

**College of Lake County  
Community College District No. 532  
Tuesday, November 14, 2023, 5:00 PM**

**REGULAR MEETING**

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, November 14, 2023, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at <https://youtube.com/live/XpdJSecshGE?>, and the agenda is posted on the [College of Lake County](#) website.

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@clcillinois.edu](mailto:president@clcillinois.edu) by 3:00 p.m. on Tuesday, November 14, 2023. Individuals will be called to the podium when it is their time to address the Board.

**AGENDA**

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
  - 4.1. Chair's Report
  - 4.2. Student Trustee's Report
  - 4.3. President's Report
    - 4.3.1. Enrollment Strategy
5. **Consent Agenda (Action Items)**
  - 5.1. Approval of the Minutes
    - 5.1.1. Decennial Committee Meeting Minutes of October 24, 2023
    - 5.1.2. Regular Meeting Minutes of October 24, 2023
    - 5.1.3. Closed Meeting Minutes of October 24, 2023
    - 5.1.4. Action on Closed Minutes 4
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Agenda for Regular Meeting of Tuesday, November 14, 2023

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5.4. Human Resources	
Copies of all proposed employee contracts are available at <a href="http://dept.clcillinois.edu/pre/contracts/ContractsNovember2023.pdf">http://dept.clcillinois.edu/pre/contracts/ContractsNovember2023.pdf</a>	
5.4.1. Probationary Period Completion	26
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5.4.3. Resignation and Retirements	30
5.5. Contracts and Grants	
None.	
5.6. Other	
None.	
<b>6. Presentment of Board Policies and Objectives (Information Items)</b>	
None.	
<b>7. New Business (Action Items)</b>	
7.1. Personnel and Position Changes	31
7.2. Curriculum Scheduling Software	32
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7.4. Resolution Estimating Amounts Necessary to be Levied for the Year 2023	35
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Agenda for Regular Meeting of Tuesday, November 14, 2023

8. **Executive Session (Closed)**

Closed session requested under the Illinois Compiled Statutes 5ILCS 120 Section 2(c)(1) of the Open Meetings Act.

9. **Other Matters for Information or Discussion**

10. **Adjournment**

## 5. CONSENT AGENDA 1. APPROVAL OF MINUTES

### 5.1.4. ACTION ON CLOSED MEETING MINUTES

Under the Open Meetings Act, it is necessary to review the minutes of past Board of Trustees closed meetings to determine the need for continued confidentiality of minutes.

The College's designee has reviewed the closed session minutes and has determined the need for confidentiality still exists as to the closed session minutes for the period from December 2022 through June 2023.

**Recommendation:** Determine that the closed session minutes from December 2022 through June 2023, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

**5.1.5. ACTION ON CLOSED MEETING RECORDINGS**

The Open Meetings Act authorizes the destruction of verbatim recordings of closed meetings no sooner than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

The following is a list of closed meeting recordings that are recommended for destruction:

August 24, 2021	Regular
September 28, 2021	Regular
October 26, 2021	Regular
November 6, 2021	COTW
November 15, 2021	COTW
December 14, 2021	Regular
January 25, 2022	Regular

Note: There was no regular closed meeting November on November 16, 2023.

**Recommendation:** Authorize the destruction of the verbatim recordings listed above.

5. CONSENT AGENDA 2. FINANCIAL

**5.2.1 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 approve the reimbursement for business-related travel expenses in the amount of \$2,603.57 for travel associated with Association of Community College Trustees (ACCT) and Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 14<sup>th</sup> day of November 2023 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.

5. CONSENT AGENDA 2. FINANCIAL

**5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS**

**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 not contained in this document this being the first quarter of the fiscal year, reversals of accruals, and timing of property tax receipts, the data are not meaningful; and

WHEREAS, no budget transfers exceeding the threshold of \$25,000 are recommended to the Fiscal Year 2024 Budget;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and accepts the monthly financial report.

PASSED this 14th day of November 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

**Recommendation:** Adopt the resolution Approving and Ratifying Bills.

## 5. CONSENT AGENDA 2. FINANCIAL

### Operating Funds Financial Highlights

**REVENUE:** The revenues in the operating funds reflect 33.1 percent of budgeted revenues through September 2023. At the end of September 2022, the College had received 33 percent of the amount budgeted.

As of September 30, 2023, the College had received revenues equal to \$27.9 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of September 30, 2023, student enrollment reflected 30.1 percent of the tuition revenue. At the end of September 2022, the College had received 25 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

**EXPENDITURES:** The expenditures in the operating funds as of September 30, 2023, reflect 20.5 percent of budgeted expenditures for the year. In comparison, as of September 30, 2022, the College had expended 21 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.





## Monthly Financial Report

***FOR THE MONTH ENDED***

**September 30, 2023**

5. CONSENT AGENDA 2. FINANCIAL

**Educational Fund  
Balance Sheet  
As of September 30, 2023**

**ASSETS**

**CASH**

Cash In Bank	26,318,627.30
Change Funds	8,800.00

**INVESTMENTS**

Other Investments	40,882,083.09
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**RECEIVABLES**

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable. Tuition	(4,277,905.33)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	4,297,000.12
Vendor Receivables	52,345.53

<b><u>INTER-FUND RECEIVABLE</u></b>	(10,669,931.21)
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**Prepaid Expenses**

Prepaid Expenses	44,603.00
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<b>TOTAL ASSETS</b>	<u><u>88,822,183.91</u></u>
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5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable 77,766.33

**CURRENT OBLIGATIONS PAYABLE**

Current Obligations Payable 0.00

**ACCOUNTS PAYABLE**

Accounts Payable 373,931.48

**ACCRUED EXPENSES**

Accrued Expense 585,000.00

**DEFERRED REVENUES**

Property Taxes 31,102,837.32

Total Tuition & Fees 2,838,536.19

Miscellaneous Deferred Revenues 339,785.29

**OTHER LIABILITIES**

Other Liabilities 1,008,406.20

Vacation Accrual 3,076,600.01

**FUND BALANCE**

Fund Balance 49,419,321.09

**TOTAL FUND BALANCE 49,419,321.09**

**TOTAL LIABILITIES & FUND BALANCE 88,822,183.91**

**RECONCILIATION**

BEGINNING FUND BALANCE 47,293,093.93

ADD: REVENUE 35,096,655.77

LESS: EXPENDITURES (21,637,665.61)

OPERATING TRANSFERS (11,332,763.00)

ENDING FUND BALANCE 49,419,321.09

**College of Lake County**  
**CLC Comparison Fund 01**  
**Statement of Changes in Fund Balance**  
**Month Ending: September 30, 2023**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	22,016,471.41	62.73%	24,064,934.72	68.45%
CPPRT Corp Pers Prop Repl Tax	101,410.46	0.29%	697,688.65	1.98%
ICCB Credit Hour Grants	2,471,274.51	7.04%	2,268,407.25	6.45%
Vocational Education	0.00	0.00%	297,745.50	0.85%
Tuition	7,576,789.25	21.59%	6,189,646.74	17.60%
Graduation Fees	0.00	0.00%	90.00	0.00%
Transcript Fees	30,668.34	0.09%	10,947.18	0.03%
On-line Course Fee	192,093.35	0.55%	202,722.13	0.58%
Laboratory Fees	127,613.62	0.36%	127,683.82	0.36%
Payment Plan Enrollment Fee	12,709.30	0.04%	0.00	0.00%
Credit By Exam Fees	150.00	0.00%	150.00	0.00%
Comprehensive Fees	1,201,783.75	3.42%	992,714.37	2.82%
Gain(Loss) on Investment	(138,384.34)	-0.39%	204,422.21	0.58%
Investment Fees	(12,816.75)	-0.04%	0.00	0.00%
Other Interest	1,493,879.43	4.26%	0.00	0.00%
Sweep Accounts	17,037.50	0.05%	46,372.83	0.13%
Library Fines	68.00	0.00%	42.00	0.00%
Miscellaneous Revenue	5,898.94	0.02%	43,839.27	0.12%
Other Revenue/Rebates	0.00	0.00%	11,849.35	0.03%
Over Short	9.00	0.00%	0.00	0.00%
<b>Total Income</b>	<b>35,096,655.77</b>	<b>100%</b>	<b>35,159,256.02</b>	<b>100%</b>

5. CONSENT AGENDA 2. FINANCIAL

<b><u>EXPENDITURES</u></b>				
Salaries	16,011,555.43	74%	16,096,441.45	76%
Employee Benefits	1,915,995.22	9%	1,771,036.31	8%
Contactual Services	1,131,418.11	5%	1,273,021.05	6%
General Material & Supplies	522,341.13	2%	525,725.86	2%
Travel/Conference Meeting Exp	91,152.22	0%	85,770.08	0%
Fixed Charges	302,563.75	1%	327,238.64	2%
Utilities	11,348.93	0%	13,447.59	0%
Capital Outlay	266.75	0%	12.99	0%
Other Expenditures	1,651,024.07	8%	1,130,380.95	5%
Total Expense	<u>21,637,665.61</u>	<u>100%</u>	<u>21,223,074.92</u>	<u>100%</u>
Beginning Fund Balance	47,293,093.93		46,512,319.84	
Add: Revenues	35,096,655.77		35,159,256.02	
Less: Expenses	(21,637,665.61)		(21,223,074.92)	
Operating Transfers	(11,332,763.00)		(7,790,356.89)	
Ending Fund Balance	<u>49,419,321.09</u>		<u>52,658,144.05</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Balance Sheet - Fund 02**  
**Balance Sheet**  
**As of September 30, 2023**

**ASSETS**

**CASH**

Cash In Bank \$ 8,667,637.98

**INVESTMENTS**

Other Investments 24,158,624.44

**RECEIVABLES**

Taxes Receivable - Current Levy 8,580,051.36  
Allowance Uncollectible Taxes (78,305.04)  
Vendor Receivables 1,428.37

**INTER-FUND**

INTER-FUND subtotal: \$ (23,418,272.32)

**Prepaid Expenses**

Prepaid Expenses 240,401.00

**TOTAL ASSETS**

**\$ 18,151,565.79**

5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCOUNTS PAYABLE**

Accounts Payable \$ 223,397.28

**DEFERRED REVENUES**

Property Taxes 8,217,410.78

**TOTAL LIABILITIES** \$ 8,440,808.06

**FUND BALANCE**

Fund Balance 9,710,757.73

**TOTAL FUND BALANCE** \$ 9,710,757.73

**TOTAL LIABILITIES & FUND BALANCE** 18,151,565.79

**RECONCILIATION**

BEGINNING FUND BALANCE 9,731,221.32

ADD: REVENUE 5,809,320.12

LESS: EXPENDITURES (2,122,327.71)

OPERATING TRANSFERS (3,707,456.00)

ENDING FUND BALANCE 9,710,757.73

5. CONSENT AGENDA 2. FINANCIAL

**College of Lake County**  
**CLC Comparison Fund 02**  
**Statement of Changes in Fund Balance**  
**Month Ending: September 30, 2023**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	5,797,573.44	100%	6,358,724.77	100%
Building Rentals	2,995.18	0%	725.00	0%
Miscellaneous Revenue	8,751.50	0%	3,546.13	0%
Total Income	5,809,320.12	100%	6,362,995.90	100%
<b><u>EXPENDITURES</u></b>				
Salaries	1,102,454.13	52%	958,521.20	48%
Employee Benefits	349,334.95	16%	343,129.08	17%
Contactual Services	99,693.57	5%	146,353.48	7%
General Material & Supplies	67,515.61	3%	187,196.35	9%
Travel/Conference Meeting Exp	3,930.06	0%	1,995.50	0%
Fixed Charges	150,350.56	7%	71,508.26	4%
Utilities	353,003.27	17%	231,268.79	12%
Capital Outlay	14,092.11	1%	14,095.78	1%
Other Expenditures	(18,046.55)	-1%	28,536.75	1%
Total Expense	2,122,327.71	100%	1,982,605.19	100%
Beginning Fund Balance	9,731,221.32		9,929,309.56	
Add: Revenues	5,809,320.12		6,362,995.90	
Less: Expenses	(2,122,327.71)		(1,982,605.19)	
Operating Transfers	(3,707,456.00)		(4,792,151.00)	
Ending Fund Balance	9,710,757.73		9,517,549.27	



5. CONSENT AGENDA 3. PURCHASING

**5.3.1. CURRICULUM DEVELOPMENT SOFTWARE AND CONSULTING SERVICES**

**Lead Staff:** Kristen Jones, Vice President of Education, Educational Affairs

**Funding Source:** FY24, FY25 grant budgets

**Funding Request:** \$60,000.00

<b>Vendor</b>	<b>Amount</b>
Worldwide Instructional Design System	\$60,000.00

**Explanation of Purchase:** This purchase is for curriculum development, consulting services and the annual site management software license/subscription, required to develop Career Pathways and Programs of Study (POS).

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; and 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 agreement that includes a software license for \$15,000.00 from April 1, 2024, through March 31, 2025, and consulting services for \$45,000.00 from January 1, 2024, through June 30, 2025, with Worldwide Instructional Design System of Madison, WI in a not-to-exceed amount of \$60,000.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.2. WAITLIST CONSULTING SERVICES**

**Lead Staff:** Erin Fowles, Dean, Enrollment Services

**Funding Source:** FY23 surplus

**Funding Request:** \$58,450.00

<b>Vendor:</b>	<b>Amount</b>
ERP Analysts, Inc.*	\$58,450.00
VB Consulting	\$75,440.00
ThoughtFocus, Inc.	\$117,660.00
Anatta IT Solutions, Inc.	\$196,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for a consultant partner to lead the implementation of the waitlist functionality in PeopleSoft Campus Solutions. Successful completion of this project will ensure classes are offered to meet student demand with an improved enrollment experience.

**Recommendation:** Approve an agreement from November 15, 2023, to June 30, 2024, with ERP Analysts, Inc., of Dublin, OH for a total not-to-exceed amount of \$58,450.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.3. TEXT MESSAGING COMMUNICATION PLATFORM**

**Lead Staff:** Erin Fowles, Dean, Enrollment Services

**Funding Source:** FY24 budget

**Funding Request:** \$33,500.00

<b>Vendor:</b>	<b>Amount</b>
Signal Vine, Inc.	\$33,500.00

**Explanation of Purchase:** This purchase is for the renewal of the College’s text messaging solution used to communicate to prospective and current students via batch and one-to-one text messages.

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 agreement from January 1, 2024, through December 31, 2024, with Signal Vine, Inc. of Alexandria, VA in a not-to-exceed amount of \$33,500.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.4. 2024 STUDY ABROAD STUDENT TRIP – SPAIN**

**Lead Staff:** Erin Fowles, Dean, Enrollment Services

**Funding Source:** FY24 budget

**Funding Request:** \$87,700.00

<b>Vendor</b>	<b>Amount</b>
Study Abroad Association, LLC	\$87,700.00

**Explanation of Purchase:** This purchase is for a faculty-led study abroad program in Barcelona and Madrid, Spain. The cost will cover all trip-related expenses. Student payments will be collected in the revenue account and all expenses will be paid using the expense account.

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

**Recommendation:** Approve a purchase with Study Abroad Association, LLC of Raleigh, NC for a total not-to-exceed amount of \$87,700.00.

## 5. CONSENT AGENDA 3. PURCHASING

### 5.3.5. SPECTROPHOTOMETER

**Lead Staff:** Jeet Saini, Dean, Biological and Health Sciences Division

**Funding Source:** FY24 budget

**Funding Request:** \$25,726.20

<b>Vendor</b>	<b>Amount</b>
Shimadzu Scientific Instruments*	\$25,276.20
Anton Paar USA	\$25,822.80

*\*Recommended*

**Explanation of Purchase:** This purchase is for a Fourier Transform Infrared (FTIR) spectrophotometer to be used in Organic Chemistry I and II labs. Experiential skills gained using this equipment train students for future educational and employment endeavors.

**Recommendation:** Approve a purchase with Shimadzu Scientific Instruments of Columbia, MD for a total not-to-exceed amount of \$25,726.20.

5. CONSENT AGENDA 3. PURCHASING

**5.3.6. GRAYSLAKE CAMPUS PARKING LOT REPAIR (RATIFICATION)**

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY23 surplus

**Funding Request:** \$33,363.00

<b>Vendor:</b>	<b>Amount</b>
F.J. Kerrigan Plumbing Company *	\$30,330.00
Ernie Peterson Plumbing, Inc.	\$42,310.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for the excavation, storm sewer repair and asphalt patch needed to repair Willow Way.

**Recommendation:** Ratify a purchase with F.J. Kerrigan Plumbing of Wilmette, IL for \$30,330.00 and a 10% contingency of \$3,033.00 in a total not-to-exceed amount of \$33,363.00.

5. CONSENT AGENDA 2. PURCHASING

**5.3.7. ROTARY SNOW REMOVAL BROOM**

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY24 budget

**Funding Request:** \$44,774.21

<b>Vendor</b>	<b>Amount</b>
AHW, LLC	\$44,774.21

**Explanation of Purchase:** This purchase is for a small John Deere tractor with a rotary broom for snow removal at the Lakeshore campus.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the Sourcwell contract (#031121-DAC) for turf equipment.

**Recommendation:** Approve a purchase with AHW, LLC of Wauconda, IL for a total not-to-exceed amount of \$44,774.21.

5. CONSENT AGENDA 3. PURCHASING

**5.3.8. VARIABLE FREQUENCY DRIVES (RATIFICATION)**

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY24 budget

**Funding Request:** \$40,823.00

<b>Vendor</b>	<b>Amount</b>
Delta Controls Chicago, Inc.	\$40,823.00

**Explanation of Purchase:** This purchase is for an upgrade to the current variable frequency drives that control heating, ventilation and air conditioning equipment through building automation system technology.

Pursuant to 110 ILCS 805/3-27.1 (e), contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent are exempt from the competitive bidding process.

**Recommendation:** Ratify a purchase with Delta Controls Chicago, Inc. of Lombard, IL for a total not-to-exceed amount of \$40,823.00.



5. CONSENT AGENDA 3. PURCHASING

**5.3.9. FORKLIFT**

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY24 budget

**Funding Request:** \$31,310.53

<b>Vendor:</b>	<b>Amount</b>
Equipment Depot of Illinois, Inc.	\$31,310.53

**Explanation of Purchase:** This purchase is for a previously owned 2023 forklift to be utilized by the Grounds department.

Pursuant to 110 ILCS 805/3-27 (i) purchases of equipment previously owned by some entity other than the district itself are exempt from the competitive bidding process.

**Recommendation:** Approve a purchase with Equipment Depot of Illinois, Inc. of Itasca, IL for a total not-to-exceed amount of \$31,310.53.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.1. PROBATIONARY PERIOD COMPLETION**

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-approved positions, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialist.

	<b>Employee Name</b>	<b>Job Classification, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>	<b>Contract Dates</b>
1	Castillo, Benjamin	Specialist Position Number: 1130 Enrollment Services Specialist*, Adult Education Testing	10/7/2023	10/7/2023-6/30/2024
2	Hernandez, Edward	Specialist Position Number: 1178 College and Career Navigator, Student Recruitment and Onboarding	10/7/2023	10/7/2023-6/30/2024
3	Mroz, Roger	Specialist Position Number:0083 Laboratory Specialist, Chemistry	10/7/2023	10/7/2023-6/30/2024
4	Rivera, Robert	Specialist Position Number: 1026 Enrollment Services Specialist*, Adult Education Testing	10/7/2023	10/7/2023-6/30/2024

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)**

	<b>Employee Name</b>	<b>Job Classification, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>	<b>Contract Dates</b>
5	Woodward, Heather	Specialist Position Number: 1102 Academic Success Advisor, Advising and Retention	10/7/2023	10/7/2023-6/30/2024
<b>Recommendation:</b> Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)**

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

	<b>Employee Name</b>	<b>Job Classification, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>
1	Craft, J'nai	Classified – Union Position Number: 1048 Custodian, Custodial, Southlake Campus	10/7/2023

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

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.2. PROMOTIONS**

The following employees applied for and have been selected for a promotion in the Board-approved positions noted below.

	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Rico, Ashley	Classified Position Number: 0298 Senior Accounting Associate, Student Accounting	Specialist Position Number: 1031 Financial Aid Specialist, Financial Aid	12/4/2023	12/4/2023-6/30/2024
2	Sevik, Brian	Specialist Position Number: 0236 Senior IT Technician, Technology Support	Specialist Position Number: 1590 Lead IT Technician, Technology Support	11/20/2023	11/20/2023-6/30/2024
3	Sostre, Maria	Specialist Position Number: 1252 Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	Specialist Position Number: 0243 Community Relations and Events Manager, Lakeshore Campus	11/20/2023	11/20/2023-6/30/2024

**Recommendation:** Approve the above actions.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Candia-Thompson, Meriza	Classified Position Number: 0682 Undocumented Student Outreach and Programs Coordinator, Student Activities and Inclusion	11/3/2023
2	Resignation	Hanner, Vicki	Classified Position Number: 0330 Administrative Assistant, Student Activities and Inclusion	11/3/2023
3	Resignation	Lara, Gabe	Administrator Position Number: 0027 Dean, Student Affairs	1/5/2024
4	Retirement - Revised Date	Johnson Jones, Sylvia	Administrator Position Number: 0045 Executive Director, Career and Job Placement Center	4/30/2024 Eligible for Policy 925 and 930
<b>Recommendation:</b> Approve the above actions.				

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends a change in title and pay grade to the position of Outreach and Recruitment Coordinator*, Community Education. The position is funded through available FY24 budget resources.								
1	Title and Job Grade Change	Vacant	Part-time Specialist Position Number: 1718 Outreach and Recruitment Coordinator*, Community Education	Part-time Specialist Position Number: 1718 Outreach and Recruitment Specialist*, Community Education	B32 Hourly Non-exempt	B23 Hourly Non-exempt	11/15/2023	N/A
<b>Recommendation:</b> Approve the proposed changes with the effective date noted above.								

\*Grant/externally funded position.

## 7. NEW BUSINESS

### 7.2. CURRICULUM SCHEDULING SOFTWARE

**Lead Staff:** Kristen Jones, Vice President of Education, Educational Affairs

**Funding Source:** FY24 budget

**Funding Request:** \$277,420.00

<b>Vendor:</b>	<b>Amount</b>
Coursedog, Inc.	\$277,420.00

**Explanation of Purchase:** This purchase is a renewal of the centralized platform for scheduling, course requests, curriculum management and an online course catalog.

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

**Recommendation:** Approve a three-year agreement from December 1, 2023, through November 30, 2026, with Coursedog, Inc. of New York, NY in a total not-to-exceed amount of \$277,420.00.



## 7. NEW BUSINESS

### 7.3. AGREEMENT WITH THE SOCIETY OF MANUFACTURING ENGINEERS (SME) (RATIFICATION)

**Lead Staff:** Lori Suddick, President

**Funding Source:** FY24 budget fund 06 (donor resources)

**Purpose:** The Manufacturing Imperative: Workforce Pipeline Challenge

Lake County is the second largest manufacturing county in Illinois. Locally, manufacturing companies employ over 50,000 people, generating over \$35 billion in economic output per year. College of Lake County (CLC) is committed to ensuring a diverse skilled talent pipeline exists for this critical industry that drives economic vitality for the communities and individuals. Over the past five years, CLC has expanded facilities, equipment, programming, faculty and staff resources, including the launch of the Advanced Technology Center (ATC), a locus of modern, global technologies and innovative workforce development initiatives to increase the number of graduates in short-term and associate degree programs in high demand.

The College has engaged with local workforce ecosystem partners, including local manufacturers, vendors, workforce and economic development, as well as education and community agencies throughout this process and must continue to do so to make sure Lake County retains and attracts manufacturers. To continue to the growth in enrollment, apprenticeships, and the number of graduates with skilled credentials, it is imperative that CLC continues to engage in local, regional, state, and national initiatives that bring workforce partners together and develop resources for the college and funding for students. Recently, CLC was one of 25 community colleges across the United States invited to participate in The Manufacturing Imperative: Workforce Pipeline Challenge by the Society for Manufacturing Engineering (SME). The impetus behind the Workforce Pipeline Challenge is SME's strong belief that manufacturing is key to the country's economic growth and prosperity. SME indicates that current workforce pipeline data indicates that there will be 2.1 million open positions by 2030. Under the mission of The Workforce Pipeline Challenge, participating colleges aim to place 75,000 or more individuals into living wage jobs over the next three years, impacting the national economy by 6 billion dollars.

As a partner in the Workforce Pipeline Challenge, CLC commits to be an active partner in the design and launch of a national coalition that will develop policies, programming and solutions to attract, educate and graduate 1,000 net new learners a year for three years, with emphasis across various target sectors, including K-12 pathways, Justice Involved, Veterans/Exiting military, community- based organizations, non-credit and credit programs.

College of Lake County responsibilities include:

- Designation and cooperation of an individual who will serve as the institution's administrative single point of contact
- \$25,000 investment per year (renewable annually) for three years

## 7. NEW BUSINESS

- Active participation on the program Advisory Board
- Permission to have your college highlighted in program promotional materials

Society for Manufacturing Engineers responsibilities include:

- Annual market research and workforce landscape analysis report
- Program alignment consultative services
- Target identification and program development services
- Dedicated advisory and support team
- Unlimited access to all content in the Tooling U-SME digital e-learning library

The full agreement is available in the Board Portal.

**Recommendation:** Approve the three-year agreement from 2023 to 2026 with the Society for Manufacturing Engineers for a not to exceed total of \$75,000.

## 7. NEW BUSINESS

### 7.4. RESOLUTION ESTIMATING AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2023

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

**Background:** This resolution, which estimates the amounts necessary to be levied for 2023, is based on changes in inflation and equalized assessed value (EAV) including new construction and dissolving tax increment financing (TIF) district. The Property Tax Extension Limitation Law (PTELL) limiting rate for the 2023 levy, is 5.0 percent. The 2023 EAV is projected to increase approximately 7.6 percent as compared to 2022, with new construction for 2023 projected to total \$155 million and dissolving TIF district totaling \$18 million.

The proposed levy would increase taxes for the operating and special tax levy funds by 4.975 percent from the 2022 tax extensions. The debt service tax levy is based on an established schedule of bond payments. The debt service levy for 2023 will correspond to the outstanding Levy Allocation Report for 2024. The debt service levy is not included in the definition of aggregate levy pursuant to Section 18-55 of the Truth in Taxation Law, 35 ILCS 200/18-55.

Levy Funds	2022 Levy Extension	2023 Levy Estimated	Estimated Increase	Percent Change
Operating & Special (Capped)	\$79,176,125	\$83,115,137	\$3,939,012	4.975%
Debt Service (Non-Capped)	\$2,032,973	\$2,043,575	\$10,602	0.522%
Total	\$81,209,098	\$85,158,712	\$3,949,614	4.864%

The Lake County Clerk will determine the actual amount of taxes to be extended on the 2023 levy after applying the tax cap (PTELL) formula, including the addition of the new property in the tax base. Based on assumptions indicated in the projections above, it is anticipated that the tax rate for capped funds in 2023 will be approximately \$0.2814 per \$100 of equalized assessed valuation, as compared to \$0.2875 levied in 2022.

**Recommendation:** Approve the resolution estimating amounts necessary to be levied for the year 2023.

## 7. NEW BUSINESS

### **7.4. RESOLUTION ESTIMATING AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2023**

WHEREAS, the *Truth in Taxation Law*, 35 ILCS 200/18-55 et. seq. requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105 percent of the amount of property taxes extended or estimated to be extended upon the final aggregate levy of the preceding year (plus any amount abated by the taxing district prior to such extension), then the governing board of the district shall give public notice of, and shall hold a public hearing on, the district's intent to adopt an aggregate tax levy in an amount that is more than 105 percent of such extension or estimated extension for the preceding year; and

WHEREAS, the amount of property taxes extended or estimated to be extended on the levy of Community College District No. 532 for corporate and special purpose taxes (the aggregate levy) for 2022 was \$79,176,125; and

WHEREAS, the estimated amounts of money necessary to be raised by corporate and special purpose taxes for 2023 upon the taxable property of the College District is \$83,115,137;

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

Section 1: The estimated aggregate levy necessary for 2023 is \$83,115,137.

Section 2: The estimated aggregate levy for 2023 does *not* exceed 105 percent of the taxes extended (plus any amount abated prior to extension) on the College District's aggregate levy for 2022.

7. NEW BUSINESS

Section 3: In light of Section 2 above, the provisions of Sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2023 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 14th day of November 2023.

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

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

ATTEST:

By: \_\_\_\_\_  
Secretary

## 7. NEW BUSINESS

### 7.5. ACCEPTANCE OF THE CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC) WORKFORCE EXPANSION PROGRAM GRANT

**Grantor:** Illinois Community College Board

**Amount:** \$340,000.00

**Period:** December 1, 2023 – June 17, 2024

**Type:** Competitive

**Matching Funds:** None

**Lead Staff:** Kristen Jones, Vice President of Education, Educational Affairs

**Purpose:** Grant funds will be used to support the College's Human Services program to prepare students to serve the Lake County community by offering a degree and certificates in Addiction Counseling and Treatment. The College of Lake County will recruit and serve at least 18 students in this selected program area.

**Recommendation:** Accept the Illinois Community College Board's CADC Workforce Expansion Program Grant in the amount of \$340,000.00.

## 7. NEW BUSINESS

### **7.6. SEPARATION OF EMPLOYMENT (CLASSIFIED PERSONNEL)**

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2 (c) 1: “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to approve the recommendation for separation of employment may be considered after the closed meeting.