



REPORT TO THE BOARD OF TRUSTEES

MAY 17, 2022



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 17, 2022, 5:00 PM
Room A011
19351 W. Washington St., Grayslake, IL

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a regular meeting on Tuesday, May 17, 2022, at 5:00 PM, in Room A011, 19351 W. Washington St., Grayslake, Illinois. **This meeting will be in person.** For purposes of convenience or for those who do not wish to attend the meeting in person, the College will live stream the meeting via YouTube at: <https://youtu.be/E1YJ7AymfjU>.

Members of the public will be offered an opportunity to address the Board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcollinois.edu by 3:00 PM on the date of the meeting. Individuals will be called to the podium when it is their time to address the Board.

All individuals attending the Board meeting in person must follow the COVID-19 protocols established by the College at the time and date of the meeting. Face coverings are recommended, but not required, if you are attending the Board meeting in person. Individuals entering any College building or facility are representing to the College that they are not experiencing any COVID-19 symptoms and that they are not under a quarantine protocol related to COVID-19.

Agenda for Regular Meeting of May 17, 2022

AGENDA

01. Board Convenes the Regular Meeting
 - 1.1 Call to Order and Roll Call
 - 1.2 Board Chair Comments
 - 1.3 Approval of Agenda
02. Approval of Minutes
 - *2.1 Regular Meeting of April 12, 2022
 - 2.2 Closed Meeting of April 12, 2022
03. Receipt of Notices, Communications, Hearings, and Petitions
04. Chair's Report
 - 4.1 Student Trustee Report
05. President's Report
 - 5.1 FY 2022 Third Quarter Fiscal Accountability and Investment Report
 - 5.2 FY 2023 Budget Proposal
06. Approval of Board Policies and Objectives
 - *6.1 Policy 701 – Budget and Fiscal Year – Revised – Second Reading (pp. 1-3)
 - *6.2 Policy 915 – Disposal – Revised – Second Reading (pp. 4-5)
07. Approval of Financials
 - *7.1 Resolution Approving Reimbursement of Business-Related Travel Expenses (p. 7)
 - *7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 8-18)
 - *7.3 Authorization of the Budget Hearing and Approval to Publish the Notice Placing Fiscal Year 2023 Budget on Public Display (pp. 19-20)
08. Approval of Purchasing
 - *8.1 Biddable Items
 - Products
 - Services
 - Photography Services (Hilary Irene Photography) (p. 21)
 - Technology Enhanced Classroom Project (Associated Electrical Contractors, LLC) (p. 22)
 - *8.2 Non-Biddable Items
 - Products
 - Services
 - 403(b) and 457 Plan Advisory Services (Raymond James & Associates, Inc.) (p. 23)
 - Annual Support, Upgrades and Data Analytics and Reporting (Zogo Technologies, LLC) (p. 24)

Agenda for Regular Meeting of May 17, 2022

- Debt Collection Services (Merchants' Credit Guide Company) (p. 25)
 - Media Buys (Various Vendors) (pp. 26-27)
 - Technology Strategies and Initiatives Guidance (Gartner, Inc.) (p. 28)
 - *8.3 Disposal (p. 29)
 - 09. Approval of Contracts and Grants
 - *9.1 Acceptance of the Illinois Small Business Development Centers CARES Act Supplemental Funds (p. 31)
 - 10. Approval of Programs
 - 11. Approval of Human Resources Recommendations
 - *11.1 Resignations and Retirements (pp. 33-34)
 - *11.2 Personnel and Position Changes (pp. 35-38)
 - *11.3 Full-Time Employment
 - Faculty Hires (p. 39)
 - Probationary Period Completion (pp. 40-42)
 - FY 2023 Employment Status of Administrative and Professional Personnel (pp. 43-45)
 - FY 2023 Employment Status of Specialist Personnel (pp. 46-52)
 - Approval of College of Lake County 2022-2023 Department Chair Hours (pp. 53-56)
 - Approval of College of Lake County 2022-2023 Co-Curricular Appointments (pp. 57-58)
 - Administrative and Professional Hires (p. 59)
 - *11.4 Promotions and Transfers (p. 60)
 - *11.5 Staff Benefits
 - Annual Employee Salary Increase and Salary Structure Adjustment Fiscal Year 2023 (p. 61)
 - *11.6 Other
 - Fiscal Year 2023 Salary Ranges (p. 62)
- Note:** Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/contractsmay2022.pdf> or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.
- 12. Closed Meeting
 - 13. Other Matters for Information, Discussion or Action
 - 14. Adjournment
- * Report Enclosed

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AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

6.1 BOARD POLICIES AND OBJECTIVES

BUDGET AND FISCAL YEAR: Policy 701 – Revised – Second Reading

Policy 701, Budget and Fiscal Year, is presented for a second reading and approval and represents proposed revisions discussed during the February 2022 Board Financial Planning meeting. Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College operations.

Proposed revisions to Policy 701 support the effort to create capacity in Board meetings for strategic dialogue versus standard operations. Proposed revisions also support more efficient operational practices in transfer approvals and capital expenditures. Budget transfers are a standard business process facilitated in accordance with required financial procedures, Board policy and Board approved budgeted funds. Budget transfers support Administration's ability to manage operational needs in a nimble and fiscally responsible manner. Capital expenditures are one-time expenses that exceed \$5,000 and have an expected life greater than one year. Capital expenditures are made with Board approved budgeted funds and are facilitated in accordance with required financial procedures and Board policy.

The following revisions to Policy 701 are recommended:

- Updated language to align to current practice and readability.
- Establish a threshold for budget transfers requiring Board approval to be set at items above \$25,000. A report detailing all transfers will be provided to the Board on a quarterly basis for transparency and accountability.
- Revise the current threshold for capital expenditures utilizing budgeted funds requiring Board approval from \$25,000 to \$50,000.

Note: Board Policy 701 was last amended on August 23, 2011. The policy has been reviewed by the College's legal counsel.

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

Recommendation: Approve revised Policy 701 – Budget and Fiscal Year.

AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

701 BUDGET AND FISCAL YEAR

The fiscal year for the District shall begin on July 1st of each year and end on the following 30th day of June. ~~For this period of time, t~~The District shall produce an annual budget in accordance with ~~s~~state statutes. The budget should be submitted no later than May 31 and be open for public inspection for 30 days. The budget must be approved by the Board of Trustees no later than 90 days after the start of the fiscal year. An annual budget of all revenues and expenditures shall be developed by the Vice President for Administrative Affairs and recommended by the President to the Board of Trustees. An annual budget includes, but is not limited to, operating budgets, capital budgets, and other special purpose budgets, including all funds received by the College.

~~The budget must be approved and requires approval no later than 90 days after the start of the fiscal year. The budget should be submitted no later than May 31 and be open for public inspection for 30 days.~~

~~The College~~ Annually, Administration will ~~have~~ develop a balanced operating budget (Education and Operating funds) aligned with Board guidance and strategic plan priorities. on an annual basis; however, the Board reserves the authority to approve a budget with other resources as deemed necessary. The definition of a balanced budget is current revenues equal to or exceeding current expenditures. One-time revenues should not be used for annual operational expenses. One-time revenues should not be used to balance the budget unless approved by the Board of Trustees. The proposed balanced budget will be recommended by the President to the Board of Trustees.

The operating budget will include all revenues and expenditures, operating budgets, capital budgets, and special purpose budgets, as well as all funds received by the College. The Board reserves the authority to approve a budget with other resources as deemed necessary.

The basis of budget refers to when revenues and expenditures are recognized in the College's accounts. The modified accrual basis is used for all operating funds. Revenues are recognized when they become measurable and available. Expenditures are recognized generally when the related liability is incurred. Proprietary and Special Revenue funds are accounted for using the accrual basis of accounting.

~~All t~~Transfers above \$25,000 will be approved require approval by the Board of Trustees. In certain instances, budget appropriations may be amended after budget adoption. All budget amendments require Board of Trustees' approval.

Capital expenses are one-time expenditures that exceed \$5,000 with an expected life greater than one year. Capital expenditures greater than ~~\$25,000~~50,000 shall be detailed in a capital improvement plan ~~to be~~ presented to the Board of Trustees in conjunction with the annual budget. The operating budget shall reflect the impact on operating spending of all capital projects.

AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

Adopted 08/13/1968
Amended 08/23/2011
Amended

AGENDA ITEM 6.2 – BOARD POLICIES AND OBJECTIVES

6.2 BOARD POLICIES AND OBJECTIVES

DISPOSAL: Policy 915 – Revised – Second Reading

Policy 915, Disposal, is presented for a second reading regarding the proposed revisions discussed during the February 2022 Board Financial Planning meeting. Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College operations.

Proposed revisions to Policy 915 support the effort to create capacity in Board meetings for strategic dialogue versus standard operations. The proposed revisions also aim to improve operational efficiency of standard business processes. The sale or disposal of damaged or outdated College property is a standard business process facilitated in accordance with Board policy, as well as required procurement and financial procedures through Business Services and Finance.

The following revisions to Policy 915 are recommended:

- The authority for approval of disposal of damaged, surplus or obsolete property is provided to the Chief Financial Officer or designee.
- Transparency and Board oversight of the disposal of damaged, surplus or obsolete property will be maintained through a quarterly report.

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

Recommendation: Approve revised Policy 915 – Disposal.

AGENDA ITEM 6.2 – BOARD POLICIES AND OBJECTIVES

915 DISPOSAL

To achieve a state-of-the-art and safe educational environment across its campuses, the College must refresh technology, furniture and equipment occasionally. The College must have established procedures for the evaluation and processing of damaged, obsolete or surplus property.

Under the guidance of the Chief Financial Officer, the Business Services and Finance unit shall oversee the disposal procedures for the College, including the advertisement of items for public sale, the offer of donation to in-district public schools for items not sold and making unclaimed items available to the general public per the College’s sustainability goals on a first-come, first-served basis.

The sale or disposal of ~~all college property deemed surplus, damaged, obsolete or surplus in any other manner not suited or needed for college purposes shall be subject to the approval of~~ College of Lake County property shall be approved by the Chief Financial Officer or their designee.

A quarterly report of all damaged, obsolete or surplus property processed through disposal procedures shall be submitted to the Board of Trustees.

~~The Vice President for Administrative Affairs or his/her designee will identify property that is damaged or obsolete for college purposes to allow for its immediate disposal.~~

~~Damaged or obsolete property shall be itemized and submitted for Board of Trustees approval for disposal. The Vice President for Administrative Affairs or his/her designee may dispose of hazardous material or property in advance of Board of Trustee approval to insure the safety of students and college personnel. Items disposed in this manner shall be ratified at the Board of Trustees meeting following disposal.~~

~~Following Board of Trustees approval, all items must be advertised for public sale. Items not sold must be offered for donation to in-district public schools districts. Any unclaimed items may be made available to the general public to enhance the College’s sustainability goals on a first-come, first-served basis.~~

Adopted 03/27/79
Amended 06/27/06
Amended 11/18/14
Amended

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AGENDA ITEM 7.1 – FINANCIAL

7.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: Kevin Appleton, Vice President of Business Services and Finance

WHEREAS, the list of reimbursements for business-related travel expenses is required to be approved by the Board of Trustees in accordance with the College of Lake County Policy 108 and Policy 960 and 50 ILCS 150/1 et seq.; and

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for business-related travel expenses in the amount of \$6,005.58 for registration and travel associated with the Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI), the Illinois Community College Trustees Association (ICCTA) and the American Association of Community Colleges (AACC) meetings.

PASSED this 17th day of May 2022 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving reimbursement of business-related travel expenses.

AGENDA ITEM 7.2 – FINANCIAL

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

Lead Staff: Kevin Appleton, 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 Policy 713 – Approval of Bills for Payment; 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 \$53,230.81 are recommended to the Fiscal Year 2022 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 \$53,230.81.

PASSED this 17th day of May 2022 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 the monthly financial report.

AGENDA ITEM 7.2 – FINANCIAL

FY 22 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)	559000 01 01025 2090 01	Testing	Other Conference & Mting Exp	\$ 600.00		Team Building Supplies
	542000 01 01025 2090 01	Testing	Printing		\$ 600.00	
2)	585800 01 01051 2090 01	Academic Success	Office Equipment	\$ 1,500.00		Office Furniture
	575000 01 01051 2090 01	Academic Success	Telephone		\$ 1,500.00	
3)	544003 01 01051 2090 01	Academic Success	Postage	\$ 1,000.00		Priority Registration Postcard Mailing
	553000 01 01051 2090 01	Academic Success	Travel/Out-of-District		\$ 1,000.00	
4)	536000 02 00078 7080 01	Facilities/Administration	Office Services	\$ 20,000.00		Continued Funding Project Manager
	517004 02 00071 7010 01	Facilities/Maintenance	Maintenance Staff Overtime		\$ 3,000.00	
	512001 02 00071 7010 01	Facilities/Maintenance	Specialist Staff Full Time		\$ 10,000.00	
	516001 02 00010 8040 01	Facilities/Maintenance	Clerical Staff Full Time		\$ 7,000.00	
5)	539000 02 00071 7010 01	Maintenance	Other Contractual Services	\$ 1,029.81		Repairs to Science Wing Generators
	599000 02 00078 7080 01	Facilities Administration	Other Expenditures		\$ 1,029.81	
6)	599000 01 00265 8010 01	Student Success Strategy	Other Expenditures	\$ 7,000.00		Student Engagement Activities
	553000 01 00265 8010 01	Student Success Strategy	Travel/Out-of-District		\$ 7,000.00	
7)	519001 01 12001 7040 01	Police	Seasonal/PT Flex	\$ 1,200.00		PT Flex Employee
	541004 01 12001 7040 01	Police	Maintenance		\$ 1,200.00	
8)	599004 01 00262 8040 01	Diversity Council	New Projects	\$ 9,465.00		Wheeled Lancers Initiative
	539000 01 00262 8040 01	Diversity Council	Other Contractual Services		\$ 3,900.00	
	539024 01 00262 8040 01	Diversity Council	Guest Speaker		\$ 1,750.00	
	542000 01 00262 8040 01	Diversity Council	Printing		\$ 1,500.00	
	513008 01 00262 8040 01	Diversity Council	Faculty, Stipends & Misc/FT		\$ 1,375.00	
	552000 01 00262 8040 01	Diversity Council	Travel/Local		\$ 500.00	
	541009 01 00262 8040 01	Diversity Council	Other Supplies		\$ 440.00	

AGENDA ITEM 7.2 – FINANCIAL

FY 22 BUDGET TRANSFERS

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
9)	585000 01 01043 4010 03	Southlake Campus	Equipment-Office	\$ 1,200.00		Office Furniture and Fees
	539000 01 01043 4010 03	Southlake Campus	Other Contractual Services	\$ 4,000.00		
	532000 01 01043 4010 03	Southlake Campus	Consultants		\$ 1,200.00	
	541010 01 01043 4010 03	Southlake Campus	Computer Supplies		\$ 4,000.00	
10)	539000 01 12001 7040 01	Police	Other Contractual Services	\$ 1,336.00		Academy Training Fee
	517005 01 12001 7040 01	Police	Campus Services Staff/Full-Time		\$ 1,336.00	
11)	539000 01 00904 3020 01	Career & Job Placement Center	Other Contractual Services	\$ 4,900.00		Student Stipends
	518000 01 00904 3020 01	Career & Job Placement Center	Student Employee		\$ 4,900.00	
		TOTAL TRANSFERS - ALL FUNDS		<u>\$ 53,230.81</u>	<u>\$ 53,230.81</u>	

Operating Funds
Financial Highlights

REVENUE: The revenues in the operating funds reflect 62.2 percent of budgeted revenues through March 2022 as compared to 60.1 percent in March 2021.

As of March 31, 2022, the College had received revenues equal to \$37.6 million in FY 2022 for local taxes. On September 7, 2021, the second installment of the 2020 tax levy was due to the Lake County Treasurer’s Office. The first installment for the 2021 tax levy was mailed out in early May 2022 with a due date of early June 2022. Local tax revenue is budgeted at \$75.0 million for FY 2022.

Also, as of March 31, 2022, student enrollment reflected 82.7 percent of the tuition revenue as compared to 91.4 percent in March 2021. 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, 2022, financial report.

Interest rates, for investment purposes, are averaging 1.16 percent for all investments as compared to 0.23 percent at this time last year.

EXPENDITURES: The expenditures in the operating funds as of March 31, 2022, reflect 62.0 percent of budgeted expenditures for the year as compared to 63.4 percent in March 2021. The College is trending on track with the FY 2022 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

March 31, 2022

**Educational Fund
Balance Sheet
As of March 31, 2022**

ASSETS

CASH

Cash In Bank	15,900,251.48
Change Funds	7,300.00

INVESTMENTS

Other Investments	42,158,820.77
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RECEIVABLES

Allowance for Uncoll. Tuition	(1,961,906.33)
Student Tuition Receivable	9,935,701.87
Vendor Receivables	61,638.11

INTER-FUND RECEIVABLE

Receivable from Education Fund	65,154.45
Receivable from Maint. Fund	1,791.43
Receivable from O.B.M. Fund	2,068,064.00
Receivable from Auxiliary Fund	89,781.82
Receivable from Restricted Purpose Fund	32,646,401.38
Receivable from Other Funds	3,698,785.67

Deferred Expenses

Deferred Expenses	36,434.00
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TOTAL ASSETS

104,708,218.65

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable (8,046.47)

ACCOUNTS PAYABLE

Accounts Payable 458,564.75

ACCRUED EXPENSES

Accrued Expense 554,960.00

INTER-FUND PAYABLE

Payable to Maintenance Fund 7,348.00

Payable to Education Fund 9,564,885.17

Payable to O. B. M. Funds 9,055,664.38

Payable to Auxiliary Fund 63,764.41

Payable to Restricted Purpose Fund 21,860,563.42

Payable to Other Funds 25,145,254.10

DEFERRED REVENUES

Total Tuition & Fees 4,652,608.13

OTHER LIABILITIES

Other Liabilities 594,887.25

Vacation Accrual 2,838,275.99

FUND BALANCE

Fund Balance 29,919,489.53

TOTAL FUND BALANCE 29,919,489.53

TOTAL LIABILITIES & FUND BALANCE 104,708,218.65

RECONCILIATION

BEGINNING FUND BALANCE 35,908,206.69

ADD: REVENUE 64,271,960.65

LESS: EXPENDITURES (64,317,771.82)

OPERATING TRANSFERS (5,942,906.00)

ENDING FUND BALANCE 29,919,489.53

College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: March 31, 2022

	<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	28,378,840.98	44.15%	26,474,411.56	42.91%
T.I.F.A.	366.15	0.00%	861.10	0.00%
CPPRT Corp Pers Prop Repl Tax	1,676,462.40	2.61%	630,975.46	1.02%
ICCB Credit Hour Grants	6,270,379.97	9.76%	6,078,040.92	9.85%
Vocational Education	575,571.00	0.90%	275,358.50	0.45%
Tuition	25,381,919.36	39.49%	25,842,381.98	41.89%
Graduation Fees	660.00	0.00%	345.00	0.00%
Transcript Fees	58,061.02	0.09%	59,568.00	0.10%
On-line Course Fee	996,038.69	1.55%	1,282,107.50	2.08%
Laboratory Fees	528,177.72	0.82%	376,256.81	0.61%
Payment Plan Enrollment Fee	29,015.00	0.05%	47,470.00	0.08%
Credit By Exam Fees	350.00	0.00%	1,200.00	0.00%
Comprehensive Fees	4,119,186.77	6.41%	4,300,980.61	6.97%
Activity Fee Adjustment	(3,576,205.00)	-5.56%	(3,733,954.00)	-6.05%
Gain(Loss) on Investment	(221,821.76)	-0.35%	(2,312.57)	0.00%
Sweep Accounts	3,059.86	0.00%	8,064.42	0.01%
Library Fines	382.69	0.00%	56.00	0.00%
Miscellaneous Revenue	56,601.67	0.09%	25,857.51	0.04%
Other Revenue/Rebates	6,956.47	0.01%	24,903.08	0.04%
Over Short	(12,042.34)	-0.02%	0.00	0.00%
Total Income	64,271,960.65	100%	61,692,571.88	100%

**College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: March 31, 2022**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>EXPENDITURES</u>				
Salaries	47,904,187.55	74%	49,266,070.58	75%
Employee Benefits	8,191,869.45	13%	7,667,571.26	12%
Contractual Services	3,815,882.06	6%	3,137,017.01	5%
General Material & Supplies	1,882,031.04	3%	1,668,136.14	3%
Travel/Conference Meeting Exp	234,228.23	0%	149,004.35	0%
Fixed Charges	950,851.61	1%	900,034.26	1%
Utilities	52,457.05	0%	386,893.36	1%
Capital Outlay	302,122.53	0%	422,997.78	1%
Other Expenditures	982,969.65	2%	1,828,340.34	3%
Total Expense	64,316,599.17	100%	65,426,065.08	100%
Beginning Fund Balance	35,908,206.69		36,924,947.72	
Add: Revenues	64,271,960.65		61,692,571.88	
Less: Expenses	(64,316,599.17)		(65,426,065.08)	
Operating Transfers	(5,942,906.00)		(7,451,014.73)	
Ending Fund Balance	29,920,662.18		25,740,439.79	

AGENDA ITEM 7.2 – FINANCIAL

**Operations & Maintenance Fund
Balance Sheet
As of March 31, 2022**

ASSETS

CASH

Cash In Bank	13,795,158.36
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INVESTMENTS

Other Investments	1,731,793.42
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RECEIVABLES

Vendor Receivables	757.43
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INTER-FUND RECEIVABLE

Receivable from Education Fund	16,433.00
Receivable from O.B.M. Fund	1,679,851.92
Receivable from Restricted Purpose Fund	957,673.53
Receivable from Other Funds	115,496.94

Deferred Expenses

Deferred Expenses	198,249.00
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TOTAL ASSETS

	18,495,413.60
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LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	29,605.08
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INTER-FUND PAYABLE

Payable to Education Fund	730,761.08
Payable to O. B. M. Funds	12,717,359.87
Payable to Auxiliary Fund	72.24
Payable to Restricted Purpose Fund	48,778.53

FUND BALANCE

Fund Balance	4,968,836.80
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TOTAL FUND BALANCE

	4,968,836.80
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TOTAL LIABILITIES & FUND BALANCE

	18,495,413.60
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RECONCILIATION

BEGINNING FUND BALANCE	5,417,145.32
ADD: REVENUE	7,744,441.63
LESS: EXPENDITURES	(7,403,812.15)
OPERATING TRANSFERS	(788,938.00)
ENDING FUND BALANCE	4,968,836.80

**College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: March 31, 2022**

	<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	7,549,840.18	97.49%	7,043,062.69	97.86%
T.I.F.A.	0.00	0.00%	229.08	0.00%
Building Rentals	166,041.51	2.14%	133,707.73	1.86%
Other Facility Rentals	22,207.32	0.29%	18,849.60	0.26%
Miscellaneous Revenue	6,352.62	0.08%	1,391.19	0.02%
Total Income	7,744,441.63	100%	7,197,240.29	100%
<u>EXPENDITURES</u>				
Salaries	2,855,109.50	39%	2,998,405.40	42%
Employee Benefits	1,013,229.08	14%	1,094,037.59	15%
Contractual Services	647,639.99	9%	468,608.50	7%
General Material & Supplies	216,238.08	3%	317,764.51	4%
Travel/Conference Meeting Exp	4,062.81	0%	835.80	0%
Fixed Charges	754,137.99	10%	621,365.87	9%
Utilities	1,788,211.37	24%	1,580,001.40	22%
Capital Outlay	142,372.77	2%	53,982.00	1%
Other Expenditures	(17,189.44)	0%	5,962.55	0%
Total Expense	7,403,812.15	100%	7,140,963.62	100%
Beginning Fund Balance	5,417,145.32		6,387,107.12	
Add: Revenues	7,744,441.63		7,197,240.29	
Less: Expenses	(7,403,812.15)		(7,140,963.62)	
Operating Transfers	(788,938.00)		(1,871,183.00)	
Ending Fund Balance	4,968,836.80		4,572,200.79	

7.3 AUTHORIZATION OF THE BUDGET HEARING AND APPROVAL TO PUBLISH THE NOTICE PLACING FISCAL YEAR 2023 BUDGET ON PUBLIC DISPLAY

Lead Staff: Kevin Appleton, Vice President of Business Services and Finance

Background: A copy of the notice placing the Fiscal Year 2023 budget document on display beginning on May 27, 2022, is presented for Board approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2023 budget will be held at 5:00 p.m. on June 28, 2022. 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 FY2023 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 2023.

Recommendation: Authorize the budget hearing and approve to publish the notice placing the Fiscal Year 2023 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 27, 2022, a tentative budget for said District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, 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 2023 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 28th day of June 2022 at 19351 West Washington Street, Room A011, Grayslake, Illinois.

DATED at Grayslake, Illinois this 17th day of May 2022.

Board of Trustees

Community College District No. 532

County of Lake and State of Illinois

AGENDA ITEM 8.1 – PURCHASING

8.1 BIDDABLE ITEM

Services: Photography Services

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

Funding Source: FY 2023 budget

Funding Request: n/a

Bids	Amount
Hilary Irene Photography*	\$50,000.00

** Recommended*

Explanation of Purchase This purchase is for professional photography. Images will be used on the College of Lake County website, its portal, digital display screens on all campuses, as well as in its biannual magazine and regional mailers.

Hilary Irene Photography was the single responsible and responsive bidder. Purchasing proactively reached out to nine potential bidders.

Recommendation: Approve a contract from July 1, 2022, through June 30, 2023, to Hilary Irene Photography of Round Lake, IL in a not-to-exceed amount of \$50,000.00.

AGENDA ITEM 8.1 - PURCHASING

8.1 BIDDABLE ITEM

Services: Technology Enhanced Classroom Project

Lead Staff: Greg Kozak, Chief Information Officer

Funding Source: Higher Education Emergency Relief Fund (HEERF)

Funding Request: n/a

Bids	Amount
Associated Electrical Contractors, LLC*	\$70,800.00
Krause Electrical Contractors	\$155,347.00

**Recommended*

Explanation of Purchase: This purchase is for the installation of power outlets and wiring raceways in 35 classrooms and three conference rooms across all three campuses. This work is a prerequisite for upgrading audio/visual technology in those classrooms.

Recommendation: Approve a purchase with Associated Electrical Contractors, LLC of Woodstock, IL in a not-to-exceed total amount of \$70,800.00.

AGENDA ITEM 8.2 – PURCHASING

8.2 NON-BIDDABLE ITEM

Services: 403(b) and 457 Plan Advisory Services

Lead Staff: Kevin Appleton, Vice President, Business Services & Finance

Funding Source: FY 2023 budget

Funding Request: n/a

Bids	Amount
Raymond James & Associates, Inc.*	\$150,000.00

** Recommended*

Explanation of Purchase: This continues the 403(b) and 457 Plan Advisory Services for the College voluntary retirement benefit plans. The scope of work includes analyzing and advising the employee retirement plan investment committee on fund options, advising employees on investment decisions, managing the relationship with the plan recordkeeper and ensuring the College meets its fiduciary responsibilities under the plan investment policy statement.

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

Recommendation: Approve a contract from July 1, 2022, through June 30, 2023, to Raymond James & Associates, Inc. of Chicago, IL in an annual not-to-exceed amount of \$30,000.00 and authorize Administration to enter a maximum of four one-year contract extensions based on satisfactory performance in a total not-to-exceed amount of \$150,000.00.

AGENDA ITEM 8.2 – PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Annual Support, Upgrades and Data Analytics and Reporting

Lead Staff: Sandra Villanueva, Director, Institutional Effectiveness, Planning & Research

Funding Source: FY 2023 budget

Funding Request: n/a

Bids	Amount
Zogo Technologies, LLC*	\$171,052.23

* *Recommended*

Explanation of Purchase: This purchase is for three (3) years of annual support, upgrades and technical assistance for the student data tracking and reporting software used by the College.

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

Recommendation: Approve a three-year contract from July 1, 2022, through June 30, 2025, to Zogo Technologies, LLC of Dallas, TX in a not-to-exceed amount of \$171,052.23.

AGENDA ITEM 8.2 – PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Debt Collection Services

Lead Staff: Connie Kravitz, Controller

Funding Source: FY 2023 budget

Funding Request: n/a

Bids	Amount
Merchants' Credit Guide Company*	\$600,000.00

** Recommended*

Explanation of Purchase: This purchase is for services to collect delinquent tuition and fees for the College. These services will include debt placement, skip-tracing, outbound customer contact, collection of payments, customer inquiries, bankruptcy notices and other services as needed.

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

Recommendation: Approve a contract from July 1, 2022, through June 30, 2023, to Merchants' Credit Guide Company of Chicago, IL in an annual not-to-exceed amount of \$100,000.00, and authorize Administration to enter a maximum of four one-year contract extensions based on satisfactory performance in an annual not-to-exceed amount of \$125,000.00 for a total not-to-exceed amount of \$600,000.00.

AGENDA ITEM 8.2 – PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Media Buys

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

Funding Source: FY 2023 budget and Grant Funds

Funding Request: n/a

Bids	Amount
Various Vendors (listed below) *	\$600,000.00

* *Recommended*

Explanation of Purchase: This purchase is for advertising College of Lake County programs and classes during the year.

Media allocation is subject to change based on campaign goals, target audience, station ratings, rate negotiation and market conditions. It is anticipated the following vendors may be those the College advertises within FY 2023:

MEDIA	VENDOR
Clear Channel Outdoor effectv	Clear Channel Outdoor Comcast Corp
Crain’s Chicago Business	Crain Communications
Gurnee Mills Media	Simon Property Group
Gurnee Mills Productions	Britten, Inc.
iMedia Email	iMedia Services
Lake County News Sun	Tribune Publishing
OTT	iMedia Services
Outfront Media	Outfront Media
Pace Bus	AdSposure
Pandora	Pandora
Six Flags	Six Flags Theme Parks
Spotify	Spotify
WBBM-AM	Audacy
WBBM-FM	Audacy
WBMX-FM	Audacy
WCIU-TV	Weigel Broadcasting
WDRV-FM	Hubbard Broadcasting

MEDIA	VENDOR
WFLD-TV	Fox Television
WGN-TV	Nexstar Media Group
WIIL-FM	Alpha Media
WKQX-FM	Cumulus Media
WLEY-FM	Spanish Broadcasting System
WLS-TV	ABC/Disney Company
WMAQ-TV	NBC Universal
WOJO-FM	Univision
WPPN-FM	Univision
WPWR-TV	Fox Television
WRME-FM	Weigel Broadcasting
WSNS-TV	NBC Universal
WTMX-FM	Hubbard Broadcasting
WUSN-FM	Audacy
WXLC-FM	Alpha Media
YouTube	Google
Vevo	Google
Google Ads	Google

AGENDA ITEM 8.2 – PURCHASING

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

Recommendation: Approve purchases with the vendors identified as stated in the tables in a total not-to-exceed amount of \$600,000.00.

AGENDA ITEM 8.2 – PURCHASING

8.2 NON-BIDDABLE ITEM

Services: Technology Strategies and Initiatives Guidance

Lead Staff: Greg Kozak, CIO, Information Technology

Funding Source: FY 2023 budget

Funding Request: n/a

Bids	Amount
Gartner, Inc.*	\$330,000.00

** Recommended*

Explanation of Purchase: This purchase is for a three-year agreement with Gartner, Inc., a technology, research and advisory firm. This membership will benefit the College by providing expert and vendor-agnostic strategic guidance on technology strategies and initiatives, assistance with identifying and assessing technology vendors and solutions, creating a culture of inquiry and evidence to drive data-based decision making, strategic conversations with College leadership, assistance with negotiating contract terms and pricing with technology vendors and reviewing RFPs (request for proposal) for completeness and scope.

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

Recommendation: Approve a three-year contract from July 1, 2022, through June 30, 2025, to Gartner, Inc., of Stamford, CT in a not-to-exceed amount of \$330,000.00.

AGENDA ITEM 8.3 – PURCHASING

8.3 DISPOSAL

Pursuant to Policy 915, the College has identified the following obsolete items for repurposing, donation, sale or disposal on a date to be determined. Upon Board approval, the following process is utilized: (1) items are advertised for public sale; (2) items not sold are offered to in-district public school districts; (3) any unclaimed items may be made available to the public to enhance the College's sustainability goals on a first-come, first-served basis; and (4) items not claimed are placed in the garbage for pickup. The Business Services and Finance unit may dispose of hazardous materials or property in advance of Board approval to ensure student and staff safety and request that the Board ratifies this action at a subsequent Board meeting.

Recommendation: Approve the donation, sale or disposal of obsolete items listed below.

ASSET DISPOSAL ITEMS

File Cabinets (4)

Air Compressor

Chairs (2)

Megaphones (2)

Bookcase

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AGENDA ITEM 9.1 – CONTRACTS AND GRANTS

9.1 ACCEPTANCE OF THE ILLINOIS SMALL BUSINESS DEVELOPMENT CENTERS CARES ACT SUPPLEMENTAL FUNDS

Grantor: U.S. Small Business Administration

Amount: \$196,500.00

Period: April 20, 2020 – September 30, 2022

Type: Appropriation

Matching: None

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

Purpose: The Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, through the U.S. Small Business Administration, provided additional resources to the State of Illinois for the Illinois Small Business Development Centers system to expand education, training and professional business advising to small businesses that have experienced supply chain disruptions, staffing challenges, a decrease in gross receipts or customers or a closure as a result of COVID-19. This is the third round of CARES Act funding the CLC Small Business Development Center has been awarded.

Recommendation: Approve the acceptance of the Illinois Small Business Development Centers CARES Act Supplemental Funds allocation of \$196,500.00 from the U.S. Small Business Administration.

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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	Lazarus, Elaine	Specialist Position Number: 1189 Senior Graphic Designer, Public Relations and Marketing	4/22/2022
2	Resignation	Stickels, Chad	Classified - Union Position Number: 0374 Custodian, Custodial	4/22/2022
3	Resignation	Safavi, Mahmud	Professional Position Number: 1717 Internal Audit and Compliance Manager, Finance Department	4/25/2022
4	Resignation	Klosinski, Jennifer	Specialist Position Number: 1031 Financial Aid Specialist, Financial Aid	4/29/2022
5	Resignation	Castillo, Felix	Specialist Position Number: 1779 College and Career Navigator, Student Recruitment and Onboarding	5/12/2022
6	Resignation	Manetsch, Cathy	Part-time Specialist Position Number: 1095 Tutoring Coordinator, Tutoring Center, Southlake Campus	5/12/2022
7	Resignation	Reyes, Evie	Classified Position Number: 0335 Assistant Teacher, Children’s Learning Centers, Lakeshore Campus	5/27/2022

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
8	Resignation	Sturm, Sue	Specialist Position Number: 0326 Lead Teacher II, Children’s Learning Centers, Lakeshore Campus	6/2/2022
9	Retirement	Chaput, Mardianne	Classified Position Number: 0330 Administrative Assistant, Student Life	5/6/2022
10	Retirement	Dodd, Bob	Faculty Position Number: 0443 Instructor, Business Administration, Business and Social Sciences Division	6/30/2022
11	Retirement	Giertych, Janet	Specialist Position Number: 1069 Compliance Officer, Financial Aid	6/30/2022
12	Retirement	Poulos, Margene	Specialist Position Number: 1706 IT Finance Coordinator, Information Technology	11/30/2025 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

In spring 2022, the College received a private gift to support the expansion of the Apprenticeship program in the Community and Workforce Partnership unit. Administration is recommending a new full-time, exempt specialist position to create capacity and support for program growth, allow for expansion to new career pathways and to support recruitment and onboarding of new apprentices and employer partners. This position will be funded through a private gift in FY 2022 and FY 2023.

The proposed position 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	New Position	N/A	N/A	Full-time Specialist Position Number: TBD Apprenticeship Program Navigator*, Career and Job Placement Center	N/A	B32 Exempt	5/18/2022	TBD
<p>Recommendation: Approve the proposed new position, effective May 18, 2022.</p>								

*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

In May 2022, this part-time specialist position in tutoring became vacant. As part of the phased restructuring of tutoring that is designed to ensure equitable student support across all campuses, increase direct service to students and align staffing to fields of interest and the Lancer Success Framework, Administration recommends changing the specialist to a lead tutor. The change will be funded in the existing 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	Title/Status/DBM Change	Vacant	Part-time Specialist (25 Hours/week) 12 Months Position Number: 1095 Tutoring Coordinator, Tutoring Center, Southlake Campus	Part-time Specialist (25 Hours/week) 42 weeks Position Number: 1095 Lead Tutor, Tutoring Center, Southlake Campus	B32 Non-exempt	B23 Non-exempt	7/1/2022	N/A
Recommendation: Approve the proposed position changes.								

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

Administration recommends the reassignment of two (2) vacant faculty positions to meet the enrollment demand of the proposed program areas. Administration is also requesting approval to make offers of employment and set start dates prior to the August 23, 2022, Board meeting. The changes are funded by the existing budget.

The proposed position change approvals are as follows:

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Effective Date
1	Incumbent Retiring July 2022	Full-time Faculty Position Number: 0471 Instructor, English, Communication Arts, Humanities and Fine Arts Division	Full-time Faculty Position Number: 0471 Instructor, Digital Design Media, Communication Arts, Humanities and Fine Arts Division	8/1/2022
2	Vacant	Full-time Faculty Position Number: 0424 Instructor, Medical Imaging, Biological and Health Sciences Division	Full-time Faculty Position Number: 0424 Instructor, Chemistry, Biological and Health Sciences Division	7/1/2022

Recommendation: Approve the proposed position changes, effective as noted.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

11.2 PERSONNEL AND POSITION CHANGES

Administration is requesting a limited-term faculty position in the Business and Social Sciences Division for the 2022-2023 academic year to fill a vacancy resulting from a recently submitted notice of retirement effective June 2022. Administration is also requesting approval to make an offer of employment and set a start date prior to the August 23, 2022, Board meeting. This position is funded through the existing budget.

The proposed position approval is as follows:

	Reason	Position Number, Position Title	Effective Date
1	Limited-Term Faculty New Temporary Position	Limited-Term Faculty Position Number: TBD Instructor, Business Administration, Business and Social Sciences Division	8/15/2022
Recommendation: Approve the position, as budgeted.			

11.3 FULL-TIME EMPLOYMENT – FACULTY HIRES

	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	Horstein, Dana	N/A	Faculty Position Number: 0462 Instructor, English Language Instruction (ELI)/English, Communication Arts, Humanities and Fine Arts Division	N/A	Band A Row 9 \$71,486/ Annual Exempt	8/15/2022	8/15/2022-5/13/2023
2	Full-time Faculty New Hire	Benson Jr., Perry	N/A	Faculty Position Number: 0955 Instructor, Academic Success, Library, Testing and Academic Success	N/A	Band F Row 4 \$82,211/ Annual Exempt	8/15/2022	8/15/2022-5/13/2023

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

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 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	Bromberek, Melanie	Specialist Position Number: 1185 Laboratory Coordinator, Horticulture	N/A	B24 \$22.98/Hour Non-exempt	N/A	Date of Hire: 10/25/2021 Date of Probationary Completion: 4/23/2022	10/25/2021-6/30/2022
2	Probationary Period Completed	Lopez-Cruz, Mariel	Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion	N/A	B24 \$44,850/ Annual Exempt	N/A	Date of Hire: 10/25/2021 Date of Probationary Completion: 4/23/2022	10/25/2021-6/30/2022
3	Probationary Period Completed	Montes, Miriam	Specialist Position Number: 1333 Academic Success Advisor, Advising and Retention	N/A	B32 \$49,388/ Annual Exempt	N/A	Date of Hire: 10/11/2021 Date of Probationary Completion: 4/9/2022	10/11/2021-6/30/2022

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

	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
4	Probationary Period Completed	Prugh, Jessey	Specialist Position Number: 0947 Social Media Coordinator, Public Relations and Marketing	N/A	B32 \$50,017/ Annual Exempt	N/A	Date of Hire: 10/11/2021 Date of Probationary Completion: 4/9/2022	10/11/2021- 6/30/2022
<p>Recommendation: Approve the above full-time employment.</p>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED

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

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current DBM, Salary, FLSA	Proposed DBM, Salary, FLSA	Effective Date	Contract Dates
1	Probationary Period Completed	Gregory, Ed	Classified - Union Position Number: 0956 Police Officer, Police Department	N/A	\$27.18/ Hour Non-exempt	N/A	Date of Hire: 10/25/2021 Date of Probationary Completion: 4/23/2022	N/A

Recommendation: Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FY 2023 EMPLOYMENT STATUS OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Pursuant to Board Policy 211, it is recommended that the following full-time Administrative and Professional personnel be appointed for Fiscal Year 2023. Contracts will be presented for approval at the June 2022 Board meeting.

	Last Name	First Name	Proposed Contract End Date
1	Aguinaga	Arellys	6/30/2023
2	Albino-Montalvo	Glorivette	6/30/2023
3	Ammon	Richard	6/30/2023
4	Argoudelis	Patricia	6/30/2023
5	Aykroid	Dave	6/30/2023
6	Branson	Nick	6/30/2023
7	Collins	Crandall	6/30/2023
8	Conley	Carlotta	6/30/2023
9	Crizer	James	6/30/2023
10	Crowe	Thomas	6/30/2023
11	Cullen-Williams	Ashley	*6/30/2023
12	Cushing	Jacob	6/30/2023
13	Cvitkovic	Viki	6/30/2023
14	Davis	Katie	*6/30/2023
15	Dikelsky	Carol	6/30/2023
16	Dulaney	Wes	6/30/2023
17	Esser	Krysty	6/30/2023
18	Fay	Sue	6/30/2023
19	Fournier	Eliza	6/30/2023
20	Fowles	Erin	6/30/2023
21	Gillespie	Kim	6/30/2023
22	Grace	Michelle	6/30/2023
23	Grampo	Kevin	6/30/2023
24	Gray	Stephanie	6/30/2023
25	Guzman	Marisol	6/30/2023
26	Hardbarger	Jon	6/30/2023
27	Head	Lucreshia	6/30/2023
28	Henry	Brian	6/30/2023
29	Hughes	Kristie	6/30/2023
30	Israel	Melodiy	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FY 2023 EMPLOYMENT STATUS OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

	Last Name	First Name	Proposed Contract End Date
31	Johnson Jones	Sylvia	6/30/2023
32	Kallieris	Nick	6/30/2023
33	Kilby	Sue	6/30/2023
34	Klippert	Christine	6/30/2023
35	Kozak	Greg	6/30/2023
36	Kravitz	Connie	6/30/2023
37	Kurtz	Eric	6/30/2023
38	La Scola	Mary Kate	6/30/2023
39	Laba	Laura	6/30/2023
40	Lane	Victoria	6/30/2023
41	Lara	Gabe	6/30/2023
42	Lewis	Christine	6/30/2023
43	Locher	Mary	6/30/2023
44	Lombardi	Megan	6/30/2023
45	Martin	Roneida	6/30/2023
46	Meyer	Jay	6/30/2023
47	Mireles	Tammy	6/30/2023
48	Morales	Jesse	6/30/2023
49	Neville	Anita	6/30/2023
50	O'Connell	Anne	6/30/2023
51	Padilla-Gaytan	Cynthia	*6/30/2023
52	Peacy	Deanna	6/30/2023
53	Peterson	Kurt	6/30/2023
54	Rial	Scott	6/30/2023
55	Rodriguez	Becky	6/30/2023
56	Roldan-Johnson	Christian	6/30/2023
57	Rosiles	Elizabeth	6/30/2023
58	Ruiz	Jesus	6/30/2023
59	Saini	Jeet	6/30/2023
60	Sanders-Funnye	Sharon	6/30/2023
61	Santos-George	Arlene	6/30/2023
62	Sarna	Jason	6/30/2023
63	Scatliffe-Wallace	Kathleen	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – FY 2023 EMPLOYMENT STATUS OF ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

	Last Name	First Name	Proposed Contract End Date
64	Senft	James	6/30/2023
65	Sosa	Byron	6/30/2023
66	Stashkiw	Sarah	6/30/2023
67	Stomper	Jeffrey	6/30/2023
68	Sweeney	Katie	6/30/2023
69	Tammes	Eric	6/30/2023
70	Trush	Karen	6/30/2023
71	Tumilty	Meredith	6/30/2023
72	Unger	Bradley	6/30/2023
73	Villanueva	Sandra	6/30/2023
74	Walcher	Sheldon	6/30/2023
75	Ware	Liliana	6/30/2023
76	Weatherspoon	David	6/30/2023
77	Welch	Mike	6/30/2023
78	Wentzell	Dave	6/30/2023
79	Woltmann	Tanya	6/30/2023

Recommendation: Approve the above full-time Administrative and Professional personnel appointments for Fiscal Year 2023.

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 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 2023. Contracts will be presented for approval at the June 2022 Board meeting.

	Last Name	First Name	Proposed Contract End Date
1	Aguilera	Sandra	6/30/2023
2	Albach	Melissa	6/30/2023
3	Alfano	John	6/30/2023
4	Ameji	Anjum	6/30/2023
5	Arias	Martha	6/30/2023
6	Armstrong	Sara	6/30/2023
7	Asbury	Laura	6/30/2023
8	Asma	Maddy	6/30/2023
9	Babik	Rich	6/30/2023
10	Ballenger	Laurene	6/30/2023
11	Baraboo	Leslie	6/30/2023
12	Barrett	Michael	6/30/2023
13	Bataz	Frankie	6/30/2023
14	Bates	Ben	6/30/2023
15	Becker	Jack	6/30/2023
16	Bell	Dona	6/30/2023
17	Benning	Hannah	6/30/2023
18	Bershanskaya	Aleksandra	6/30/2023
19	Bienvenue	Mitch	*12/31/2022
20	Billimack	Barbara	6/30/2023
21	Blanchard	Bob	6/30/2023
22	Bode	Becca	6/30/2023
23	Boettle	Deidre	6/30/2023
24	Boos	Jill	6/30/2023
25	Bravi	Diana	6/30/2023
26	Bromberek	Melanie	6/30/2023
27	Brugioni	Carolyn	6/30/2023
28	Burns	Tammy	6/30/2023
29	Callaghan	Meghan	6/30/2023
30	Campos	Ish	6/30/2023
31	Candia-Thompson	Meriza	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
32	Canet	Nadia	6/30/2023
33	Carrillo	Armando	6/30/2023
34	Cavanaugh	Gavin	6/30/2023
35	Chung	Michael	6/30/2023
36	Ciesil	Emily	6/30/2023
37	Clark	Dennis	6/30/2023
38	Collins	Courtney	6/30/2023
39	Corpolongo	Nick	*6/30/2023
40	Cotton Wilson	JoHaan	6/30/2023
41	Cullum	Tony	6/30/2023
42	Cummings	Heath	6/30/2023
43	Cunny	Kara	6/30/2023
44	Davis	Angelina	6/30/2023
45	Davis	Erika	6/30/2023
46	De La Rosa	Jennifer	6/30/2023
47	De Leon	Hector	6/30/2023
48	De Los Santos	Ivan	6/30/2023
49	Deleon	Dario	*6/30/2023
50	Diaz	Jeison	6/30/2023
51	Diaz	Jessica	6/30/2023
52	Diehl	Steve	6/30/2023
53	Dipersio	Patrick	6/30/2023
54	Dumblauskas	Brigette	6/30/2023
55	Dzike	Leslie	6/30/2023
56	Echevarria	Ryan	6/30/2023
57	Eder	Melicia	6/30/2023
58	Eiden	Jeremy	6/30/2023
59	Ekornaas	Nels	6/30/2023
60	Fernando	Gihan	6/30/2023
61	Ferraro	Jessica	6/30/2023
62	Flores	Chrissy	6/30/2023
63	Freeman	Lisa	6/30/2023
64	Galazkiewicz	Maureen	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
65	Garoutte	Brian	6/30/2023
66	Gonzalez	Denize	6/30/2023
67	Gonzalez-Frer	Terese	6/30/2023
68	Gorski	Anita	6/30/2023
69	Grant	Bryan	6/30/2023
70	Gray	Alex	6/30/2023
71	Gray	Colleen	6/30/2023
72	Griffin	Bryn	6/30/2023
73	Grob	David	6/30/2023
74	Gruen	Andy	6/30/2023
75	Guzman	Jerry	*6/30/2023
76	Guzman	Norma	6/30/2023
77	Guzman-Riley	Alicia	6/30/2023
78	Hansen	Lori	6/30/2023
79	Harlan	Darryl	6/30/2023
80	Haro	Alexa	*6/30/2023
81	Henning	Chris	6/30/2023
82	Herion	Nicole	6/30/2023
83	Hobson	Lindsey	6/30/2023
84	Hollenbeck	Lisa	6/30/2023
85	Honaker	Taylor	6/30/2023
86	Husemoller	David	6/30/2023
87	Hussissian	Leon	6/30/2023
88	Jacobs	Joann	6/30/2023
89	Jaeger	Roger	6/30/2023
90	Jahn	Lora	6/30/2023
91	Jauregui	Luis	6/30/2023
92	Jensen	Greg	6/30/2023
93	Jocson	Joseph	6/30/2023
94	Johnson	Angela	6/30/2023
95	Johnson	Steven	6/30/2023
96	Johnson	Tammie	6/30/2023
97	Jordan II	Leo	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
98	Kahmann	Glenn	6/30/2023
99	Kairamkonda	Isha	6/30/2023
100	Kaplan	Cindy	6/30/2023
101	Kattenbraker	Karly	6/30/2023
102	Katz	Judie	6/30/2023
103	Kellogg	Charles	6/30/2023
104	Kim	Kevin	*12/31/2022
105	Klein	Carol	6/30/2023
106	Kozeniewski	Nancy	6/30/2023
107	LaRussa	Joanne	6/30/2023
108	Landmann	Jenny	6/30/2023
109	Landmann	Kim	6/30/2023
110	Laskey	Jessica	6/30/2023
111	Leconte	Nicole	6/30/2023
112	Loftus	Levia	*6/30/2023
113	Lopez	Kimberly	6/30/2023
114	Lopez-Cruz	Mariel	6/30/2023
115	Lorenzo	Matt	6/30/2023
116	Lowry	Carmen	6/30/2023
117	Maghirang	Richard	6/30/2023
118	Mainza	Jose	6/30/2023
119	Mariscal	Gema	6/30/2023
120	Martin	Erin	6/30/2023
121	Martinez Rodriguez	Erick	6/30/2023
122	Mata	Yesenia	*6/30/2023
123	Mathai	Shirley	6/30/2023
124	Matheny	Chris	6/30/2023
125	Matheny	Tony	6/30/2023
126	McBride	Kendell	6/30/2023
127	McGaughey	Kevin	6/30/2023
128	McNabb	Hollie	6/30/2023
129	McNabb	Matt	6/30/2023
130	Melnik	Galina	6/30/2023
131	Mena	Araceli	*6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
132	Menning	Matthew	6/30/2023
133	Miller	Andrew	6/30/2023
134	Miller	Austin	6/30/2023
135	Mireles	Miguel	6/30/2023
136	Moeller	Maple	6/30/2023
137	Montes	Miriam	6/30/2023
138	Morgan	Launa	6/30/2023
139	Najarro	Sylvia	6/30/2023
140	Nassiri	Sam	6/30/2023
141	Nemcek	Lindsey	6/30/2023
142	Nieto	Carmen	*6/30/2023
143	Noon	Rob	6/30/2023
144	Nowotnik	Jackie	6/30/2023
145	Nye	Gabe	6/30/2023
146	Nyquist	Sarah	6/30/2023
147	Oliveri	Bridget	6/30/2023
148	Ortego	Dan	6/30/2023
149	Ostrander	Michalina	6/30/2023
150	Otterbacher	Benjamim	6/30/2023
151	Padilla Cruz	Carlos	*6/30/2023
152	Papp	James	6/30/2023
153	Parpan	Anne	6/30/2023
154	Parra	Karen	6/30/2023
155	Pasternak	Liya	6/30/2023
156	Patterson	Denise	6/30/2023
157	Pearson	Russell	6/30/2023
158	Pecoraro	Rose	6/30/2023
159	Perez	Edith Marie	6/30/2023
160	Petersen	Bradford	6/30/2023
161	Petersen	Scotty	6/30/2023
162	Peterson	Julia	6/30/2023
163	Pfligler	Eric	6/30/2023
164	Phelps	Beverly	^9/30/2022
165	Pizano	Ana Karen	6/30/2023

*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 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
166	Pizano	Sandra	6/30/2023
167	Polich	Diane	6/30/2023
168	Pough	Chelsea	6/30/2023
169	Poulos	Margene	6/30/2023
170	Price	Adriane	6/30/2023
171	Prugh	Jessey	6/30/2023
172	Quist	Alissa	6/30/2023
173	Radcliffe	Crystal	6/30/2023
174	Rayner	Tim	6/30/2023
175	Rodriguez	Anna	*6/30/2023
176	Rodriguez	Carolina	6/30/2023
177	Rodriguez	Salvador	6/30/2023
178	Ros	Susan	6/30/2023
179	Ruiz	Laura	6/30/2023
180	Ruiz-Velasco	Rodolfo	6/30/2023
181	Rychlinski	Ryan	6/30/2023
182	Sabatino	Jennifer	6/30/2023
183	Salvadorini	Jan	6/30/2023
184	Samer	Asra	6/30/2023
185	Sandoval	Melanie	6/30/2023
186	Schlater II	John	6/30/2023
187	Schoen	Becky	6/30/2023
188	Schreiber	Marie	6/30/2023
189	Schwab	Sandy	6/30/2023
190	Scott	Emilia	6/30/2023
191	Sevik	Brian	6/30/2023
192	Siegfried-Wilke	Victoria	6/30/2023
193	Simpson	Irma	6/30/2023
194	Smith	Cecil	6/30/2023
195	Smith	Gina	6/30/2023
196	Smith	Kim	6/30/2023
197	Snowden	Magan	*6/30/2023
198	Sostre	Maria	6/30/2023
199	Swan	John	6/30/2023

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

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT– FY 2023 EMPLOYMENT STATUS OF SPECIALIST PERSONNEL

	Last Name	First Name	Proposed Contract End Date
200	Tang	Qiong	6/30/2023
201	Thomas	Warren	*6/30/2023
202	Thompson	Jana	*6/30/2023
203	Thompson	Marcy	6/30/2023
204	Titus	Michael	6/30/2023
205	Tumminello	Kara	6/30/2023
206	Umbricht	Christopher	6/30/2023
207	Utter	Vincent	6/30/2023
208	Vagnoni	Kim	6/30/2023
209	Vakhovsky	Oleg	6/30/2023
210	Vazquez	Salvador	6/30/2023
211	Walker	Ericka	6/30/2023
212	Walker	Marietta	6/30/2023
213	Weaver	Melissa	6/30/2023
214	Weber	Austin	6/30/2023
215	Webster	Bret	*6/30/2023
216	Weiss	Jeff	6/30/2023
217	White	Alyiah	6/30/2023
218	Wiegold	Jordan	6/30/2023
219	Woodruff	Susan	6/30/2023
220	Wozniakowski	Przemek	6/30/2023
221	Wright	Joyce	6/30/2023
222	Wuerl	Nicole	*6/30/2023
223	Zavala	Maria	*6/30/2023
224	Zhang	Mingming	6/30/2023

Recommendation: Approve the above full-time Specialist personnel appointments for Fiscal Year 2023.

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

AGENDA ITEM 11.3 – HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 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. Based on the current collective bargaining agreement, Administration has reviewed these assignments and hours for the 2022-2023 academic year and applied the formula for determining release hours. A final determination of department chair hours and responsibilities for the 2022-2023 academic year will be based on the successor faculty collective bargaining agreement pending negotiations, ratification by the Faculty Association and approval of the Board of Trustees.

The following 2022-2023 department chair assignments are proposed for approval:

Adult and Community Education Division		
Program Area	AY23 Faculty Name	Academic Year Totals
ABE/ASE/BRGA/CRX/IET/ PBRA/SAE	Mary Lynn Carver, Malika Jones	12.00
ESL/ALE/VST/BRGA	Kelly Arce	16.00
Total Adult and Community Education Division		28.00
Biological and Health Sciences Division		
Program Area	AY23 Faculty Name	Academic Year Totals
BIO	Mark Coykendall	12.00
CHM	Beth Wilson	7.00
DHY	Mary Jacobs, Kim Aichele	16.00
EMT	Carol Wismer	14.00
HIT	Chris Melnytschuk	13.00
HRT/AGR	John Zahina-Ramos	9.00
HWP/MAS/KIN	Joana Pabedinskas	16.00
MIM	Lynn Wiechert	14.00

AGENDA ITEM 11.3 – HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 DEPARTMENT CHAIR HOURS

Biological and Health Sciences Division (Continued)		
Program Area	AY23 Faculty Name	Academic Year Totals
MOA	Lisa Fasano	13.00
NUR 110 only	Imelda Forsberg	14.00
PHM	Derek Leiter	12.00
PBT	Angela Norwood	12.00
SRG	Elliot Egger	11.00
Total Biological and Health Sciences Division		163.00
Business and Social Sciences Division		
Program Area	AY23 Faculty Name	Academic Year Totals
ACC	Patrick Stegman	10.00
AMT/BUS	Venkat Krishnamurthy	15.00
ANT	Scott Palumbo	6.00
CIT	Sanjay Kumar	11.00
CRJ/PSC	Chris Utecht	13.00
ECE	Diane Schael	13.00
ECO	Stefan Mullinax	6.00
EDU	Michelle Proctor	9.00
FST	Jeff Howell	9.00
HCM	William Vena, Teresa Novinska	16.00
HST	Phyllis Soybel	5.00
HUS/SWK	Mick Cullen	13.00
LGL	Gayle Miller	15.00
PSY	Nora Benjamin	13.00

AGENDA ITEM 11.3 – HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 DEPARTMENT CHAIR HOURS

Business and Social Sciences Division (Continued)		
Program Area	AY23 Faculty Name	Academic Year Totals
SCM	Pending New Hire	7.00
SOC/GXS	Sonia Oliva	7.00
Total Business and Social Sciences Division		168.00
Communication Arts, Humanities and Fine Arts Division		
Program Area	AY23 Faculty Name	Academic Year Totals
ART	Hans Habeger	7.00
CMM	Lynn Harper	9.00
DMD	Michael Kozien, Xiang Yang	10.00
DNC	Valerie Alpert, Terry Crews	5.00
ELI/SGN	Pending New Hire	7.00
ENG	Nolan Chessman, Kathryn Starzec	18.00
HUM/ASI/LAT	Jackie Trimier	8.00
LANG	Theresa Ruiz-Velasco	9.00
MUS	Adjunct	5.00
PHI	Becky Munk, Shanti Chu	9.00
TECH COM	Laura Otto	8.00
TESOL	Jill Bruellman	7.00
THE	Craig Rich	7.00
Total Communication Arts, Humanities and Fine Arts Division		109.00

AGENDA ITEM 11.3 – HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 DEPARTMENT CHAIR HOURS

Engineering, Mathematics and Physical Sciences Division		
Program Area	AY23 Faculty Name	Academic Year Totals
ACR	Octavio Cavazos, David Patterson, Don Myers	15.00
ARM/MET	Margie Porter	14.00
AUT	Derrek Keesling, Ted Wells	12.00
CAD	Brandon Blackberg, Francisco Andrade	9.00
CNC/MTT (new name PMT)	Jeff Hines, Eric Anderson	12.00
EGR	Rob Twardock, Jan Edwards	10.00
ELC/ELT/EET	Michelle Leonard	10.00
ESC/GEG	Ryan Cumpston, Eric Priest	7.00
HET	Steve Lenz, Mohammad Abdallah	15.00
INT	Pending New Hire	18.00
LPO	Bill Kellerhals	7.50
MCS	Shyam Kurup	6.00
MTH	Jon Sprague, Laura Hobart	27.00
PHY	Ana Mazilu	5.00
WLD (new name WFT)	Karsten Illg	15.00
Total Engineering, Mathematics and Physical Sciences Division		180.50
Academic Success Division		
Program Area	AY23 Faculty Name	Academic Year Totals
ACADEMIC SUCCESS	Teresa Fillicette, Janet Fisher	9.00
LIBRARY	Holly Ledvina	5.00
Total Student Development		14.00
Grand Total		662.50
Recommendation: Approve the department chair hours for academic year 2022-2023.		

AGENDA ITEM 11.3 – HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 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. Based on the current collective bargaining agreement, the college has reviewed these appointments for the 2022-2023 academic year and recommends the following hours. A final determination of co-curricular appointment hours and responsibilities for the 2022-2023 academic year will be based on the successor faculty collective bargaining agreement pending negotiations, ratification by the Faculty Association and approval of the Board of Trustees.

Assignment	AY23 Faculty	Hours
Assistant Director of Forensics	Joel Chmara	3 Hours per semester
Choreography – Musical Theater Production (Summer)	Valerie Alpert	3 Hours
Chronicle Advisor	John Kupetz	6 Hours per semester
Director – Musical Theater Production (Summer)	Brian Gill	4 Hours
Director of Forensics	Patrick Carberry	3 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
Music/Orchestra Conductor – Musical Theatre Production (Summer)	Paul Hefner	3 Hours
Play Director (Fall)	Craig Rich	4 Hours
Play Director Children’s Production (Fall)	Alicia Hall	4 Hours
Play Director Show I (Spring)	Craig Rich	4 Hours
Play Director Show II (Spring)	Craig Rich	4 Hours
Poetry/Fiction Series Coordinator	Esley Stahl	3 Hours
Prairie Spirits Dance Production	Valerie Alpert	4 Hours
Prairie Voices Advisor	Nick Schevera	3 Hours per semester
Technical Director – Musical Theatre Production (Summer)	Tracie Folger	4 Hours

AGENDA ITEM 11.3- HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – APPROVAL OF COLLEGE OF LAKE COUNTY 2022-2023 CO-CURRICULAR APPOINTMENTS

Assignment	AY23 Faculty	Hours
Technical Director (Fall)	Tracie Folger	4 Hours
Technical Director Children’s Production (Fall)	Tracie Folger	4 Hours
Technical Director Show I (Spring)	Tracie Folger	4 Hours
Technical Director Show II (Spring)	Tracie Folger	4 Hours
Vocal Director – Musical Theater Production (Summer)	Jean Hersey	3 Hours
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
Faculty Senate Chair	Wendy Brown	6 Release Hours per semester
International Education Coordinator	Jill Bruellman	3 Hours per semester
Lancer Radio Faculty Coordinator (Fall/Spring)	Mick Cullen	3 Hours per semester
New Faculty Institute (NFI - 2 faculty)	Bob Remedi, Amanda Cash	6 Release Hours per semester (3 per faculty)
Recommendation: Approve the co-curricular assignments described above for academic year 2022-2023.		

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

11.3 FULL-TIME EMPLOYMENT – ADMINISTRATIVE AND PROFESSIONAL HIRES

	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	Baum, Alisa	N/A	Administrator Position Number: 0050 Executive Director, James Lumber Center for the Performing Arts	N/A	D61 \$114,500/ Annual Exempt	5/23/2022	5/23/2022 – 6/30/2022
2	Administrative New Hire	Clark, Zachary	N/A	Administrator Position Number: 0320 Director, Student Activities and Inclusion	N/A	D61 \$92,000/ Annual Exempt	7/18/2022	7/18/2022 – 6/30/2023
3	Professional New Hire	Jones, Kristin	N/A	Professional Position Number: 1711 Title IX and Compliance Coordinator, Student Life	N/A	C43 \$86,000/ Annual Exempt	5/23/2022	5/23/2022 – 6/30/2022
4	Professional New Hire	Karamy, Mahsa	N/A	Professional Position Number: 1144 Assistant Director, Facilities	N/A	C52 \$120,000/ Annual Exempt	7/18/2022	7/18/2022 – 6/30/2023
5	Professional New Hire	McClure, Shane	N/A	Professional Position Number: 1845 Student Conduct Coordinator, Student Life	N/A	C43 \$59,000/ Annual Exempt	6/20/2022	6/20/2022 – 6/30/2022

Recommendation: Approve the above full-time employment.

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	Kelly, Timothy	Part-time Specialist Position Number: 1145 Testing Specialist, Testing Center, Southlake Campus	Full-Time Specialist Position Number: 1430 Testing Specialist, Testing Center, Lakeshore Campus	B23 \$19.55/ Hour Non- exempt	B23 \$19.55/ Hour Non- exempt	5/23/2022	5/23/2022- 6/30/2022
2	Promotion	Julian, Jenelle	Part-time Classified Position Number: 1462 Office Associate, Outreach and On-Campus Experience	Full-time Classified Position Number: 1697 Office Associate, Advising and Retention	B21 \$15.50/ Hour Non- exempt	B21 \$15.50/ Hour Non- exempt	5/23/2022	N/A
Recommendation: Approve the above actions.								

AGENDA ITEM 11.5 - HUMAN RESOURCES RECOMMENDATIONS

11.5 STAFF BENEFITS — ANNUAL EMPLOYEE SALARY INCREASE AND SALARY STRUCTURE ADJUSTMENT FISCAL YEAR 2023

The Board 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 before the final adoption of the FY 2023 budget in June 2022. FY 2023 employment contracts, reflecting the increase, will be posted with the June Board agenda.

In alignment with Board guidance during the FY 2023 budget development process and in consideration of the Total Rewards Philosophy Consumer Price Index – Urban (CPI-U) methodology, it is proposed that the College provide a base salary increase of 5.00% for regular, full-time and regular, part-time, non-union employees (Classified, Specialist, Administrative and Professional) if hired prior to April 1, 2022.

In addition, it is proposed that part-time flex employees who currently earn \$23.75/hour or less, and who were hired prior to April 1, 2022, are provided a base rate increase of 5.00%.

Recommendation: Approve FY 2023 employee salary increase, effective July 1, 2022, as described above.

AGENDA ITEM 11.6 – HUMAN RESOURCES RECOMMENDATIONS

11.6 OTHER – FISCAL YEAR 2023 STAFF SALARY RANGES

Per Policy 939 – Non-Bargaining Unit Employees, Employment, Compensation and Benefits, changes to salary ranges require Board approval. In alignment with Board guidance obtained during the budget development process, the following salary range changes are proposed.

As a result of pending changes to the minimum wage in the State of Illinois, Administration is recommending changes to pay ranges for non-exempt classified staff as follows:

Pay Grade	Hourly Minimum	Hourly Maximum
A11	\$13.00	\$21.67
A12	\$13.50	\$22.50

Recommendation: Approve the revised pay ranges for pay grades A11 and A12 effective July 1, 2022.