuerl	Nicole	*June 30, 2022
214	Zavala	Maria	*June 30, 2022
215	Zhang	Mingming	June 30, 2022
216	Zillmer	Sue	June 30, 2022

Recommendation: Approve the above full-time Specialist personnel appointment for Fiscal Year 2022.

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

^Retirement date declared.

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11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2021-2022 DEPARTMENT CHAIR HOURS

As a provision of the 2018-2022 full-time faculty collective bargaining agreement approved in December 2018, Article 22 outlines the assignment process for department chairs and specifies the formula which determines release time granted to complete the required duties. Administration has reviewed these assignments and hours for the 2021-2022 academic year and applied the formula for determining release hours.

The following 2021-2022 department chair assignments are proposed for approval:

Adult & Community Education Division		
Program Area	AY22 Faculty Name	Academic Year Totals
ABE/ASE/BRGA/CRX/IET/ PBRA/SAE	Mary Lynn Carver	12.00
ESL/ALE/VST/BRGA	Kelly Arce	16.00
Total Adult & Community Education Division		28.00

Biological & Health Sciences Division		
Program Area	AY22 Faculty Name	Academic Year Totals
BIO	Mark Coykendall	12.00
CHM	Beth Wilson	7.00
DHY	Mary Jacobs, Kim Aichele	15.00
EMT	Carol Wismer	13.00
HIT	Chris Melnytschuk	14.00
HRT/AGR	Rory Klick	12.00
HWP/MAS/PED/KIN	Joana Pabedinskas	17.00
MOA	Lisa Fasano	13.00

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Biological & Health Sciences Division (Continued)		
Program Area	AY22 Faculty Name	Academic Year Totals
MIM	Lynn Wiechert	11.00
NUR 110 only	Ruth Belec-Olander	16.00
PHM	Derek Leiter	12.00
PBT	Angela Norwood	12.00
SRG	Elliot Egler	10.00
Total Biological & Health Sciences Division		164.00

Business & Social Sciences Division		
Program Area	AY22 Faculty Name	Academic Year Totals
ACC	Patrick Stegman	10.00
ANT	Scott Palumbo	7.00
AMT/BUS	Venkat Krishnamurthy	15.00
CIT	Sanjay Kumar	12.00
CRJ/PSC	Chris Utecht	15.00
ECE	Diane Schael	13.00
ECO	Stefan Mullinax	7.00
EDU	Michelle Proctor	8.00
FST	Jeff Howell	9.00
HCM	William Vena, Teresa Novinska	16.00
HST	Phyllis Soybel	6.00
HUS/SWK	Mick Cullen	13.00
LGL	Gayle Miller	15.00
PSY	Nora Benjamin	12.00
SCM	Pam Janson	8.00
SOC/GXS	Sonia Oliva	7.00
Total Business & Social Sciences Division		173.00

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Communication Arts, Humanities and Fine Arts Division		
Program Area	AY22 Faculty Name	Academic Year Totals
ART	Hans Haberberger	7.00
CMM	Lynn Harper	11.00
DMD	Michael Kozien, Xiang Yang	8.00
DNC	Valerie Alpert, Terry Crews	5.00
ELI/SGN	Jill Bruellman	7.00
TESOL	Jacinta Thomas	7.00
ENG	Nolan Chessman, Kathryn Starzec	18.00
LANG	Theresa Ruiz-Velasco	6.00
MUS	Michael Flack	6.00
PHI	Becky Munk	8.00
HUM	Jackie Trimier	8.00
TECH COM	Lori Allen	6.00
THE	Craig Rich	7.00
Total Communication Arts, Humanities and Fine Arts Division		104.00

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Engineering, Mathematics and Physical Sciences Division		
Program Area	AY22 Faculty Name	Academic Year Totals
ACR	Octavio Cavazos, Alfredo Rios	13.00
ARM/MET	Margie Porter	12.00
AUT	Derrek Keesling, Ted Wells	11.50
CAD	Brandon Blackberg	8.00
EGR	Rob Twardock, Jan Edwards	8.00
ELC/ELT/EET	TBD	9.00
HET	Steve Lenz, Mohammad Abdallah	12.00
LPO	Bill Kellerhals	9.50
MCS	Shyam Kurup	5.00
MTH	Annette Nehring, Jon Sprague	22.00
PHY	Ana Mazilu	5.00
ESC/GEG	Ryan Cumpston, Eric Priest	7.00
CNC/MTT	Jeff Hines, Eric Anderson	10.00
WLD	Karsten Ilg	10.00
Total Engineering, Mathematics and Physical Sciences Division		142.00
Student Development		
Program Area	AY22 Faculty Name	Academic Year Totals
Academic Success	Teresa Fillicette, Janet Fisher	10.00
LIBRARY	Holly Ledvina	5.0
Total Student Development		15.00
Grand Total		626.00
Recommendation: Approve the department chair hours for academic year 2021-2022.		

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11.3 FULL-TIME EMPLOYMENT–APPROVAL OF COLLEGE OF LAKE COUNTY 2021-2022 CO-CURRICULAR APPOINTMENTS

As a provision of the 2018-2022 full-time faculty collective bargaining agreement approved in December 2018, Article 16 outlines the assignment process for co-curricular appointments. The college has reviewed these appointments for the 2021-2022 academic year and recommends the following hours.

Assignment	AY22 Faculty	Hours/Pay
Assistant Director of Forensics	TBD	3 Hours per semester
Choreography – Musical Theater Production (Summer)	TBD	3 Hours
Chronicle Advisor	John Kupetz	6 Hours per semester
Director – Musical Theater Production (Summer)	TBD	4 Hours
Director of Forensics	Patrick Carberry	3 Hours per semester
Faculty Senate Chair	Wendy Brown	6 Release Hours per semester
Fear No Art Production	Valerie Alpert	4 Hours
Honors Program Coordinator	Nick Schevera	3 Hours per semester
Instrumental Ensembles	Michael Flack	4 Hours per semester
International Education Coordinator	Jill Bruellman	3 Hours per semester
Lancer Radio Faculty Coordinator (Fall/Spring)	Michael Cullen II	3 Hours per semester
Music/Orchestra Conductor – Musical Theatre Production (Summer)	TBD	3 Hours
New Faculty Institute (NFI - 2 faculty)	Bob Remedi	3 Release Hours per semester
	TBD	3 Release Hours per semester
Play Director (Fall)	TBD	4 Hours
Play Director Children’s Production (Fall)	TBD	4 Hours
Play Director Show I (Spring)	TBD	4 Hours
Play Director Show II (Spring)	TBD	4 Hours
Poetry/Fiction Series Coordinator	Esley Stahl	3 Hours per academic year
Prairie Spirits Dance Production	Valerie Alpert	4 Hours
Prairie Voices Advisor	Nick Schevera	3 Hours per semester
Technical Director – Musical Theatre Production (Summer)	TBD	4 Hours

11.3 FULL-TIME EMPLOYMENT—APPROVAL OF COLLEGE OF LAKE COUNTY 2021-2022 CO-CURRICULAR APPOINTMENTS

Assignment	AY22 Faculty	Hours/Pay
Technical Director (Fall)	TBD	4 Hours
Technical Director Children’s Production (Fall)	TBD	4 Hours
Technical Director Show I (Spring)	TBD	4 Hours
Technical Director Show II (Spring)	TBD	4 Hours
Vocal Director – Musical Theater Production (Summer)	TBD	3 Hours
Vocal Ensembles	TBD	3 Hours per semester
Willow Review Coordinator	Mike Latza	3 Hours per semester
Writing Center Coordinator (Fall/Spring)	Jenny Staben	6 Hours per semester
Writing Center Coordinator (Summer)	Jenny Staben	3 Hours
Recommendation: Approve the co-curricular assignments described above for the 2021 - 2022 academic year.		

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

Name	Title	Duration of Leave
Ahmad Audi	Instructor, Chemistry	Half-load for two semesters at full contract salary

This sabbatical will be used to research and develop new Open Education Resource (OER) materials for Chemistry 120 in alignment with the 2024 strategic plan affordability strategy within the pillar Access and Success for Students. OER provides free access to students for textbook and instructional materials for courses. The great challenge to adopting OER in chemistry has been to have quality ancillaries and online homework management systems. Dr. Audi will conduct an in-depth review of all relevant OER materials, develop animated presentations with student annotation options for note taking while watching recorded or live lectures, edit existing videos, and expand assessment materials. Finally, Dr. Audi will create an electronic text that can be available to students who prefer a hard copy for under \$25.00.

Recommendation: Approve the sabbatical leave of absence for faculty member as indicated above.

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

Name	Title	Duration of Leave
Tania Giordani	Instructor, Adult Education	One full academic semester on full salary for the semester (spring 2022)

This sabbatical, focused around diversity, equity and inclusion, will be used to examine the ways in which classism, sexism, and racism intersect with the unique experiences of a tenured Black female professor at a predominantly white institution (PWI) of higher education in the field of Adult Basic Education. Professor Giordani will use an autoethnography approach to analyze personal experiences for the purposes of extending sociological understanding. The study contributes to the field by offering a depth of understanding of a Black female’s experience as an Adult Basic Education professor at a PWI of higher education and may contribute to recommendations on how the college can create a more equitable and supportive workplace.

Recommendation: Approve the sabbatical leave of absence for faculty member as indicated above.

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

Name	Title	Duration of Leave
Elisabeth Martin	Instructor, Biology	One full academic semester on full salary for the semester (spring 2022)

This sabbatical will be used to redesign Anatomy and Physiology classes (BIO 244 and BIO 245) to a microlearning approach in alignment with strategic pillar, Access and Success for Students, to support flexible delivery and student momentum. Microlearning is a best practice approach that provides information in short modules or chunks that are easier to manage and process. This provides more flexibility for students in their time management along with the ability to focus in on specific knowledge gaps. Professor Martin aims to weave those “chunks” of learning together in ways that create more concentrated studying and application of information. Professor Martin will research different platforms that support the microlearning design, identify various learning tools to facilitate microlearning activities, integrate microlearning strategies into class delivery and assessment practices.

Recommendation: Approve the sabbatical leave of absence for faculty member as indicated above.

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

Name	Title	Duration of Leave
Cindu Thomas-George	Instructor, Communication	One full academic semester on full salary for the semester (spring 2022)

This sabbatical will be used to create an open education resource (OER) course for the Communication Studies Department that will encourage students to be anti-racist, inclusive, and equitable communicators. This course will examine the complexities of race, class, gender, gender identity, gender expression, sexual orientation, religion, age, and physical and mental ability. At the completion of the course, students will be equipped with skills and knowledge that will guide them to be agents of change that have a clear understanding how to use their own privilege to empower those who have been marginalized and disenfranchised. This course will also provide practical skills that will help students understand how they can break down barriers and build bridges across differences in their own communities and future workplaces. This proposed course will expand course offerings in the Communication Department and would be taught using open source materials in order to be highly accessible to all students, regardless of socio-economic status.

Recommendation: Approve the sabbatical leave of absence for faculty member as indicated above.

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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	Miller, Andrew	Specialist Position Number: 0236 Senior IT Technician II, Technology Support	Specialist Position Number: 1590 IT Technician III, Technology Support	B23 \$19.16/Hour Nonexempt	B24 \$24.33/Hour Nonexempt	6/1/2021	6/1/2021- 6/30/2021
2	Transfer	Hutchins, Maria	Classified Position Number: 0107 Purchasing Technician, Purchasing and Contracts	Classified Position Number: 0168 Academic Accounting Technician, Engineering, Math and Physical Sciences	B23 \$19.14/Hour Nonexempt	B23 \$19.14/Hour Nonexempt	6/1/2021	N/A
Recommendation: Approve the above actions.								

11.5 STAFF BENEFITS — ANNUAL EMPLOYEE SALARY INCREASE AND SALARY STRUCTURE ADJUSTMENT FISCAL YEAR 2022

The Board of Trustees approves non-union salary increases with the adoption of the College of Lake County budget each fiscal year. Due to the requirement that employment contracts be posted for public access with the Board agenda prior to approval of the contracts, it is recommended that the Board approve the salary increase percentage amount for regular, non-union employees prior to the final adoption of the FY 2022 budget in June 2021. FY 2022 employment contracts reflecting the increase will be posted with the June Board agenda.

In alignment with the Board's expectations for the FY2022 budget framework set at the February 2021 Financial Planning Retreat, it is recommended that the Board of Trustees use the Consumer Price Index Urban Area (CPI-U) plus 0.75% as the annual across the board salary increase percentage. For FY 2022, it is therefore proposed that the College provide a base salary increase of 2.15% for regular, full-time and regular, part-time, non-union employees (Classified, Specialist, Administrative and Professional), if hired prior to April 1, 2021.

In addition, it is proposed that part-time flex employees who currently earn \$20.00/hour or less, and who were hired prior to April 1, 2021, are provided a base rate increase of 2.15%.

Recommendation: Approve employee salary increase, effective July 1, 2021 as described above for inclusion in the FY2022 budget proposal.