

**College of Lake County**  
**Community College District No. 532**  
**Tuesday, January 23, 2024, 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, January 23, 2024, 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://www.youtube.com/watch?v=VuVicZmUUQo>, 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, January 23, 2024. 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. FY2023 Audit Report
    - 4.3.2. Advanced Technology Center and Manufacturing Alliance
5. **Consent Agenda (Action Items)**
  - 5.1. Approval of the Minutes
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8.	<b>Executive Session (Closed)</b>	

Agenda for Regular Meeting of Tuesday, January 23, 2024

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

Minutes of the Decennial Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County Grayslake Campus, Conference Center, 19351 W. Washington, Grayslake, Illinois on December 12, 2023 at 4:00 pm

<p><i>1. Call to Order and Roll Call</i></p>	<p>Trustee Torrie Newsome, Chair of the Decennial Committee, called the meeting to order at 4:05 pm.</p> <p>Trustees present at roll call: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio          Community Representatives present at roll call: Mr. Harris and Dr. Mendoza          College Leadership Team Representative present at roll call: Dr. Harden          Trustees absent at roll call: Ms. Barbato and Student Trustee Blaine</p> <p>Others Present: Dr. Lori Suddick, President; Sue Fay, Chief Human Resources Officer; Dr. Kristen Jones, Vice President of Educational Affairs; Dr. Ali O’Brien, Vice President Community Workforce and Partnerships; Carol Dikelsky, Director of Communications and Engagement; Laura Laba, Executive Assistant to the President &amp; Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p><i>2. Approval of the Agenda</i></p>	<p>Chair Newsome welcomed everyone and made the following agenda announcements:</p> <ul style="list-style-type: none"> <li>• Purpose: to comply with Illinois Public Act 102-1088 – Decennial Committees on Local Government Efficiency Act.</li> <li>• Proposed Scope: to increase greater collaboration and efficiency between the College of Lake County (CLC) and local governmental units.</li> <li>• The committee met on October 24, 2023 and recommended three specific focus areas: 1) accessibility for special populations, 2) post-secondary workforce readiness with a focus on internship opportunities, and 3) support for small businesses.</li> <li>• Review an overview of an inventory and summary analysis of intergovernmental and interagency relationships for the purpose of developing recommendations for greater shared efficiencies with our community partners.</li> <li>• No action will be taken.</li> </ul> <p><b><u>It was moved</u></b> by Trustee Howland and seconded by Trustee Shroka for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Harden, Harris, Mendoza          Nays: None          The vote being (9) Ayes and (0) Nays, the motion carried.</p>
<p><i>3. Presentation and Further Discussion on Committee Charge</i></p>	<p><b>1. Accessibility for special population</b></p> <p>The committee reviewed types of services – for example, transportation, housing, food assistance, educational supports, and counseling – as well as community organization CLC works with and the services provided. Opportunities explored for transportation included partnership with Uber and/or Lyft. Opportunities explored related to housing included a partnership with community organizations for shared resources or professional development training related to housing assistance.</p> <p>Discussion centered around how to reach out to people who may be hesitant to seek assistance and the College’s ability to mitigate risks associated with service providers, such</p>

as Uber and Lyft. It was noted that other colleges and schools have existing programs using Uber and Lyft. Outreach to these organizations was suggested.

Recommendation: To be determined.

Trustee Barbato arrived at 4:24 pm.

**2. Supports for small businesses**

For the purposes of this committee, small businesses were defined as having 500 or fewer employees. The committee reviewed types of work, such as advising, training and resources and tools, that community organizations partnering with CLC may be interested in. Chambers of commerce and municipalities, Lake County Partners, Lake County Workforce Development Board, and several others were noted as providing services to support small business in Lake County. Opportunities to explore included building partnerships with municipalities to help businesses find physical spaces to operate, building on partnerships with local business to collaborate around networking, and building on partnerships with banks that specifically support small business loans.

Discussion: It was noted that the village of Lake Villa may have Tax Increment Financing (TIF) funds that could help small businesses.

Recommendation: To be determined

**3. Postsecondary workforce readiness, with a focus on internship opportunities**

This topic is geared toward high school students. The group reviewed types of work, the Pace framework, College and Career Pathway Endorsements, and transitional math and English courses. Relationships reviewed were those organizations with which CLC holds current memoranda of understanding (MOU), intergovernmental agreements (IGA), as well as relationships with the High School Alliance, which consists of representatives from 19 public high schools. Opportunities explored included partnerships to offer college and career exploration to middle school students and with community organizations, collaboration with high schools to increase dual credit courses that align with high school pathways, as well as collaboration with local high schools and local employers to create pathways similar to what CLC has done in the manufacturing sector.

Discussion: Advanced placement does not always translate; dual credit is a better path. It is important to explore increasing the number of dual credit courses offered in high schools and offering internships in different industries.

Recommendations: To be determined

Next Steps:

- Reconvene in March with recommendations for the committee to approve
- Report will be sent to Lake County

<p><i>4. Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Newsome announced the public comment portion of the meeting. Requests to address the Committee were accepted via email to the President’s office by 2 pm. No requests were received. Chair Newsome asked if any individuals present wished to address the Board; no requests were made.</p>
<p><i>5. Announce Next Decennial Committee Meeting Date</i></p>	<p>Chair Newsome announced the date of the next Decennial Committee Meeting:</p> <ul style="list-style-type: none"> <li>• Tuesday, March 26, 2024 at 4 pm at the Southlake Campus Conference Center (Vernon Hills)</li> </ul>
<p><i>6. Adjournment</i></p>	<p>Chair Newsome called for adjournment.  <b>It was moved</b> by Trustee Howland and seconded by Dr. Harden that the meeting be adjourned at 4:50 PM.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Harden, Harris, Mendoza          Nays: None          The vote being (10) Ayes and (0) Nays, the motion carried.</p>

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Torrie Newsome, Chair

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Paul Virgilio, Secretary

Minutes of the Regular Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County Grayslake Campus, Conference Center, 19351 W. Washington, Grayslake, Illinois on December 12, 2023 at 5:00 pm

<p>1. <i>Call to Order and Roll Call</i></p>	<p>Board Chair Shroka called the meeting to order at 5:06 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio Trustees Absent at roll call: Student Trustee Blaine</p> <p>Others Present: Dr. Lori Suddick, President; Kevin Appleton, Vice President of Business Services and Finance; Sue Fay, Chief Human Resources Officer; Dr. Derrick Harden, Vice President of Strategic Advancement; Dr. Kristen Jones, Vice President of Educational Affairs; Greg Kozak, Chief Information Officer; Dr. Ali O'Brien, Vice President of Community Workforce and Partnerships; Allison Porterfield-Woods, Chief Information Officer; Carol Dikelsky, Director of Communications and Engagement; Laura Laba, Executive Assistant to the President &amp; Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p>2. <i>Approval of the Agenda</i></p>	<p>Chair Shroka welcomed everyone who joined the meeting in person or via livestream and made the following agenda announcements:</p> <ul style="list-style-type: none"> <li>• Item 7.3 on page 28 will be held for a vote until after the Closed Session.</li> <li>• A closed meeting was requested under exception under Statute 5 ILCS 120, Section 2(c)(1): "The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body..." and Section 2(c)(11): "Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court..."</li> <li>• There will be action taken after the closed meeting.</li> </ul> <p><b>It was moved</b> by Trustee Barbato and seconded by Trustee Newsome for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p>3. <i>Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Shroka announced the public comment portion of the meeting. Requests to address the Board were accepted via email to the President's office by 3 pm. The President's office received 1 request to address the Board.</p> <p>Emily Martinson – member of the Student Government Association (SGA), brought attention to a communication issue with students. Resources to students are not being advertised as well as they should. For example, the information regarding student clubs and organizations is outdated on the website. SGA has reached out to student activities staff; however, communication has proven difficult, with students not sure who to contact to get assistance. Some students and staff have expressed interest in having an internal communications director for student information.</p> <p>Chair Shroka acknowledged this student's comments and asked if any other individuals present wished to address the Board; no additional audience members requested to speak.</p>

<p>4. Reports</p> <p><u>Acronyms:</u></p> <p>ACCT – Association of Community College Trustees</p> <p>DEI – Diversity, Equity and Inclusion</p> <p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p><b>Chair’s Report –</b></p> <p>Chair Shroka invited Lincolnshire Police Chief Joseph Leonis to the podium. Chief Leonis from the Illinois Association of Chiefs presented an Illinois Law Enforcement Accreditation Program (ILEAP) plaque to CLC’s Chief of Police Brian Henry.</p> <p>Chief Leonis talked about ILEAP and the criteria for accreditation. The CLC Police Department has achieved Tier 1 status by meeting or exceeding 69 important standards set forth by ILEAP. Four areas of the policies and procedures were reviewed: administration, training, operations, and personnel.</p> <p>Only 70 police departments have achieved this accreditation since the program was launched. The CLC Police Department is one of nine police departments serving colleges and universities to be accredited in Illinois. Congratulations to Chief Henry and the CLC Police.</p> <p>Chair Shroka invited trustees to share updates:</p> <p><b><u>Board Activities</u></b></p> <ul style="list-style-type: none"> <li>• The Annual Board Holiday Dinner, held at the newly completed Prairie at Brae Loch and featuring CLC’s Hospitality and Culinary Management students and faculty, was well attended by Trustees, Foundation Board members, and representatives from Lake County Forest Preserves and the Lake County Board.</li> <li>• Trustees attended several of the student affinity graduation celebrations over the past week.</li> <li>• ACCT public policy committee recently met – there is movement on workforce Pell Grant Bill #HR6585, as well as possible movement on 12 appropriation bills that have been sitting for a year. The plan is to bifurcate into two groups; the first four items will be voted on January 19, and the remaining eight bills will be voted on February 2.</li> </ul> <p><b><u>Board Liaison Updates</u></b></p> <p><u>University Center of Lake County (UCLC)</u></p> <p>Meeting is later this week; however, there is good news that UCLC has received a full-service grant for \$2.9M per year for five years. UCLC is one of 10 organizations in Illinois that received the multi-district grant.</p> <p><u>CLC Foundation</u></p> <p>Updates are focused on the Urban Farm Center:</p> <ul style="list-style-type: none"> <li>• Vision is to construct a 24,000 sq ft facility at the Lakeshore campus. Total fundraising goal is \$15M, the full cost of the facility. Currently, the Foundation has raised \$3M, with a goal this fiscal year to raise \$8.25M, to reach the \$11.25M threshold needed to break ground.</li> <li>• Trustees were asked to review their networks and share suggestions with Kurt Peterson and the Foundation to reach the ambitious fundraising goal this fiscal year.</li> </ul> <p><u>ICCTA</u></p> <p>ACCT Governance Leadership Institute (GLI) was recently held; it was the second time the GLI was held specifically for Illinois. Presentations included topics of board management, parliamentary procedures, and topics to deal with as a team. All trustees should consider attending GLI when it is offered, even if you have attended in the past.</p>
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**Student Trustee Report** – Student Trustee Daniel Blaine could not attend the meeting, but a written report was given to each trustee.

**President’s Report** – Dr. Suddick provided the following updates:

- A new student video was shared to inspire students as they onboard into the College.
- The Government Finance Officers Association (GFOA) awarded CLC the Certificate of Achievement for Excellence in Financial Reporting for the FY2022 Annual Comprehensive Financial Report. Congratulations to Kevin Appleton and the Finance Team.
- Introduced CLC’s new Chief Information Officer, Allison Porterfield-Woods.

**LancerNext Update**

Transform CLC’s people structure, improving processes, improving student experience, how CLC manages and uses data so that students will have good experiences with technology.

The Why:

- Improve the student and employee experience.
- Ability to leverage data better than competitors.
- PeopleSoft product neglect and end of life.

Mr. Kozak introduced the project’s core team, as well as representative from Alchemy, Workday, and SharperPoint, three organizations assisting CLC with this project.

When: This project began in 2021 and will run through 2027.

Discussion: Trustees requested to be kept updated on the project and finances. Response: The team has committed to providing monthly written board updates.

**Diversity, Equity and Inclusion (DEI) Plan Update**

Student success definition: Achieving educational attainment for every student by providing personalized, culturally relevant student learning experiences, grounded in equitable practice in an inclusive student-ready environment.

- A priority is to enact CLC’s Diversity Equity and inclusion Plan.
- In addition to increased diversity in Lake County, there are inequities by race and ethnicity in terms of college credential attainment that CLC aims to eliminate.
- An overview of Lake County’s and CLC students’ race/ethnicity demographic data was presented.

In 2021, 633 of 10,832 students who were invited responded to Race and Ethnicity questions as part of the Community College Student Survey for Engagement. Three questions related specifically to racism: Do you believe racism exists at this college? During the current academic year at this college, how often have you witnessed racism? How often has racism been directed toward you?

- 50% of the responding students indicated yes, they believed racism exists at the College.
- 41% indicated they had witnessed racism.
- 19.8% racism was directed at them.

	<p>Racial Equity Leadership Academy (RELA) is offered through a partnership between Achieving the Dream (ATD) and the University of Southern California’s Race and Equity Center (USC REC). CLC is one of nine colleges accepted into the second cohort of the RELA program, a 1-year intensive experience designed to support leaders to implement actionable change efforts at their institutions.</p> <p>RELA College Core Team: Dr. Suddick, Dr. Harden, Dr. Jones, Lorri Scott and Jesse Morales. Many other leaders have been included in training. The team, since kickoff in February 2023, has actively participated in in virtual and in-person professional learning, identified a racial equity change effort (RECE) under the guidance of the assigned coaches and developed a long-range vision that will guide CLC’s identified RECE.</p> <p>The long-range climate vision is to cultivate an accessible, inclusive and equitable climate in which students, faculty and staff believe they can thrive. The campus climate monitoring process is made up of five components: campus climate survey, professional development, inclusive excellence plans, a monitoring and tracking tool, and a bias reporting tool.</p> <p>To support this vision, the Office of DEI has launched a four-phase project to implement a campus climate monitoring process at CLC.</p> <ul style="list-style-type: none"> <li>• Phase 1 – June 2023-February 2024: Build DEIA capacity of through professional learning. Conduct Climate Survey. Begin design of monitoring tool.</li> <li>• Phase 2 – February-May 2024: Receive and present Climate quantitative results, facilitate focus groups, and begin research phase of Bias reporting tool.</li> <li>• Phase 3 – May-September 2024: Compile quantitative and qualitative results, develop Inclusive Excellence Plans, and conduct training on campus climate monitoring process.</li> <li>• Phase 4 – Starting September 2024: Implement monitoring tool to track goals from Inclusive Excellence Plans, begin planning the review process for the campus climate monitoring process, and continue training.</li> </ul> <p>Discussion: Robust dialogue on the promotion methods for completing surveys, participation rates, responses, data collection and analysis, as well as general discussion related to DEIA efforts.</p>
<p>5. <i>Consent Agenda</i></p>	<p>Chair Shroka inquired whether there were any discussion points related to items listed in Section 5 - Consent Agenda.</p> <p>Discussion points: Trustee Songer inquired if 5.1.2 and 5.1.3 could be pulled from the consent agenda, as Trustee Songer was not at the last meeting and would like to abstain from voting on those items only. Response: yes, those items can be pulled from the agenda and voted on separately.</p> <p>An inquiry was made regarding how an Academic Operations Manager fits into the department? Response: The Academic Operations Manager is responsible for scheduling and supporting faculty load processes – there is an Academic Operations Manager for each division. The position was created in 2014 to be embedded in the academic units.</p> <p>Chair Shroka inquired if there were any other items that trustees would like removed from the Consent Agenda. Items removed:</p>

	<ul style="list-style-type: none"> <li>• 5.1.2 Regular meeting minutes of November 7, 2023</li> <li>• 5.1.3 Closed meeting minutes of November 7, 2023</li> </ul> <p>Chair Shroka asked for a motion to approve all remaining items in the consent agenda. <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland to approve all items in the Consent Agenda except 5.1.2 and 5.1.3.</p> <p>Discussion: None.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Chair Shroka requested a motion to approve the items removed from the consent agenda 5.1.2 and 5.1.3. <b>It was moved</b> by Trustee Griffin and seconded by Trustee Barbato to approve both 5.1.2 and 5.1.3 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Virgilio          Abstain: Songer          Nays: None          The vote being (6) Ayes, (1) Abstain and (0) Nays, the motion carried.</p>
<p>6. Presentment of Board Policies and Objectives</p>	<p>None</p>
<p>7. New Business</p>	<p><b>7.1. Personnel and Position Changes</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Griffin for approval of item 7.1 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>

**7.2. Approval of Programs**

**It was moved** by Trustee Howland and seconded by Trustee Griffin for approval of item 7.2 as presented.

Discussion: A suggestion was made to offer leadership and management courses for individuals in trades programs so they can start their own businesses.

Upon roll call, the vote was as follows:

Student Advisory Vote: None

Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

**7.3. Memorandum of Understanding with Legat Architects, Inc.**

To be held until after Closed Session.

**7.4. Temporary Staffing Vendors**

**It was moved** by Trustee Griffin and seconded by Trustee Newsome for approval of item 7.4 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

**7.5. Cisco SmartNet Service Agreement**

**It was moved** by Trustee Griffin and seconded by Trustee Howland for approval of item 7.5 as presented.

Discussion: It was noted that two court cases associated with the proposed vendor were found in an online search. A request was made that there is diligence in evaluating backgrounds of vendors selected to work with the college to ensure integrity of partners. Response to concern: Cisco has been recognized as a leader in the industry with a strong focus on security – regarding the technical skills and integrity of Cisco Systems, their products are above any other vendor in the industry. Attorney Locallo added that the first case is a patent and infringement case that was filed last month in Texas – there has not been service on that case, and the other case is from several years ago pertaining to a government settlement with alleged claims but no admission of wrongdoing. Discussion on how financing is handled and the benefit of financing through Cisco. Response: It was clarified that hardware is bought through CDW, and the maintenance package is bought directly from Cisco. The benefit to the College is the ability to spread payments across three years at 0% interest.

	<p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Virgilio Nays: Songer The vote being (6) Ayes and (1) Nay, the motion carried.</p> <p><b>7.6. Cybersecurity Monitoring Services</b> <b>It was moved</b> by Trustee Griffin and seconded by Trustee Newsome for approval of item 7.6 as presented.</p> <p>Discussion: Trustees inquired why approval is being requested if legal counsel hasn't yet approved. Response: Clarification was provided that legal counsel has reviewed, and the contract is ready to be signed. At the time the board book was being published, this item was still pending review but the process has since concluded. Trustees requested the item be amended to reflect that legal counsel has reviewed the agreement and the recommendation is to approve the 3-year agreement with Sentinel Technologies, Inc.</p> <p>Trustee Howland motioned to amend the Cybersecurity Monitoring Services contract that will be approved, to strike the words "subject to review by the College's legal counsel" and proceed with the rest of the recommendation. Trustee Griffin seconded the motion.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Legal counsel note: As the additional motion was a "friendly" amendment, another vote is not needed.</p> <p><b>7.7. Insurance Program Premiums</b> <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland for approval of item 7.7 as presented.</p> <p>Discussion: Trustees inquired where the largest increases were occurring. Response: The largest increase is in property. Notably, the cybersecurity premium is down this year due to the proactive efforts underway.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
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**7.8. Resolution Adopting 2023 Tax Levy**

**It was moved** by Trustee Griffin and seconded by Trustee Howland for approval of item 7.8 as presented.

Discussion: Trustees commented on the value proposition of the College is for the community's investment. An explanation was provided regarding the various aspects of the property tax levy:

- Property tax levy are based on the estimates approved at the November 2023 Board meeting. The estimate was based on PTELL limits capped at 5% or CPI, whichever is less. The combined operating and special levy amount are estimated at \$85,158,712 or an increase of 4.864%. The tax levy will be submitted to the Lake County Clerk to get the final determination of actual property taxes after December 2023.
- Resolution 7.9 abates the supplemental levy for the Series 2017 and Series 2021A Alternate Revenue Bonds. The College has determined that the debt service levy for these bonds can be eliminated since the pledged revenues will be available to pay principal and interest. The Debt Reform Act provides that the Limited Bonds are payable from the debt service extension base of the district. The College has the authority based on state statute to adopt a supplemental levy to pay principal and interest on limited bonds.
- Resolution 7.10 authorizes a supplemental property tax levy to capture the inflationary increase in the College's debt service extension base for Series 2021C Bonds (General Obligation Bonds).

The value proposition of CLC is that it is the primary resource for the workforce pipeline.

Upon roll call, the vote was as follows:

Student Advisory Vote: None

Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

**7.9. Resolution Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A**

**It was moved** by Trustee Griffin and seconded by Trustee Howland for approval of item 7.9 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

	<p><b>7.10. Resolution Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on Certain Outstanding Limited Bonds</b>  <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland for approval of item 7.10 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>8. Executive Session (Closed Meeting)</i></p>	<p>Chair Shroka asked for a motion to go into Closed Session under the Illinois Compiled Statutes 5ILCS 120 pursuant to 2(c)(1) and 2(c)(11) of the Open Meetings Act.  <b>It was moved</b> by Trustee Howland and seconded by Trustee Barbato to move into a Closed Session.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:34 pm.</p>
<p><i>Item held until after Closed Session</i></p>	<p><b>7.3. Memorandum of Understanding with Legat Architects, Inc.</b>  <b>It was moved</b> by Trustee Howland and seconded by Trustee Barbato for approval of item 7.3 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<p>Trustee Songer asked that when issues before the Board relate to public health and safety, that background information be provided to the Board prior to taking votes for approval.</p>

<p>10. <i>Adjournment</i></p>	<p>Chair Shroka called for adjournment at 8:37 pm. <b><u>It was moved</u></b> by Trustee Newsome seconded by Trustee Griffin that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
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Julie Shroka, Chair

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Paul Virgilio, Secretary



## 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 \$3,364.19 for travel associated with the Association of Community College Trustees (ACCT), Illinois Community College Trustees Association (ICCTA) and National Institute for Staff and Organizational Development (NISOD) meetings.

PASSED this 23rd day of January 2024 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, budget transfers in the amount of \$152,053.00 are recommended to the Fiscal Year 2024 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$152,053.00.

PASSED this 23rd day of January 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

**Recommendation:** Adopt the resolution Approving and Ratifying Bills and Authorizing Budget Transfers.

5. CONSENT AGENDA 2. FINANCIAL

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS (CONTINUED)

FY 24 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)	532000 01 01035 3090 01	Access & Disability Resource Center	Consultants	\$ 49,898.00		Sign Language Interpreter
	519001 01 01035 3090 01	Access & Disability Resource Center	Seasonal/PT Flex		\$ 49,898.00	
2)	536000 01 01008 8020 01	Finance	Office Services	\$ 67,655.00		Temporary Staff Coverage
	512001 01 01008 8020 01	Finance	Specialist Staff		\$ 27,168.00	
	512006 01 01008 8020 01	Finance	Professional Staff		\$ 40,487.00	
3)	531000 01 00250 8030 01	Foundation	Audit	\$ 13,000.00		Audit Costs, New Software & Accounting
	539000 01 00250 8030 01	Foundation	Other Contractual Services	\$ 21,000.00		Managed Services Contract
	534008 01 00250 8030 01	Foundation	Software	\$ 500.00		
	516001 01 00250 8030 01	Foundation	Clerical Staff		\$ 34,500.00	
		<b>TOTAL TRANSFERS - ALL FUNDS</b>		<u>\$ 152,053.00</u>	<u>\$ 152,053.00</u>	

## 5. CONSENT AGENDA 2. FINANCIAL

### Operating Funds Financial Highlights

**REVENUE:** The revenues in the operating funds reflect 61.2 percent of budgeted revenues through November 2023. At the end of November 2022, the College had received 58.4 percent of the amount budgeted.

As of November 30, 2023, the College had received revenues equal to \$48.7 million in FY24 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of November 30, 2023, student enrollment reflected 85.9 percent of the tuition revenue. At the end of November 2022, the College had received 74.4 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 November 30, 2023, reflect 36.3 percent of budgeted expenditures for the year. In comparison, as of November 30, 2022, the College had expended 36.2 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



## Monthly Financial Report

*FOR THE MONTH ENDED*

**November 30, 2023**

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

**ASSETS**

**CASH**

Cash In Bank	29,989,382.86
Change Funds	8,800.00

**INVESTMENTS**

Other Investments	38,316,752.96
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**RECEIVABLES**

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectible Tuition	(4,277,905.33)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	16,959,411.03
Vendor Receivables	22,242.78

<b><u>INTER-FUND RECEIVABLE</u></b>	(11,797,996.64)
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**Prepaid Expenses**

Prepaid Expenses	44,603.00
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<b>TOTAL ASSETS</b>	101,431,852.07
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5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable 75,347.52

**CURRENT OBLIGATIONS PAYABLE**

Current Obligations Payable 0.00

**ACCOUNTS PAYABLE**

Accounts Payable 164,281.86

**ACCRUED EXPENSES**

Accrued Expense 585,000.00

**DEFERRED REVENUES**

Property Taxes 31,102,837.32

**OTHER LIABILITIES**

Other Liabilities 1,009,186.70

Vacation Accrual 3,076,600.01

**FUND BALANCE**

Fund Balance 65,418,598.66

**TOTAL FUND BALANCE 65,418,598.66**

**TOTAL LIABILITIES & FUND BALANCE 101,431,852.07**

**RECONCILIATION**

BEGINNING FUND BALANCE	47,293,093.93
ADD: REVENUE	67,115,317.36
LESS: EXPENDITURES	(37,657,049.63)
OPERATING TRANSFERS	<u>(11,332,763.00)</u>
ENDING FUND BALANCE	65,418,598.66

**College of Lake County**  
**CLC Comparison Fund 01**  
**Statement of Changes in Fund Balance**  
**Month Ending: November 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	31,493,446.34	46.92%	31,619,854.89	52.49%
CPPRT Corp Pers Prop Repl Tax	622,758.44	0.93%	1,541,134.90	2.56%
ICCB Credit Hour Grants	4,373,425.12	6.52%	4,036,355.19	6.70%
Vocational Education	310,237.50	0.46%	297,745.50	0.49%
Tuition	23,182,911.21	34.54%	20,419,966.84	33.89%
Graduation Fees	0.00	0.00%	165.00	0.00%
Transcript Fees	54,273.44	0.08%	10,947.18	0.02%
On-line Course Fee	460,277.35	0.69%	479,416.94	0.80%
Laboratory Fees	266,749.32	0.40%	287,510.61	0.48%
Payment Plan Enrollment Fee	20,259.30	0.03%	0.00	0.00%
Credit By Exam Fees	200.00	0.00%	300.00	0.00%
Comprehensive Fees	3,640,639.01	5.42%	3,255,838.58	5.40%
Activity Fee Adjustment	(2,203,200.00)	-3.28%	(2,410,718.00)	-4.00%
Gain(Loss) on Investment	254,803.26	0.38%	595,538.29	0.99%
Other Interest	2,410,875.19	3.59%	0.00	0.00%
Sweep Accounts	17,037.50	0.03%	54,956.17	0.09%
Library Fines	309.75	0.00%	286.50	0.00%
Miscellaneous Revenue	7,105.63	0.01%	45,877.27	0.08%
Other Revenue/Rebates	0.00	0.00%	11,849.35	0.02%
Over Short	9.00	0.00%	(2,115.00)	0.00%
<b>Total Income</b>	<b>67,115,317.36</b>	<b>100%</b>	<b>60,244,910.21</b>	<b>100%</b>



5. CONSENT AGENDA 2. FINANCIAL

<b><u>EXPENDITURES</u></b>				
Salaries	27,868,785.07	74%	27,215,673.00	75%
Employee Benefits	3,998,622.52	11%	3,805,166.85	10%
Contractual Services	2,026,380.04	5%	2,243,319.50	6%
General Material & Supplies	1,104,679.81	3%	1,068,681.78	3%
Travel/Conference Meeting Exp	215,151.94	1%	215,218.15	1%
Fixed Charges	509,275.33	1%	524,562.44	1%
Utilities	19,338.37	0%	21,238.10	0%
Capital Outlay	2,708.60	0%	6,954.46	0%
Other Expenditures	1,912,107.95	5%	1,361,815.85	4%
Total Expense	<u>37,657,049.63</u>	<u>100%</u>	<u>36,462,630.13</u>	<u>100%</u>
Beginning Fund Balance	47,293,093.93		38,721,962.95	
Add: Revenues	67,115,317.36		60,244,910.21	
Less: Expenses	(37,657,049.63)		(36,462,630.13)	
Operating Transfers	(11,332,763.00)		(5,106,833.00)	
Ending Fund Balance	<u>65,418,598.66</u>		<u>57,397,410.03</u>	

**Operations & Maintenance Fund  
Balance Sheet  
As of November 30, 2023**

**ASSETS**

**CASH**

Cash In Bank	7,777,191.58
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**INVESTMENTS**

Other Investments	24,158,624.44
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**RECEIVABLES**

Taxes Receivable - Current Levy	8,580,051.36
Allowance Uncollectible Taxes	(78,305.04)

**INTER-FUND RECEIVABLE**

(22,254,403.62)

**Prepaid Expenses**

Prepaid Expenses	240,401.00
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**TOTAL ASSETS**

	18,423,559.72
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5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCOUNTS PAYABLE**

Accounts Payable 164,411.04

**DEFERRED REVENUES**

Property Taxes 8,217,410.78

**FUND BALANCE**

Fund Balance 10,041,737.90

**TOTAL FUND BALANCE** 10,041,737.90

**TOTAL LIABILITIES & FUND BALANCE** 18,423,559.72

**RECONCILIATION**

BEGINNING FUND BALANCE 9,731,221.32  
ADD: REVENUE 8,426,528.90  
LESS: EXPENDITURES (4,408,556.32)  
OPERATING TRANSFERS (3,707,456.00)  
ENDING FUND BALANCE 10,041,737.90

**College of Lake County  
CLC Comparison Fund 02  
Statement of Changes in Fund Balance  
Month Ending: November 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	8,320,740.13	98.74%	8,352,891.17	99.90%
Building Rentals	89,330.85	1.06%	1,225.00	0.01%
Miscellaneous Revenue	16,457.92	0.20%	6,949.48	0.08%
Total Income	<u>8,426,528.90</u>	<u>100%</u>	<u>8,361,065.65</u>	<u>100%</u>
<b><u>EXPENDITURES</u></b>				
Salaries	1,976,542.81	45%	1,623,875.52	46%
Employee Benefits	587,671.36	13%	575,514.76	16%
Contactual Services	345,954.54	8%	313,782.55	9%
General Material & Supplies	283,597.76	6%	251,262.49	7%
Travel/Conference Meeting Exp	8,973.22	0%	3,814.11	0%
Fixed Charges	207,782.88	5%	165,191.34	5%
Utilities	949,581.76	22%	521,306.35	15%
Capital Outlay	65,497.15	1%	38,408.02	1%
Other Expenditures	(17,045.16)	0%	64,389.05	2%
Total Expense	<u>4,408,556.32</u>	<u>100%</u>	<u>3,557,544.19</u>	<u>100%</u>
Beginning Fund Balance	9,731,221.32		5,137,158.56	
Add: Revenues	8,426,528.90		8,361,065.65	
Less: Expenses	(4,408,556.32)		(3,557,544.19)	
Operating Transfers	(3,707,456.00)		0.00	
Ending Fund Balance	<u>10,041,737.90</u>		<u>9,940,680.02</u>	

5. CONSENT AGENDA 3. PURCHASING

**5.3.1. ANNUAL FLOORING REPLACEMENT**

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

**Funding Source:** FY24 budget

**Funding Request:** \$102,300.00

<b>Bids</b>	<b>Amount</b>
Iskalis' American Floor Show (Recommended)	\$93,000.00
Libertyville Tile and Carpet, Ltd.	\$103,543.00
Tiles in Style, LLC	\$151,323.00

**Explanation of Purchase:** This purchase is for the annual replacement and installation of flooring across all campuses.

**Recommendation:** Approve a purchase with Iskalis' American Floor Show of Gurnee, IL, for \$93,000.00 and a 10% contingency of \$9,300.00 for a total not-to-exceed amount of \$102,300.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.2. CURRICULUM TOOL FOR EARLY CHILDHOOD EDUCATION**

**Lead Staff:** Jeffrey Stomper, Dean, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) Grant

**Funding Request:** \$45,485.00

<b>Vendor</b>	<b>Amount</b>
Teaching Strategies, LLC.	\$45,485.00

**Explanation of Purchase:** This purchase is for The Creative Curriculum for Pre-K instructional supplies for the Early Childhood Education program.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from the competitive bidding process.

**Recommendation:** Approve a purchase with Teaching Strategies, LLC. of Bethesda, MD in a not to exceed total amount of \$45,485.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.3. AUDIOVISUAL EQUIPMENT FOR EARLY CHILDHOOD CLASSROOMS**

**Lead Staff:** Jeffrey Stomper, Dean, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) grant

**Funding Request:** \$118,695.92

<b>Bids</b>	<b>Amount</b>
Midwest Computer Products, Inc. (Recommended)	\$118,695.92
Conference Technologies, Inc.	\$130,533.07
22Tones/BIB66, LLC.	\$140,340.00
Applied Communications Group	\$140,821.94
Mesa Electronics, Inc.	\$147,495.86
SHI International	\$277,835.74

**Explanation of Purchase:** This purchase is for audiovisual equipment for two Early Childhood Education learning lab classrooms to enhance the student learning experience and provide an opportunity to use equipment used by future employers.

**Recommendation:** Approve a purchase from Midwest Computer Products from West Chicago, IL, in a not-to-exceed amount of \$118,695.92.

5. CONSENT AGENDA 3. PURCHASING

**5.3.4. FURNITURE FOR EARLY CHILDHOOD EDUCATION CLASSROOMS**

**Lead Staff:** Jeffrey Stomper, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) Grant

**Funding Request:** \$42,974.84

<b>Vendor</b>	<b>Amount</b>
Allsteel, Inc. c/o Midwest Office Interiors, Inc.	\$42,974.84

**Explanation of Purchase:** This purchase is for furniture and installation to update the Early Childhood Education learning lab classrooms at the Grayslake 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 IPHEC contract (#1905) for Allsteel and HON furniture.

**Recommendation:** Approve a purchase with Allsteel, Inc. c/o Midwest Office Interiors, Inc. of Chicago, IL for a not-to-exceed amount of \$42,974.84.



5. CONSENT AGENDA 3. PURCHASING

**5.3.5. PEOPLESOFT CAMPUS SOLUTIONS FINANCIAL AID MODULE CONSULTANT**

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

**Funding Source:** FY24 budget

**Funding Request:** \$ 53,300.00

<b>Vendor</b>	<b>Amount</b>
ERPA	\$53,300.00

**Explanation of Purchase:** This agreement is for functional and technical consulting to implement the Campus Solutions Financial Aid module to process 2024-25 Free Application for Federal Student Aid (FAFSA) applications and provide system updates that will ensure compliance with federal student aid regulations.

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

**Recommendation:** Approve an agreement from January 24, 2024, to June 30, 2024, with ERPA of Dublin, OH in a not-to-exceed amount of \$53,300.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.6. GRAYSLAKE CAMPUS CONFERENCE CENTER FURNITURE (RATIFICATION)**

**Lead Staff:** Katie Sweeney, Director, Human Resources

**Funding Source:** FY22 surplus

**Funding Request:** \$29,411.90

<b>Vendor</b>	<b>Amount</b>
Frank Cooney Company, Inc.	\$29,411.90

**Explanation of Purchase:** This purchase is for additional tables for the Grayslake Campus Conference Center to accommodate up to 100 individuals for professional development and learning, large group meetings and events and external rentals.

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 Omnia contract (CDA #30003736) for furniture and design services. This consortium purchase allows for discounted pricing for public sector customers.

**Recommendation:** Ratify a purchase with Frank Cooney Company, Inc. of Elk Grove Village, IL in a not-to-exceed amount of \$29,411.90.

5. CONSENT AGENDA 3. PURCHASING

**5.3.7. ADVANCED DRIVER ASSISTANCE SYSTEM CALIBRATION EQUIPMENT**

**Lead Staff:** Miguel Mireles, Acting Dean, Engineering/Math/Physical Sciences Division

**Funding Source:** FY24 Perkins Grant

**Funding Request:** \$32,920.00

<b>Vendor</b>	<b>Amount</b>
Snap-On Tools, Inc.	\$32,920.00

**Explanation of Purchase:** This purchase is for an Advanced Driver Assistance System (ADAS) calibration machine for the Automotive Technology program. The ADAS is a necessary piece of equipment that allows students to complete hands-on learning in the automotive lab.

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

**Recommendation:** Approve a purchase with Snap-On Tools, Inc. of Kenosha, WI for a not-to-exceed amount of \$32,920.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.8. DIGITAL IMAGING RECEPTORS FOR X-RAY MACHINES**

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

**Funding Source:** Illinois Community College Board Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant

**Funding Request:** \$210,000.00

<b>Vendor</b>	<b>Amount</b>
GE HealthCare	\$210,000.00

**Explanation of Purchase:** This purchase is to upgrade three General Electric x-ray machines with digital imaging receptors to train students on state-of-the-art equipment.

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 purchase with GE HealthCare of Chicago, IL for a not-to-exceed amount of \$210,000.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	Neel, Amy	Full-time Faculty Position Number: 0435 Instructor, Nursing Biological and Health Sciences Division	1/8/2024	1/8/2024-5/11/2024
<b>Recommendation:</b> Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.2. AUTHORIZATION TO HIRE**

Administration is requesting authorization to make an offer of full-time employment and set the start date prior to the February 27, 2024, Board meeting. This position is funded in the FY24 budget. The proposed approval is as follows:

	Reason	Proposed Job Classification, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Administrator New Hire	Administrator Position Number: 1892 Director of Budget and Risk Management, Finance	TBD	TBD

**Recommendation:** Approve authorization to make an offer of full-time employment for the above position, subject to Board approval of the employment contract at the February 27, 2024, Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.3. 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.

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Blackley, Ashley	Specialist Position Number: 1867 Laboratory Specialist, Biology	12/2/2023	12/2/2023-6/30/2024
2	Choi, Siane	Specialist Position Number: 1319 Accountant, Finance	12/2/2023	12/2/2023-6/30/2024
3	Friend, Mike	Specialist Position Number: 1883 Laboratory Coordinator* Community Programming	12/2/2023	12/2/2023-6/30/2024
4	Harmer, Amanda	Specialist Position Number: 1808 Program Manager College Readiness and Dual Credit, P-20 Educational Partnerships	12/2/2023	12/2/2023-6/30/2024
5	Maya, Katia	Specialist Position Number: 1850 Laboratory Specialist, Industrial Technology	12/2/2023	12/2/2023-6/30/2024

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

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.4. 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	Jimenez, Angelina	Classified Position Number: 1708 Office Associate, Community Programs	Specialist Position Number: 1252 Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	2/5/2024	2/5/2024-6/30/2024
2	Montes, Miriam	Specialist Position Number: 1333 Academic Success Advisor, Advising and Retention	Professional Position Number: 0135 Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division	1/8/2024	1/8/2024-6/30/2024
3	Petersen, Bradford	Specialist Position Number: 1384 Research Analyst, Institutional Effectiveness, Planning and Research	Specialist Position Number: 0996 Senior Research Analyst, Institutional Effectiveness, Planning and Research	1/23/2024	1/23/2024-6/30/2024

**Recommendation:** Approve the above action.



5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Pough, Chelsea	Specialist Position Number: 0324 Lead Teacher II, Children’s Learning Centers	12/15/2023
2	Resignation	Bustos, Dan	Classified - Union Position Number: 1675 Custodial, Custodian	1/5/2024
3	Resignation	Wansitler, Colton	Specialist Position Number: 0869 Tutor Coordinator Writing, Tutoring Center	1/5/2024
4	Retirement	Brueske, Shari	Full-time Faculty Position Number: 0571 Instructor, Psychology Business and Social Sciences Division	7/31/2024
5	Retirement - Revised Date	Colton, Cathy	Full-time Faculty Position Number: 0835 Instructor, English Communication Arts, Humanities and Fine Arts Division	5/31/2024 Post Retirement Payment Program Years in Program: 3 Years of Service: 24
<b>Recommendation:</b> Approve the above actions.				

## 7. NEW BUSINESS

### 7.1. VIDEOGRAPHY SERVICES

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

**Funding Source:** FY24 budget and educational grants

**Funding Request:** \$420,950.00

<b>Vendor</b>	<b>Amount</b>
JJack Productions	\$420,950.00

**Explanation of Purchase:** This purchase is for professional video production services to meet the strategic communications needs across the College. These videos are used on multiple platforms including the website and social media and are key to enrollment attraction and retention.

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

**Recommendation:** Approve an agreement from February 1, 2024, to January 31, 2027, with JJack Productions of Chicago, IL for a total not-to-exceed amount of \$420,950.00.

## 7. NEW BUSINESS

### 7.2. ACCEPTANCE OF THE FY2024 REV UP EV COMMUNITY COLLEGE INITIATIVE GRANT

**Grantor:** Illinois Community College Board

**Amount:** \$524,998.00

**Period:** January 15, 2024 – June 30, 2025

**Type:** Competitive

**Matching Funds:** None

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

**Purpose:** Grant funds will be used to build capacity for education on electric vehicles in CLC's Automotive and Automotive Collision Repair departments. CLC plans to develop curriculum and instructor support materials for hybrid electric vehicle (HEV) and electric vehicle (EV) curriculum; develop "train-the-trainer" curriculum and conduct "train-the-trainer" sessions for secondary and post-secondary partners; and purchase HEV/EV equipment, required EV technology, and EV specific manufacturing training. With support from the grant, CLC expects to see increased engagement and enrollment in non-credit, dual credit and college credential offerings from the Automotive and Automotive Collision Repair departments.

**Recommendation:** Accept the Illinois Community College Board's FY2024 Rev Up EV Community College Initiative Grant in the amount of \$524,998.00.

## 7. NEW BUSINESS

### 7.3. NAMING THE DR. PHILIP J. CARRIGAN REFERENCE DESK AT THE LAKESHORE CAMPUS STUDENT CENTER

Pursuant to Board Policy 916 – Use of Grants or Gifts from External Sources and the Naming of College Facilities and Property – the naming of functional facilities and property is under the sole authority of the Board.

The Foundation received a monetary donation and a request to name the reference desk at the Lakeshore Campus Student Center to honor the service of the late Philip J. Carrigan, Ph.D. (12/31/1944 – 01/28/2018), from his wife, Mary Clare Jakes.

Dr. Carrigan served as a College of Lake County trustee for three terms between the years 2005 and 2017. He was an unwavering supporter dedicated to advancing community college education in Illinois and across the nation. A passionate advocate and leader, Dr. Carrigan also contributed to Lake County advisory boards for organizations offering Head Start programs, transitional housing, and food pantries. In addition, he collaborated with advocacy groups tackling challenges related to prison reform, reducing recidivism, and addressing gun violence.

“The Dr. Philip J. Carrigan Reference Desk” is the proposed name for this area, which is situated within the Library on the second floor of the Lakeshore Campus Student Center.

**Recommendation:** Approve the naming of “The Dr. Philip J. Carrigan Reference Desk” at the Lakeshore Campus Student Center.

## 7. NEW BUSINESS

### 7.4. THE NAMING OF THE RALPH AND EVELYN SMITH MEMORIAL GARDEN AT THE LAKESHORE CAMPUS STUDENT CENTER

Pursuant to Board Policy 916 – Use of Grants or Gifts from External Sources and the Naming of College Facilities and Property – the naming of functional facilities and property is under the sole authority of the Board.

The Foundation received a donation of \$250,000.00 and a request to name the rooftop garden on the third floor of the Lakeshore Campus Student Center in honor of the Reverend Ralph J. Smith and Evelyn D. Smith from the Ralph J. Smith Foundation, Inc.

The Reverend Ralph J. Smith and Evelyn D. Smith dedicated their lives to serving the Lake County community. They founded and led the Lake County Chaplaincy Service, the Halfway House for young ex-offenders, Meals on Wheels and many other community programs.

“The Ralph and Evelyn Smith Memorial Garden” is the proposed name for the outdoor rooftop garden patio area, which is situated on third floor walkway bridge of the Lakeshore Campus Student Center.

**Recommendation:** Approve the naming of “The Ralph and Evelyn Smith Memorial Garden” at the Lakeshore Campus Student Center.

## 7. NEW BUSINESS

### 7.5 SEPARATION AGREEMENT

This item will be discussed in closed meeting under the Illinois Compiled Statute 5ILCS120, Section 2 (c) 1: “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to ratify a separation agreement for a full-time faculty member will be considered after the closed meeting.

## 7. NEW BUSINESS

### 7.6 SEPARATION OF EMPLOYMENT

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 of a classified staff member may be considered after the closed meeting.

## 7. NEW BUSINESS