

**College of Lake County
Community College District No. 532
Tuesday, June 25, 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, June 25, 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://youtube.com/live/V_RYFhGhHcU?feature=share, 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@clcollinois.edu by 3:00 p.m. on Tuesday, June 25, 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**
 - 3.1. Budget Hearing
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. FY25 Budget and Plan
 - 4.3.2. Annual IT Update
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of May 21, 2024
 - 5.1.2. Closed Meeting Minutes of May 21, 2024
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses
 - 5.2.2. Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly

Financial Report

5.3. Purchasing

- 5.3.1. Project Management Services for Financial Edge Implementation
- 5.3.2. HVACR Engineering Technology Tradesman Cargo Van
- 5.3.3. Maintenance of Scheduling Software
- 5.3.4. UPS Back-Up Batteries for Emergency Services
- 5.3.5. Photography Services
- 5.3.6. Product Development and Business to Business Marketing
- 5.3.7. Generator Preventive Maintenance
- 5.3.8. Student Application Fraudulent Examination (SAFE) Solution
- 5.3.9. Advanced Technology Center Electrical Design Services
- 5.3.10. Sign Language Interpretation Services
- 5.3.11. Fire Systems Testing and Maintenance
- 5.3.12. Passenger Vans for Athletics
- 5.3.13. Bookstore General Merchandise
- 5.3.14. Hotspots and Broadband Internet Services
- 5.3.15. Lakeshore Campus Parking Garage Gate Repair
- 5.3.16. Faculty Cohort of Effective Teaching Practice Course
- 5.3.17. Investment Advisory Services
- 5.3.18. Building Automation System Preventative Maintenance Services
- 5.3.19. Lake County Area Vocational System Board of Control Payment
- 5.3.20. Internal and External Catering
- 5.3.21. Lakeshore Campus Urban Farm PreConstruction Management Services

5.4. Human Resources

Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/ContractsJune2024.pdf>

- 5.4.1. New Hires
- 5.4.2. Authorization to Hire
- 5.4.3. Probationary Period Completion
- 5.4.4. Personnel and Position Changes
- 5.4.5. Promotions
- 5.4.6. Transfers

- 5.4.7. Resignation and Retirements
- 5.5. Contracts and Grants
 - 5.5.1. Contract for Services Between the 19th Judicial Circuit Court of Lake County, Illinois and the College of Lake County
 - 5.5.2. Illinois Green Economy Network (IGEN) Sub-Award for Illinois Environmental Protection Agency Grant
 - 5.5.3. Lake County Area Vocational System Board of Control Rental Agreement
- 6. **Presentment of Board Policies and Objectives (Information Items)**

None
- 7. **New Business (Action Items)**
 - 7.1. Policy 940 - Recruitment, Promotion and Transfer - Revised - Second Reading
 - 7.2. Policy 941 - Departmental Interdepartmental Reorganizations - Revised - Second Reading
 - 7.3. Personnel and Position Changes
 - 7.4. Temporary Staffing Services
 - 7.5. Resolution Authorizing the Submittal of FY26 Resource Allocation Management Plan (RAMP)
 - 7.6. Resolution Adopting Fiscal Year 2025 Budget
 - 7.7. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for FY25 Project Priorities
 - 7.8. Appoint Legal Counsel and Authorization to Approve Legal Services Agreement
 - 7.9. Naming of the Alvin H. Baum Family Fund Market at the Lakeshore Campus Urban Farm Center
 - 7.10. IT Software, Licensing, Maintenance, and Subscription Agreements
 - 7.11. Library Database Fees, Research Materials and Hosting Fees
 - 7.12. Judicial Services Programs
 - 7.13. Specialty Food Supplies for Hospitality & Culinary Management
 - 7.14. Food Service Management
 - 7.15. Printing Services for Marketing and Public Relations
 - 7.16. Annual Postage
 - 7.17. Kenworth Truck Fitted with Snow and Ice Equipment
 - 7.18. Course Materials and Digital Content
 - 7.19. Community Training Programs

Agenda for Regular Meeting of Tuesday, June 25, 2024

- 7.20. Maintenance, Repair and Operational Supplies
- 7.21. LancerNEXT Implementation Scope of Work Adjustment
- 7.22. Grayslake Campus Masonry Improvements
- 7.23. Project Management Services
- 7.24. Retirement and Release Agreement
- 8. **Executive Session (Closed)**
- 9. **Other Matters for Information or Discussion**
- 10. **Adjournment**

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 \$2,464.82 for registration and travel associated with the American Association of Community Colleges (AACC), and the Illinois Community College Trustees Association (ICCTA) meeting.

PASSED this 25th day of June 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 College of Lake County Policy 713 – Approval of Bills for Payment; and

WHEREAS, budget transfers in the amount of \$116,000 are recommended to the Fiscal Year 2024 Budget and 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 \$116,000.

PASSED this 25th day of June 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)	536000 01 01008 8020 01	Finance	Office Services	\$ 81,000.00		Staff Backfill Mar-Jun 2024
	599000 01 00092 8060 01	Institutional	Miscellaneous		\$ 81,000.00	
2)	513008 01 01001 1090 01	Educational Affairs	Faculty Stipends & Misc./FT	\$ 35,000.00		Faculty NIAL Projects
	601000 01 01001 8060 01	Educational Affairs	Contingency		\$ 25,000.00	
	599004 01 01001 1090 01	Educational Affairs	New Projects		\$ 10,000.00	
		TOTAL TRANSFERS - ALL FUNDS		<u>\$ 116,000.00</u>	<u>\$ 116,000.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 70.2 percent of budgeted revenues through April 2024. At the end of April 2023, the College had received 69.3 percent of the amount budgeted.

As of April 30, 2024, the College had received revenues equal to \$42.1 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of April 30, 2024, student enrollment reflected 102 percent of the tuition revenue. At the end of April 2023, the College had received 93 percent of the amount budgeted.

EXPENDITURES: The expenditures in the operating funds as of April 30, 2024, reflect 73.9 percent of budgeted expenditures for the year. In comparison, as of April 30, 2023, the College had expended 72.7 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

April 30, 2024

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of April 30, 2024**

ASSETS

CASH

Cash In Bank	32,729,576.96
Change Funds	8,800.00

INVESTMENTS

Other Investments	5,262,807.04
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RECEIVABLES

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(5,355,102.37)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	18,238,502.27

<u>INTER-FUND</u>	(11,064,249.81)
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Prepaid Expenses

Prepaid Expenses	45,182.85
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TOTAL ASSETS	<u><u>72,032,078.35</u></u>
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5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 946.43

ACCOUNTS PAYABLE

Accounts Payable 755,378.09

ACCRUED EXPENSES

Accrued Expense 585,000.00

DEFERRED REVENUES

Property Taxes 31,102,837.32

Total Tuition & Fees 7,391,525.07

Miscellaneous Deferred Revenues 1,371,186.56

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,206,518.61

TOTAL LIABILITIES

\$ 45,422,578.78

FUND BALANCE

Fund Balance 26,609,499.57

TOTAL FUND BALANCE

\$ 26,609,499.57

TOTAL LIABILITIES & FUND BALANCE

\$ 72,032,078.35

RECONCILIATION

BEGINNING FUND BALANCE 35,960,330.93

ADD: REVENUE 77,977,234.01

LESS: EXPENDITURES (81,550,499.30)

OPERATING TRANSFERS (5,777,566.07)

ENDING FUND BALANCE 26,609,499.57

5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: April 30 , 2024

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	32,218,260.46	41.32%	31,810,751.44	43.74%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	1,353,339.61	1.74%	3,207,999.50	4.41%
ICCB Credit Hour Grants	8,766,305.24	11.24%	8,072,710.38	11.10%
Vocational Education	620,475.00	0.80%	595,491.00	0.82%
Tuition	28,334,560.73	36.34%	25,682,522.59	35.31%
Graduation Fees	0.00	0.00%	330.00	0.00%
Transcript Fees	93,542.83	0.12%	60,743.59	0.08%
On-line Course Fee	577,340.73	0.74%	634,582.64	0.87%
Laboratory Fees	575,183.54	0.74%	501,243.35	0.69%
Payment Plan Enrollment Fee	35,938.95	0.05%	41,900.00	0.06%
Credit By Exam Fees	300.00	0.00%	350.00	0.00%
Comprehensive Fees	4,458,784.73	5.72%	4,071,742.23	5.60%
Activity Fee Adjustment	(3,912,495.00)	-5.02%	(3,534,402.50)	-4.86%
Gain(Loss) on Investment	454,205.65	0.58%	1,158,702.76	1.59%
Other Interest	4,329,931.18	5.55%	220,842.90	0.30%
Sweep Accounts	0.00	0.00%	121,022.26	0.17%
Library Fines	745.25	0.00%	592.39	0.00%
Miscellaneous Revenue	46,949.77	0.06%	73,350.06	0.10%
Other Revenue/Rebates	28,850.34	0.04%	11,849.35	0.02%
Over Short	(4,985.00)	-0.01%	(240.00)	0.00%
Total Income	<u>77,977,234.01</u>	<u>100%</u>	<u>72,732,083.94</u>	<u>100%</u>

5. CONSENT AGENDA 2. FINANCIAL

<u>EXPENDITURES</u>				
Salaries	59,018,160.21	72%	57,439,227.59	76%
Employee Benefits	11,926,790.27	15%	9,699,681.27	13%
Contractual Services	4,436,507.50	5%	4,013,685.29	5%
General Material & Supplies	2,123,697.55	3%	1,987,764.92	3%
Travel/Conference Meeting Exp	525,140.39	1%	505,251.08	1%
Fixed Charges	27,000.00	0%	36,782.18	0%
Utilities	40,820.99	0%	43,389.69	0%
Building Maintenance	1,690.14	0%	0.00	0%
Capital Outlay	12,867.74	0%	47,620.06	0%
Other Expenditures	3,437,824.51	4%	1,509,752.23	2%
Total Expense	<u>81,550,499.30</u>	<u>100%</u>	<u>75,283,154.31</u>	<u>100%</u>
Beginning Fund Balance	35,960,330.93		38,721,962.95	
Add: Revenues	77,977,234.01		72,732,083.94	
Less: Expenses	(81,550,499.30)		(76,343,259.01)	
Operating Transfers	(5,777,566.07)		(487,927.46)	
Ending Fund Balance	<u>26,609,499.57</u>		<u>34,622,860.42</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund
Balance Sheet - Fund 02
As of April 30, 2024**

ASSETS

CASH

Cash In Bank	\$ 5,484,563.00
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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)

ACCRUED REVENUE

INTER-FUND

INTER-FUND subtotal:	\$ (26,385,399.22)
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Prepaid Expenses

Prepaid Expenses	240,401.00
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TOTAL ASSETS

\$ 11,999,935.54

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable \$ 67,910.23

DEFERRED REVENUES

Property Taxes 8,217,410.78

TOTAL LIABILITIES \$ 8,285,321.01

FUND BALANCE

Fund Balance 3,714,614.53

TOTAL FUND BALANCE \$ 3,714,614.53

TOTAL LIABILITIES & FUND BALANCE 11,999,935.54

RECONCILIATION

BEGINNING FUND BALANCE	6,023,765.32
ADD: REVENUE	8,667,499.99
LESS: EXPENDITURES	(9,761,881.78)
OPERATING TRANSFERS	(1,214,769.00)
ENDING FUND BALANCE	3,714,614.53

5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: April 30 , 2024

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	8,512,191.08	98%	8,403,267.01	98%
Building Rentals	132,874.71	2%	136,667.62	2%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	22,434.20	0%	14,724.19	0%
Total Income	8,667,499.99	100%	8,554,658.82	100%
<u>EXPENDITURES</u>				
Salaries	4,213,574.36	43%	3,792,748.11	42%
Employee Benefits	1,172,446.34	12%	1,146,041.57	13%
Contractual Services	762,969.53	8%	774,204.57	9%
General Material & Supplies	650,542.97	7%	580,902.75	6%
Travel/Conference Meeting Exp	16,720.41	0%	12,995.20	0%
Fixed Charges	991,396.18	10%	942,236.11	10%
Utilities	1,909,203.00	20%	1,455,408.43	16%
Capital Outlay	103,942.82	1%	190,925.57	2%
Other Expenditures	(58,913.83)	-1%	98,232.37	1%
Total Expense	9,761,881.78	100%	8,993,694.68	100%
Beginning Fund Balance	6,023,765.32		5,137,158.56	
Add: Revenues	8,667,499.99		8,554,658.82	
Less: Expenses	(9,761,881.78)		(8,993,694.68)	
Operating Transfers	(1,214,769.00)		0.00	
Ending Fund Balance	3,714,614.53		4,698,122.70	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. PROJECT MANAGEMENT SERVICES FOR FINANCIAL EDGE IMPLEMENTATION

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

Funding Source: FY25 budget

Funding Request: \$17,100.00

Vendor	Amount
SharperPoint Consulting Group, LLC	\$ 17,100.00

Explanation of Purchase: This purchase is for project management services to support the implementation of Financial Edge for the CLC Foundation. This engagement is critical to ensure the successful completion of the project in November 2024 before the LancerNEXT implementation in January 2025. This contract is being brought to the Board due to the cumulative total amount spent with this vendor.

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 June 26, 2024, through November 8, 2024, with SharperPoint Consulting Group, LLC of Reston, VA in a not-to-exceed amount of \$17,100.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVACR) ENGINEERING TECHNOLOGY TRADESMAN CARGO VAN

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

Funding Source: Workforce Equity Initiative (WEI) Grant

Funding Request: \$37,452.00

Vendor	Amount
Enterprise Car Sales	\$37,452.00

Explanation of Purchase: This purchase is for a service vehicle for HVACR Engineering Technology (HET) courses where students perform installation and service of HVAC equipment in the field/community. The van will be used to carry and store HVAC equipment, tools and parts in performing installation and service on HVAC systems.

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

Recommendation: Approve a purchase from Enterprise Car Sales of Chicago, IL in a not-to-exceed amount of \$37,452.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. MAINTENANCE OF SCHEDULING SOFTWARE

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$42,441.08

Vendor	Amount
CollegeNET, Inc.	\$42,441.08

Explanation of Purchase: This purchase is for the annual maintenance of scheduling software used throughout all College campuses. Integration with PeopleSoft provides automation in scheduling academic spaces and is used as an integration tool for the Heating, Ventilation and Air Conditioning (HVAC) program.

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 contract from July 1, 2024, to June 30, 2025, with CollegeNET, Inc. of Portland, OR in a total not to exceed amount of \$42,441.08.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. UNINTERRUPTABLE POWER SUPPLY (UPS) BACK-UP BATTERIES FOR EMERGENCY SERVICES

Lead Staff: Allison Porterfield- Woods, Chief Information Officer, Information Technology

Funding Source: FY25 budget

Funding Request: \$42,809.03

Vendor	Amount
DC Group Inc.	\$ 42,809.03

Explanation of Purchase: This purchase is for back-up batteries as an uninterruptible power supply (UPS) for emergency service in the event of an outage. The following service will supply and install new batteries and fan units, restoring our UPS system to full operational status.

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

Recommendation: Approve a purchase from DC Group, Inc. of Minneapolis, MN in a not-to-exceed amount of \$42,809.03.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. PHOTOGRAPHY SERVICES

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

Funding Source: FY25 budget

Funding Request: \$70,000.00

Vendors	Amount
Various (See list below)	\$70,000.00

PHOTOGRAPHY SERVICE VENDORS
J Campa Photography
Kenneth Smith Photography
Susan Ryan Kalina Photography

Explanation of Purchase: This purchase is for a pool of professional photographers to capture authentic, compelling, journalistic-style imagery to be used on the new website and in digital advertising to promote the College.

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 contracts with the vendors identified in the list above from July 1, 2024, through June 30, 2025, in a total not-to-exceed amount of \$70,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. PRODUCT DEVELOPMENT AND BUSINESS-TO BUSINESS (B2B) MARKETING

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

Funding Source: FY23 surplus

Funding Request: \$50,000.00

Vendor	Amount
Studio North, Inc.	\$50,000.00

Explanation of Purchase: This purchase is for training, post-workshop support and consulting to establish a comprehensive product development planning process and an integrated Business to Business (B2B) marketing framework for Community & Workforce Partnerships. Included is a train-the-trainer model allowing for scalability throughout the unit.

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 contract from July 1, 2024, to June 30, 2025, with Studio North, Inc. of Chicago, IL, in a not to exceed amount of \$50,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. GENERATOR PREVENTIVE MAINTENANCE

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$58,525.50

Bids	Amount
Buckeye Power Sales (Recommended)	\$58,525.50
Midwest Power Industry	\$71,337.00
Industrial Engine Company	\$88,715.00
Alta Equipment Company	\$92,383.00

Explanation of Purchase: This purchase is for life safety equipment units to furnish labor and material for preventative maintenance during a power outage. The generators provide back-up power to all campus systems.

Recommendation: Approve a three-year contract from July 1, 2024, through June 30, 2027, with Buckeye Power Sales of Romeoville, IL in a not-to-exceed amount of \$58,525.50.

5. CONSENT AGENDA 3. PURCHASING

5.3.8 STUDENT APPLICATION FRAUDULENT EXAMINATION (SAFE) SOLUTION

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY25 budget

Funding Request: \$63,283.85

Vendor	Amount
AMSimpkins & Associates Corporation	\$63,283.85

Explanation of Purchase: This purchase is for the subscription of fraud-prevention software for the College’s admission application. This tool integrates with CLC’s existing customer relationship management (CRM) system and quarantines suspicious applications that fail identity verification checks for internal review before they are loaded into the college’s student information system.

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 contract with AMSimpkins & Associates, LLC of Atlanta, GA from June 26, 2024, through June 25, 2027, in a not-to-exceed amount of \$63,283.85.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. ADVANCED TECHNOLOGY CENTER ELECTRICAL DESIGN SERVICES

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management

Funding Source: 2021 general obligation bond

Funding Request: \$66,700.00

Vendor	Amount
Legat Architects	\$66,700.00

Explanation of Purchase: This purchase is for engineering design services for the electrical connections for the remaining welding and fabrication equipment at the Advanced Technology Center.

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 from Legat Architects of Gurnee, IL in a not-to-exceed amount of \$66,700.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.10. SIGN LANGUAGE INTERPRETATION SERVICES

Lead Staff: Thomas Crowe, Director, Access & Disability Resource Center

Funding Source: FY25 budget

Funding Request: \$88,984.00

Vendor	Amount
Various (See list below)	\$ 88,984.00

Explanation of Purchase: This purchase is for sign language interpreting and communication access real-time translation (CART) services for deaf/hard-of-hearing students through the Access and Disability Resource Center.

Sign Language Interpretation Vendors
Kristen Goebeler
Randi Ralph
Melinda Nelson
5 Star Interpreting Chicago, LLC
HRI-Cart, LLC

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 purchases from the vendors identified in the list above in a total not-to-exceed amount of \$88,984.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.11. FIRE SYSTEMS TESTING AND MAINTENANCE

Lead Staff: Brian Henry, Chief of Police

Funding Source: FY25 budget

Funding Request: \$98,000.00

Vendor	Amount
Fox Valley Fire & Safety Co., Inc.	\$98,000.00

Explanation of Purchase: This purchase is for the required annual inspection, testing, maintenance and related service of all fire systems and related components protecting College properties.

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: Approve a contract with Fox Valley Fire and Safety Co., Inc. of Elgin, IL from July 1, 2024, through June 30, 2025, in a not-to-exceed amount of \$98,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.12. PASSENGER VANS FOR ATHLETICS

Lead Staff: Karen Hlavin, Vice President of Student Development

Funding Source: FY24 surplus

Funding Request: \$109,894.00

Bid	Amount
BCR Automotive Group	\$109,894.00

Explanation of Purchase: This purchase is for two 15-passenger vans to be used to transport the CLC athletic teams to their competitions and serve the transportation needs of other CLC departments. BCR Automotive Group was the single responsive and responsible bidder.

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 Sourcewell contract (#091521-NAF) for Cars, Trucks, Vans, SUVs, Cab Chassis, & Other Vehicles.

Recommendation: Approve a purchase from BCR Automotive Group of Bensenville, IL in a not-to-exceed amount of \$109,894.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.13. BOOKSTORE GENERAL MERCHANDISE

Lead Staff: Christine Klippert, Assistant Director, Auxiliary Services

Funding Source: FY25 budget

Funding Request: \$130,000.00

Vendor	Amount
Various (See list below)	\$130,000.00

Explanation of Purchase: This purchase is for non-textbook general merchandise from various vendors for resale online and in all campus bookstore locations. This includes items and materials required for various CLC programs.

Bookstore General Merchandise Vendors
D&H Distributing Co/Electronics
Sam’s Club/Snacks
The Douglas Stewart Company/Electronics
Vistar/Snacks

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

Pursuant to 110 ILCS 805/3-27.1 (n) contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve purchases from the vendors identified in the list above in a total not-to-exceed amount of \$130,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.14. HOTSPOTS AND BROADBAND INTERNET SERVICES

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY25 budget

Funding Request: \$160,000.00

Vendor	Amount
T-Mobile USA, Inc.	\$160,000.00

Explanation of Purchase: This purchase is for unlimited broadband internet access to support student learning. Hotspots are returned to the College inventory at the end of the semester and redistributed to others as needed.

This cooperative purchase is pursuant to 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the General Services Administration Agreement (#GS35F0503M) for General Purpose Commercial Information Equipment, Software and Services. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve a purchase from T-Mobile USA, Inc. of Washington D.C. in a not-to-exceed amount of \$160,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.15. LAKESHORE CAMPUS PARKING GARAGE GATE REPAIR

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management

Funding Source: 2021 general obligation bond

Funding Request: \$219,890.00

Bids	Amount
Stuckey Construction Company, Inc. (Recommended)	\$199,900.00
Blinderman Construction Company, Inc.	\$223,249.00
JLJ Contracting, Inc.	\$241,235.00

Explanation of Purchase: This purchase is to reconfigure the entrance to the Lakeshore Campus parking garage and install an automatic access-controlled gate to improve vehicular and personal safety.

Recommendation: Approve a purchase from Stuckey Construction Company, Inc. of Waukegan, IL for \$199,900.00 and a 10% contingency of \$19,990.00 in a total not-to-exceed amount of \$219,890.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.16. FACULTY COHORT OF EFFECTIVE TEACHING PRACTICE COURSE

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

Funding Source: FY25 budget

Funding Request: \$236,000.00

Vendor	Amount
EDCERT, LLC d/b/a Association of College and University Educators	\$236,000.00

Explanation of Purchase: This purchase is for faculty training to facilitate two cohorts of the Effective Teaching Practices Course, micro-credential courses and Fostering Sense of Belonging courses for faculty professional development.

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 two-year contract with EDCERT, LLC d/b/a Association of College and University Educators of New York, NY from July 1, 2024, through June 30, 2026, in a not-to-exceed amount of \$236,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.17. INVESTMENT ADVISORY SERVICES

Lead Staff: Jean Stephan, Controller, Finance Department

Funding Source: FY25 budget

Funding Request: \$80,000.00

Vendor	Amount
PFM Asset Management LLC	\$80,000.00

Explanation of Purchase: This purchase is for an investment advisory services consultant that will provide the College with recommendations and strategies to increase the annual return on investments.

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 contract from July 1, 2024, through June 30, 2025 with PFM Asset Management LLC of Chicago, IL and authorize two additional one-year renewal options in a not-to-exceed annual amount of \$80,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.18. BUILDING AUTOMATION SYSTEM PREVENTIVE MAINTENANCE SERVICES

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$242,400.00

Vendor	Amount
Delta Controls Chicago, Inc.	\$242,400.00

Explanation of Purchase: This purchase is for preventive maintenance services on the system used to control and automate mechanical equipment across all buildings that the College owns and leases.

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: Approve a two-year contract from July 1, 2024, through June 30, 2026, with Delta Controls Chicago, Inc. of Lombard, IL in a not-to-exceed amount of \$242,400.00, subject to legal review.

5. CONSENT 3. PURCHASING

5.3.19. LAKE COUNTY AREA VOCATIONAL SYSTEM BOARD OF CONTROL PAYMENT

Lead Staff: Kristen Jones

Funding Source: FY22 and FY23 surplus

Purpose: The Lake County Area Vocational System (LCAVS) Board of Control at the Lake County Tech Campus (LCTC) is renovating their instructional lab space where the CLC Precision Machining Technology (PMT) program is located. The renovation includes electrical upgrades for PMT instructional equipment. To support continued delivery of PMT instruction until the program moves to the Advanced Technology Center, CLC will reimburse the LCAVS Board of Control for electrical renovation costs up to \$30,000.00.

Recommendation: Approve payment to Lake County Area Vocational System Board of Control in a not-to-exceed amount of \$30,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.20. INTERNAL AND EXTERNAL CATERING (RATIFICATION)

Lead Staff: Christine Klippert, Assistant Director, Auxiliary Services

Funding Source: FY24 budget

Funding Request: \$100,000.00

Vendor	Amount
Aladdin Food Management Services, LLC	\$100,000.00

Explanation of Purchase: This purchase is for an additional \$100,000.00 to reimburse Aladdin Food Management Services, LLC for FY24 internal and external catering purchases, as stipulated in the current food service management contract.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Ratify the spend for FY24 purchases with Aladdin Food Management Services, LLC of Charlotte, NC in a not-to-exceed amount of \$100,000.00.

5.3. CONSENT AGENDA -- PURCHASING

5.3.21. LAKESHORE CAMPUS URBAN FARM PRE-CONSTRUCTION MANAGEMENT SERVICES

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management

Funding Source: FY24 surplus

Funding Request: \$50,000

Vendor	Amount
Pepper Construction	\$50,000

Explanation of Purchase: This purchase is for pre-construction management services for the Urban Farm Center project. Pre-construction management services include working with the architect on the design and material selection to align with the construction budget, and to manage scope and schedule. Performing these services during the months of July and August 2024, are necessary to avoid delays in the timeline for project completion. Administration intends to bring the construction manager at-risk contract for the construction phase of the Urban Farm project to the Board at the August 2024 meeting.

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: Authorize Administration to engage Pepper Construction for pre-construction management services during the months of July and August 2024, in a not-to-exceed amount of \$50,000.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Feldman, Jennifer	Full-time Faculty Position Number: 0436 Instructor, Nursing Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
2	Pickering, Meredith	Full-time Faculty Position Number: 0438 Instructor, Nursing Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
3	Deatherage, Marina	Full-time Faculty Position Number: 0439 Instructor, Nursing Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
4	Martinez, Stephanie	Full-time Faculty Position Number: 0494 Instructor, Communication Communication Arts, Humanities and Fine Arts Division	8/12/2024	8/12/2024-5/17/2025
5	Bodell, Harry	Full-time Faculty Position Number: 0495 Instructor, Communication Communication Arts, Humanities and Fine Arts Division	8/12/2024	8/12/2024-5/17/2025

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES (CONTINUED)

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
6	Ginsburg, Fonda	Full-time Faculty Position Number: 0477 Instructor, English Communication Arts, Humanities and Fine Arts Division	8/12/2024	8/12/2024-5/17/2025
7	Panchoo, Augustine	Full-time Faculty Position Number: 0567 Instructor, Psychology, Business and Social Sciences Division	8/12/2024	8/12/2024-5/17/2025
8	Gross, Israel	Full-time Faculty Position Number: 0571 Instructor, Psychology, Business and Social Sciences Division	8/12/2024	8/12/2024-5/17/2025
9	Whitlock-Glave, Holly	Full-time Faculty Position Number: 0971 Instructor, Paralegal Studies, Business and Social Sciences Division	8/12/2024	8/12/2024-5/17/2025
10	Kempton Patterson, Elizabeth	Full-time Faculty Position Number: 0835 Instructor, English, Communication Arts, Humanities and Fine Arts Division	8/12/2024	8/12/2024-5/17/2025

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES (CONTINUED)

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
11	Gonsiorowski, Jennifer	Full-time Faculty Position Number: 0442 Instructor, English as a Second Language, Adult Education and ESL Division	8/12/2024	8/12/2024-5/17/2025
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offers of full-time employment and set the start date prior to the August 27, 2024, Board meeting. The proposed approval is as follows:

	Reason	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Full-time Faculty New Hire	Full-time Faculty Position Number: 0999 Instructor, Nursing Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
2	Full-time Faculty New Hire	Full-time Faculty Position Number: 1694 Instructor, Pharmacy Technician Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
3	Full-time Faculty New Hire	Full-time Faculty Position Number: 0990 Instructor, Medical Assisting Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
4	Professional New Hire	Professional Position Number: 0022 Assistant Director, Capital, Sustainability and Construction Management Services	TBD	TBD-6/30/2025

Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the August 27, 2024, Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-approved position, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialist.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Szramek, Brian	Specialist Position Number: 1544 Dual Credit College Readiness Program Coordinator*, P-20 Educational Partnerships	5/4/2024	5/4/2024-6/30/2024

Recommendation: Approve the above full-time employment.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. 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.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date
1	Ortiz, Elvis	Classified - Union Position Number: 0389 Custodian, Custodial	5/4/2024

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PERSONNEL AND POSITION CHANGES

Administration recommends the following change to a vacant position in Financial Aid.								
	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
1	Job Grade	Vacant	Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid	Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid	B24 Non-exempt	C41 Exempt	7/1/2024	TBD
2	Job Grade	Vacant	Specialist Position Number: 1682 Undocumented Student Outreach and Program Coordinator Student Activities and Inclusion	Specialist Position Number: 1682 Undocumented Student Resource Advisor, Student Activities and Inclusion	B24 Exempt	B32 Exempt	7/1/2024	TBD
Recommendation: Approve the proposed new grant-funded positions with the effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. PROMOTIONS

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

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	DuHamel, Gary	Classified - Union Position Number: 1667 Police Officer, Police Department	Specialist Position Number: 0110 Sergeant, Police Department	7/8/2024	7/8/2024 -6/30/2025
2	Peterson, Julia	Specialist Position Number: 1469 Career Program Manager, Engineering, Mathematics and Physical Sciences Division	Administrator Position Number: 0043 Associate Dean, Engineering, Mathematics and Physical and Sciences Division	7/1/2024	7/1/2024 -6/30/2025
3	Munoz, Andrea	Part-time Classified Position Number: 0744 Library Services Assistant, Library	Full-time Classified Position Number: 0278 Library Services Assistant, Library	7/8/2024	N/A
4	Lopez, Echo	Part-time Classified Position Number: 1140 Enrollment Services Generalist, Welcome and One Stop Center	Full-time Classified Position Number: 1713 Student Records Representative, Student Records	7/8/2024	N/A

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position noted below.

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Jackson, Sarah	Specialist Position Number: 1815 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1500 Academic Success Advisor, Advising and Retention	7/8/2024	7/8/2024-6/30/2025

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Effective Date (Last Date Worked)
1	Resignation	Ballenger, Laurene	Specialist Position Number: 1871 ECE Program Coordinator*, Early Childhood Education	5/31/2024
2	Resignation	Varghese, Ansu	Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid	5/31/2024
3	Resignation	Steele, Maggie	Classified Position Number: 1720 Academic Operations Associate, Engineering, Mathematics and Physical Sciences Division	6/4/2024
4	Resignation	Jaeger, Roger	Specialist Position Number: 0166 Laboratory Specialist, Heating and Air Conditioning Engineer Technology	6/11/2024
5	Resignation	Khaleel, Humera	Classified Position Number: 1697 Enrollment Services Generalist, Welcome and One Stop Center	6/18/2024
6	Resignation	Zastrow, Ann	Specialist Position Number: 0051 Manager, Personal and Professional Development	6/30/2024

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Effective Date (Last Date Worked)
7	Retirement	Boos, Jill	Specialist Position Number: 0286 Laboratory Coordinator, Nursing	6/30/2024
8	Retirement	Baraboo, Leslie	Specialist Position Number: 1054 Marketing and Communications Analyst, James Lumber Center for the Performing Arts	7/31/2024

Recommendation: Approve the above actions.

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

5.5.1. CONTRACT FOR SERVICES BETWEEN THE 19TH JUDICIAL CIRCUIT COURT OF LAKE COUNTY, ILLINOIS AND THE COLLEGE OF LAKE COUNTY

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

Funding Source: FY25 budget

Background: Since 1991 the College has provided training and educational services for the 19th Judicial Circuit Court of Lake County. Operated through the college's Judicial Services department, the college is contracted to hire and oversee instructors who deliver court-required courses and services, enroll participants, and document completions. Per the contract, the court reimburses the college for these services.

Proposal: The College proposes continuing to serve the 19th Judicial Circuit Court with a five-year contract, encompassing the operation of three programs.

1. Driver Safety Program (DSP): This program aims to educate individuals with minor traffic violations, offering alternative sentencing and improving driving skills to reduce future violations and accident risks.
2. Family Parenting Program (FPP): This program is designed to provide educational resources to parents involved in dissolution of marriage or post-judgment custody/visitation proceedings, focusing on the impact of these situations on minor children.
3. Court Services Support (CSS) Program: This program coordinates volunteer recruitment, training, and supervision to support various court services.

Recommendation: Approve the five-year contract from July 1, 2024, to June 30, 2029, with the 19th Judicial Circuit Court of Lake County, IL.

5. CONSENT AGENDA 3. CONTRACTS AND GRANTS

5.5.2. ILLINOIS GREEN ECONOMY NETWORK (IGEN) SUB-AWARD FOR ILLINOIS ENVIRONMENTAL PROTECTION AGENCY GRANT

Grantor: Illinois Environmental Protection Agency – Renewable Energy Resources Trust Fund

Amount: \$208,527.00

Period: July 1, 2024 – June 30, 2025

Type: Non-Competitive

Matching Funds: None

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

Purpose: The Illinois Green Economy Network (IGEN) has been awarded funding through the Illinois Renewable Energy Trust Fund. Grant monies will be used by the College of Lake County to provide for personnel, travel, supplies and indirect costs for the administration of the statewide Illinois Green Economy Network, a consortium of Illinois community colleges working to grow the green economy.

Recommendation: Accept the Illinois Green Economy Network Sub-Award from the Illinois Environmental Protection Agency – Renewal Energy Resources Trust Fund in the amount of \$208,527.00.

5. CONSENT 5. CONTRACTS AND GRANTS

5.5.3. LAKE COUNTY AREA VOCATIONAL SYSTEM BOARD OF CONTROL RENTAL AGREEMENT

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

Funding Source: FY25 operating budget

Purpose: College of Lake County has maintained a rental agreement with Lake County Area Vocational System Board of Control for use of spaces to deliver programming at the Lake County Tech Campus (LCTC). Currently, CLC’s Precision Machining Technology (PMT) program is the only remaining program being delivered in a specialty lab space at LCTC. The current agreement has expired and renewal is required to continue the delivery of PMT until the program is relocated to the Advanced Technology Center.

Specialty Lab	\$57.97 per hour
Site Coordinator	\$26.25 per hour

Recommendation: Authorize Administration to enter a two-year rental agreement with the Lake County Area Vocational System Board of Control from June 25, 2024 through June 30, 2026 and authorize a one-year extension as needed pending relocation of the program.

7. NEW BUSINESS

7.1. POLICY 940 – RECRUITMENT, PROMOTION AND TRANSFER – REVISED – SECOND READING

Policy 940 Recruitment, Promotion and Transfer is presented for a first reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023 and February 13, 2024. The adoption and implementation of the policy changes align with the Strategic Plan and the Total Rewards Philosophy.

The policy changes have been reviewed by the College’s legal counsel and employee input obtained through CLC’s shared governance system, which includes staff representation.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. The revisions that are highlighted in blue are changes for the Second Reading.

Recommendation: Approve revised Policy 940 Recruitment, Promotion and Transfer.

7. NEW BUSINESS

940 RECRUITMENT, PROMOTION AND TRANSFER

In alignment with the College mission, vision and values, College of Lake County is committed to recruiting a highly qualified workforce of individuals, and retaining, recognizing and developing a highly qualified workforce of individuals-high performing employees who reflect the diverse student population and Lake County community served. Positions may be filled using an external or internal competitive hiring process or employees may be appointed to a temporary assignment, promoted, transferred, or reassigned at the discretion of the College, or by appointment, at the discretion of the College, subject to the following in alignment and compliance with:

- The Employee Success Framework which provides structure for connecting, onboarding, developing and advancing individuals in their careers;
- The Total Rewards Philosophy which supports and empowers employee innovation, creativity, professional and personal development learning, career progression and skill mastery and reflects a commitment to market-based pay and benefits that are fiscally sustainable;
- In compliance with a Associated Board policy;
- In compliance with appropriate Relevant laws and regulations; and/or
- In compliance with any applicable eCollective bargaining agreements.

A promotion is defined as:

- The movement to a position that is at least one job pay grade level higher or advancement in job family/classification. The minimum pay rate increase for a promotion is 4.50% or as outlined in the applicable collective bargaining agreement.
- The advancement to the next level in a departmental, career or step progression program. The minimum pay rate increase will be 4.50% or as outlined in the applicable collective bargaining agreement.
- A change of status from part-time to full-time in the same position. There is no minimum pay rate increase unless outlined in the applicable collective bargaining agreement.

If a promotion is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to positions covered therein.

A transfer is defined as:

- The appointment to a position that is the same or a lower job pay grade or a different job family. The pay rate may remain unchanged or be reduced.
- A change of status from full-time to part time in the same position. The equivalent hourly pay rate may remain unchanged or decrease.
- A change of primary campus location of an employee in a staff position.

7. NEW BUSINESS

940 RECRUITMENT, PROMOTION AND TRANSFER (CONTINUED)

- A change of work shift for a non-exempt staff member resulting in change in pay. The pay rate may increase or decrease as determined by College or as outlined in the applicable collective bargaining agreement.

If a transfer is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to positions covered therein.

Except as otherwise ~~may be~~ provided in a collective bargaining agreement or at the discretion of the College, an employee must have completed the initial probationary period in their appointed position to be eligible to apply for another position. As applicable, candidates must complete and submit an electronic application and all required documents to be considered for employment in a particular position.

Adopted 01/25/1983

Amended 09/28/2021

Amended 06/25/2024 (effective 07/01/2024)

7. NEW BUSINESS

7.2 POLICY 941 – DEPARTMENTAL/INTERDEPARTMENTAL REORGANIZATION – REVISED – SECOND READING

Policy 941 Departmental/Interdepartmental Reorganization is presented for a second reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023 and February 13, 2024. The adoption and implementation of the policy changes align with the Strategic Plan.

The policy changes have been reviewed by the College’s legal counsel and employee input obtained through CLC’s shared governance system, which includes staff representation.

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

Recommendation: Approve revised Policy 941 – Departmental/Interdepartmental Reorganization.

7. NEW BUSINESS

941 **DEPARTMENTAL/INTERDEPARTMENTAL INSTITUTIONAL REORGANIZATION**

The College ~~must recognize that in order to~~ regularly assess and adapt to the demands of an ever-changing environment ~~to achieve student success outcomes and optimize its strategic use of resources through institutional reorganization it shall occasionally become necessary to revise the organizational structure of its departments or divisions.~~ Organizational structure changes will be implemented in alignment and compliance with:

- The Employee Success Framework;
- The Total Rewards Philosophy;
- Fiscal sustainability and stewardship;
- Associated Board policy;
- Relevant laws and regulations; and
- Collective bargaining agreements.

~~Such Reorganizations may occur within and between all areas of the institution, at the discretion of the College, and subject to any collective bargaining obligations be interdepartmental or intradepartmental and may involve include but are not limited to any one or combination of~~ the following actions:

- The creation of new positions;
- The ~~reclassification or elimination of deletion of superfluous or outdated existing positions;~~
- The reassignment of employees and positions between units, cost centers, divisions, departments, sub-departments or programs;
- ~~The addition of one or more new duties or requirements to an existing position.~~
- ~~The reassignment of duties or requirements from on position to another position within the College.~~
- The promotion or transfer of ~~an employees between existing or to new positions; from one position to another position within the College.~~
- The reduction-in-force or lay-off of current employees; and
- The revocation of employment, promotion or transfer offers.

Any compensation adjustments resulting from a reorganization shall require approval by the President and the Board of Trustees ~~during the annual budgeting process or off-budget cycle at the sole discretion of the College. Reorganizational reassignments, transfers, etc., shall be done in accordance with College procedures.~~

Adopted 10/12/1994

Amended 06/25/2024 (effective 07/01/2024)

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – GRANT FUNDED

	Reason	Proposed Job Family, Position Number, Position Title, Department	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration proposes three new positions which will be grant funded.					
1	New Position	Professional Position Number: TBD Manager*, Community and Workforce Partnerships	C43 Exempt	7/1/2024	TBD
2	New Position	Specialist Position Number: TBD Grants Specialist*, Community and Workforce Partnerships	B24 Non-exempt	7/1/2024	TBD
3	New Position	Classified Position Number: TBD Grants Accounting Associate*, Community and Workforce Partnerships	B23 Non-exempt	7/1/2024	N/A
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.					

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
<p>Consistent with the Total Rewards Philosophy, Administration performed cyclical pay review for 363 specialist, professional and administrative staff positions in spring 2024. This resulted in the title, job family, job grade changes and other recommendations proposed below. Related pay changes are funded through the FY24 and FY25 budgets.</p>								
1	Title, Job Family	Figura, Deb	Part-time Classified (25 hours) Position Number: 0798 Horticulture Associate, Horticulture, Biological and Health Sciences	Part-time Specialist (25 hours) Position Number: 0798 Laboratory Specialist, Horticulture, Biological and Health Sciences	B22 Non-exempt	B22 Non-exempt	7/1/2024	N/A
2	Title	White, Donna	Classified Position Number: 1050 Academic Accounting Technician, Communication Arts, Humanities and Fine Arts Division	Classified Position Number: 1050 Academic Accounting Associate, Communication Arts, Humanities and Fine Arts Division	B23 Non-exempt	B23 Non-exempt	7/1/2024	N/A
3	Title	Gonzalez, Sammy	Classified Position Number: 0168 Academic Accounting Technician, Engineering, Mathematics and Physical Sciences Division	Classified Position Number: 0168 Academic Accounting Associate, Engineering, Mathematics and Physical Sciences Division	B23 Non-exempt	B23 Non-exempt	7/1/2024	N/A
4	Title, Job Family, Job Grade	Beck, Allison	Part-time Classified (25 hours) Position Number: 1462 Office Associate, Outreach and On-Campus Experience	Part-time Specialist (25 hours) Position Number: 1462 Outreach and On-Campus Experience Coordinator, Outreach and On-Campus Experience	B21 Non-exempt	B23 Non-exempt	7/1/2024	N/A

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
5	Title	Milky, Nargis	Specialist Position Number: 1478 Lead Teacher II, Children’s Learning Centers	Specialist Part-time (25 hours) Position Number: 1478 Lead Teacher, Children’s Learning Centers	B23 Non-exempt	B23 Non-exempt	7/1/2024	N/A
6	Title	Samer, Asra	Specialist Position Number: 0323 Lead Teacher II, Children’s Learning Centers	Specialist Position Number: 0323 Lead Teacher, Children’s Learning Centers	B23 Non-exempt	B23 Non-exempt	7/1/2024	7/1/2024-6/30/2025
7	Title	Huseby, Jussara	Specialist Position Number: 0322 Lead Teacher II, Children’s Learning Centers	Specialist Position Number: 0322 Lead Teacher, Children’s Learning Centers	B23 Non-exempt	B23 Non-exempt	7/1/2024	7/1/2024-6/30/2025
8	Title	Vacant	Specialist Position Number: 0324 Lead Teacher II, Children’s Learning Centers	Specialist Position Number: 0324 Lead Teacher, Children’s Learning Centers	B23 Non-exempt	B23 Non-exempt	7/1/2024	TBD
9	Title	Ventura, Mariana	Specialist Position Number: 0325 Lead Teacher II, Children’s Learning Centers LSC	Specialist Position Number: 0325 Lead Teacher, Children’s Learning Centers LSC	B23 Non-exempt	B23 Non-exempt	7/1/2024	7/1/2024-6/30/2025
10	Title	Vacant	Specialist Position Number: 0326 Lead Teacher II, Children’s Learning Centers LSC	Specialist Position Number: 0326 Lead Teacher, Children’s Learning Centers LSC	B23 Non-exempt	B23 Non-exempt	7/1/2024	TBD

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
11	Job Grade	Daly, Jessica	Specialist Position Number: 1153 Patron Services Coordinator, James Lumber Center	Specialist Position Number: 1153 Patron Services Coordinator, James Lumber Center	B23 Non-exempt	B32 Non-exempt	7/1/2024	7/1/2024-6/30/2025
12	Title, Job Family, Job Grade	Halleck, Maria	Classified Position Number: 0194 Office Manager, Financial Aid	Specialist Position Number: 0194 Operations Coordinator, Financial Aid	B24 Non-exempt	B32 Non-exempt	7/1/2024	7/1/2024-6/30/2025
13	Title, Job Grade, Dept.	Sawicki, Matt	Specialist Position Number: 1181 Military-Affiliated Student Outreach and Programs Coordinator, Student Activities and Inclusion	Specialist Position Number: 1181 College and Career Navigator, Student Recruitment and Onboarding	B24 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025
14	Title, Job Grade	Schreiber, Maria	Specialist Position Number: 0321 Coordinator, Children’s Learning Centers LSC	Specialist Position Number: 0321 Campus Coordinator, Children’s Learning Centers LSC	C41 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025
15	Title, Job Grade	Borland, Emily	Specialist Position Number: 1862 Community Resource Advisor, Advising and Retention	Specialist Position Number: 1862 Community Resource Coordinator, Advising and Retention	B32 Exempt	C41 Exempt	7/1/2024	7/1/2024-6/30/2025
16	Job Grade	Maghirang, Richard	Specialist Position Number: 0239 Research Analyst Institutional Effectiveness, Planning and Research	Specialist Position Number: 0239 Research Analyst Institutional Effectiveness, Planning and Research	B32 Exempt	C41 Exempt	7/1/2024	7/1/2024-6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
17	Job Family, Job Grade	Schreiber, Liz	Specialist Position Number: 1165 Operations Manager, Bookstore	Professional Position Number: 1165 Operations Manager, Bookstore	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
18	Job Family, Job Grade	Trujillo, Alma	Specialist Position Number: 1474 Development Services Manager, College Foundation	Professional Position Number: 1474 Development Services Manager, College Foundation	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
19	Job Family, Job Grade	Gentleman, Cynthia	Specialist Position Number: 1498 Community Giving Manager, College Foundation	Professional Position Number: 1498 Community Giving Manager, College Foundation	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
20	Title, Job Family, Job Grade	Vacant	Specialist Position Number: 1052 Workforce Manager, Career and Job Placement Center	Professional Position Number: 1052 Career Readiness Manager, Career and Job Placement Center	C41 Exempt	C43 Exempt	7/1/2024	TBD
21	Title	Halsey, Annette	Classified Position Number: 0125 Workforce Associate, Career and Job Placement Center	Classified Position Number: 0125 Administrative Assistant, Career and Job Placement Center	B22 Non-exempt	B22 Non-exempt	7/1/2024	7/1/2024-6/30/2025
22	Job Family, Job Grade	Webster, Brett	Specialist Position Number: 0030 Manager*, Judicial Services	Professional Position Number: 0030 Manager*, Judicial Services	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
23	Job Family, Job Grade	Darling, Michael	Specialist Position Number: 0039 Manager*, Small Business Development Center	Professional Position Number: 0039 Manager*, Small Business Development Center	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
24	Job Family, Job Grade	Pfligler, Eric	Specialist Position Number: 0788 Manager*, Training and Development Sales	Professional Position Number: 0788 Manager*, Training and Development Sales	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
25	Job Family, Job Grade	Lorenzo, Matt	Specialist Position Number: 1701 Healthcare Program Manager, Biological and Health Sciences	Professional Position Number: 1701 Healthcare Program Manager, Biological and Health Sciences	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
26	Job Family, Job Grade	Arias, Maria	Specialist Position Number: 1765 Career Program Manager, Business and Social Sciences	Professional Position Number: 1765 Career Program Manager, Business and Social Sciences	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
27	Job Family, Job Grade	Overton, Crystal	Specialist Position Number: 1734 Career Program Manager*, Lakeshore Campus	Professional Position Number: 1734 Career Program Manager*, Lakeshore Campus	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
28	Job Family, Job Grade	Vacant	Specialist Position Number: 1469 Career Program Manager, Engineering, Mathematics, and Physical Sciences	Professional Position Number: 1469 Career Program Manager, Engineering, Mathematics, and Physical Sciences	C41 Exempt	C43 Exempt	7/1/2024	TBD

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
29	Job Family, Job Grade	Dupont, Nathan	Specialist Position Number: 1888 Restaurant and Brae Loch Facilities Manager, Hospitality and Culinary Management	Professional Position Number: 1888 Restaurant and Brae Loch Facilities Manager, Hospitality and Culinary Management	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
30	Job Family, Job Grade	Sostre, Maria	Specialist Position Number: 0243 Community Relations and Events Manager, Lakeshore Campus	Professional Position Number: 0243 Community Relations and Events Manager, Lakeshore Campus	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
31	Title, Job Family, Job Grade	Fernando, Gihan	Specialist Position Number: 1117 Campus IT Support Coordinator, Information Technology	Professional Position Number: 1117 Campus IT Support Manager, Information Technology	B31 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
32	Title, Job Family, Job Grade	Vacant	Specialist Position Number: 2835 Campus IT Support Coordinator, Information Technology	Professional Position Number: 2835 Campus IT Support Manager, Information Technology	B31 Exempt	C43 Exempt	7/1/2024	TBD
33	Job Family, Job Grade	Wrobel, Beth	Specialist Position Number: 1683 Therapist, Counseling and Psychological Services	Professional Position Number: 1683 Therapist, Counseling and Psychological Services	C42 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
34	Job Family, Job Grade	Gruen, Andy	Specialist Position Number: 0065 Manager, Welcome and One Stop Center	Professional Position Number: 0065 Manager, Welcome and One Stop Center	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
35	Job Family	Ortego, Dan	Specialist Position Number: 1721 Apprenticeship Manager, Career and Job Placement Center	Professional Position Number: 1721 Apprenticeship Manager, Career and Job Placement Center	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
36	Job Family	Harmer, Amanda	Specialist Position Number: 1808 Manager, College Readiness and Dual Credit, P-20 Educational Partnerships	Professional Position Number: 1808 Manager, College Readiness and Dual Credit, P-20 Educational Partnerships	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
37	Job Family	Zastrow, Ann	Specialist Position Number: 0051 Manager, Personal and Professional Development	Professional Position Number: 0051 Manager, Personal and Professional Development	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
38	Job Family	Carrillo, Armando	Specialist Position Number: 1032 Laboratory Manager, Biological and Health Sciences	Professional Position Number: 1032 Laboratory Manager, Biological and Health Sciences	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
39	Job Family	Shumsky, Sheridan	Specialist Position Number: 0040 Grants Program Manager, Strategic Advancement	Professional Position Number: 0040 Grants Program Manager, Strategic Advancement	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
40	Job Family	Walker, Marietta	Specialist Position Number: 1069 Compliance Officer, Financial Aid	Professional Position Number: 1069 Compliance Officer, Financial Aid	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
41	Job Family	Kahmann, Glenn	Specialist Position Number: 0270 Manager, Library	Professional Position Number: 0270 Manager, Library	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
42	Job Family	Price, Adriane	Specialist Position Number: 0253 Manager, Testing	Professional Position Number: 0253 Manager, Testing	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
43	Job Family	Dumblauskas, Brigitte	Specialist Position Number: 0256 Manager, Tutoring Center	Professional Position Number: 0256 Manager, Tutoring Center	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
44	Job Grade, Unit	Snowden, Magan	Professional Position Number: 0048 Manager*, TRiO Educational Talent Search, Student Development	Professional Position Number: 0048 Manager*, TRiO Educational Talent Search, Educational Affairs	C45 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
45	Job Grade	Wyatt, Erica	Professional Position Number: 1256 Manager*, TRiO Student Support Services	Professional Position Number: 1256 Manager*, TRiO Student Support Services	C45 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025
46	Job Grade	Israel, Melodiy	Professional Position Number: 1325 Manager, Southlake Campus	Professional Position Number: 1325 Manager, Southlake Campus	C45 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
47	Job Family, Job Grade	Ashraf, Shadman	Specialist Position Number: 0296 Business Analyst, Finance	Professional Position Number: 0296 Business Analyst, Finance	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025
48	Job Family, Job Grade	Bravi, Diana	Specialist Position Number: 1797 Business Analyst, Finance	Professional Position Number: 1797 Business Analyst, Finance	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025
49	Job Family, Job Grade	Tang, Qiong	Specialist Position Number: 1771 Business Analyst, Community and Workforce Partnerships	Professional Position Number: 1771 Business Analyst, Community and Workforce Partnerships	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025
50	Job Family, Job Grade	Gillespie, Kim	Specialist Position Number: 1828 Business Analyst, Educational Affairs	Professional Position Number: 1828 Business Analyst, Educational Affairs	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025
51	Job Family, Job Grade	Kingery, Jim	Specialist Position Number: 0173 Business Analyst, Educational Affairs	Professional Position Number: 0173 Business Analyst, Educational Affairs	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025
52	Job Family, Job Grade	Landmann, Kim	Specialist Position Number: 0866 Business Analyst, Human Resources	Professional Position Number: 0866 Business Analyst, Human Resources	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024-6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
53	Job Family, Job Grade	LaRussa, Joanne	Specialist Position Number: 1605 Business Analyst, Institutional Effectiveness, Planning and Research	Professional Position Number: 1605 Business Analyst, Institutional Effectiveness, Planning and Research	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025
54	Job Family, Job Grade	Flores, Art	Specialist Position Number: 1197 Business Analyst, Student Affairs	Professional Position Number: 1197 Business Analyst, Student Affairs	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025
55	Job Family, Job Grade	Griffin, Bryn	Specialist Position Number: 1679 Business Analyst, Student Recruitment and Onboarding	Professional Position Number: 1679 Business Analyst, Student Recruitment and Onboarding	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025
56	Job Family, Job Grade	Schoen, Becky	Specialist Position Number: 1065 Business Analyst, Financial Aid	Professional Position Number: 1065 Business Analyst, Financial Aid	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025
57	Job Family, Job Grade	Tumminello, Kara	Specialist Position Number: 1764 Business Analyst, Student Academic Success	Professional Position Number: 1764 Business Analyst, Student Academic Success	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025
58	Job Family, Job Grade	Najarro, Sylvia	Specialist Position Number: 1315 Business Analyst, Student Records	Professional Position Number: 1315 Business Analyst, Student Records	C43 Exempt	C44 Exempt	7/1/2024	7/1/2024- 6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
59	Job Family, Job Grade	Titterton, Michelle	Specialist Position Number: 1177 Sustainability Manager, Capital, Sust'y and CM Services	Professional Position Number: 1177 Sustainability Manager, Capital, Sust'y and CM Services	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
60	Job Family, Job Grade	DeLeon, Hector	Specialist Position Number: 1166 Manager Help Desk, Technology Support	Professional Position Number: 1166 Help Desk Manager, Technology Support	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
61	Job Family, Job Grade	Klein, Carol	Specialist Position Number: 1116 Manager Desktop Services, Technology Support	Professional Position Number: 1116 Desktop Services Manager, Technology Support	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
62	Job Family, Job Grade	Rychlinski, Ryan	Specialist Position Number: 1119 Manager Media Services, Technology Support	Professional Position Number: 1119 Media Services Manager, Technology Support	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
63	Job Family, Job Grade	Nemcek, Lindsey	Specialist Position Number: 1722 Public Relations Manager, Public Relations and Marketing	Professional Position Number: 1722 Public Relations Manager, Public Relations and Marketing	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
64	Job Family, Job Grade	Perez, Edith Marie	Specialist Position Number: 1895 Web Design/Content Manager, Public Relations and Marketing	Professional Position Number: 1895 Web Design/Content Manager, Public Relations and Marketing	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
65	Job Family, Job Grade	Smith, Kim	Specialist Position Number: 0305 Marketing Manager, Public Relations and Marketing	Professional Position Number: 0305 Marketing Manager, Public Relations and Marketing	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
66	Job Grade	Utter, Vincent	Professional Position Number: 0117 Lieutenant, Police Department	Professional Position Number: 0117 Lieutenant, Police Department	C43 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
67	Job Grade	Laba, Laura	Professional Position Number: 0060 Executive Assistant to the President, President’s Office	Professional Position Number: 0060 Executive Assistant to the President, President’s Office	C41 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
68	Job Family, Job Grade	Eiden, Jeremy	Specialist Position Number: 0240 Technical Coordinator, James Lumber Center	Professional Position Number: 0240 Production Manager, James Lumber Center	C51 Exempt	C45 Exempt	7/1/2024	7/1/2024-6/30/2025
69	Title, Job Grade	Ko, John	Professional Position Number: 1135 Manager, Application Development	Professional Position Number: 1135 Assistant Director, Application Development	C45 Exempt	C52 Exempt	7/1/2024	7/1/2024-6/30/2025
70	Job Family, Job Grade	Weatherspoon, David	Professional Position Number: 0242 Director, Student Services and Campus Operations, Lakeshore Campus	Administrator Position Number: 0242 Director, Student Services and Campus Operations, Lakeshore Campus	C52 Exempt	D61 Exempt	7/1/2024	7/1/2024-6/30/2025
71	Job Grade	Davidson, Jennifer	Administrator Position Number: 1886 Assistant Vice President, Educational Affairs	Administrator Position Number: 1886 Assistant Vice President, Educational Affairs	E82 Exempt	E81 Exempt	7/1/2024	7/1/2024-6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
72	Job Grade	Branson, Nick	Administrator Position Number: 1882 Assistant Vice President, Strategic Advancement	Administrator Position Number: 1882 Assistant Vice President, Strategic Advancement	E82 Exempt	E81 Exempt	7/1/2024	7/1/2024- 6/30/2025
73	Job Grade	Appleton, Kevin	Administrator Position Number: 0003 Vice President, Business Services and Finance and Chief Financial Officer, Business Service and Finance	Administrator Position Number: 0003 Vice President, Business Services and Finance and Chief Financial Officer, Business Service and Finance	None Exempt	E91 Exempt	7/1/2024	7/1/2024- 6/30/2025
74	Job Grade	Fay, Sue	Administrator Position Number: 0024 Chief Human Resources Officer, Human Resources	Administrator Position Number: 0024 Chief Human Resources Officer, Human Resources	None Exempt	E91 Exempt	7/1/2024	7/1/2024- 6/30/2025
75	Job Grade	Harden, Derrick	Administrator Position Number: 1387 Vice President, Strategic Advancement and Chief of Staff, Strategic Advancement	Administrator Position Number: 1387 Vice President, Strategic Advancement and Chief of Staff, Strategic Advancement	None Exempt	E91 Exempt	7/1/2024	7/1/2023- 6/30/2025
76	Job Grade	Hlavin, Karen	Administrator Position Number: 1457 Vice President, Student Development, Student Development	Administrator Position Number: 1457 Vice President, Student Development, Student Development	None Exempt	E91 Exempt	7/1/2024	7/1/2024- 4/30/2026

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – CYCLICAL REVIEW (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
77	Job Grade	Jones, Kristen	Administrator Position Number: 0004 Vice President, Education, Educational Affairs	Administrator Position Number: 0004 Vice President, Education, Educational Affairs	None Exempt	E91 Exempt	7/1/2024	1/1/2023-6/30/2025
78	Job Grade	O'Brien, Ali	Administrator Position Number: 0006 Vice President, Community and Workforce Partnerships, Community and Workforce Partnerships	Administrator Position Number: 0006 Vice President, Community and Workforce Partnerships. Community and Workforce Partnerships	None Exempt	E91 Exempt	7/1/2024	7/1/2023-6/30/2025
79	Job Grade	Porterfield-Woods, Allison	Administrator Position Number: 1112 Chief Information Officer, Information Technology	Administrator Position Number: 1112 Chief Information Officer, Information Technology	None Exempt	E91 Exempt	7/1/2024	12/4/2023-6/30/2026
<p>Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.</p>								

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
<p>As presented to the Board in May 2024, a reorganization is proposed for Educational Affairs: Adult Education. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to increase capacity and efficiency of the Adult Education staff to meet the increased operational demands and need for continuous improvement due to growth in programs, reporting requirements and student success initiatives.</p>								
1	New Position	TBD	N/A	Administrator Position Number: TBD Associate Dean*, Adult Education and ESL	N/A	D61 Exempt	7/1/2024	TBD
2	New Position	TBD	N/A	Part-time Specialist (25 hours) Position Number: TBD Grants Specialist*, Adult Education Operations	N/A	B24 Non-exempt	7/1/2024	N/A
3	New Position, Promotion	Barry, Hadiatou	Part-time Flex (19 hours) Position Number: 1248 Office Associate PT Flex*, Adult Education/Literacy	Part-time Classified (20 hours) Position Number: TBD Office Associate*, Adult Education/Literacy	N/A	B21 Non-exempt	7/1/2024	N/A
4	Title, Department	Guzman, Marisol	Professional Position Number: 0743 Operations and Compliance Manager, Adult Education Testing	Professional Position Number: 0743 Enrollment and Testing Manager, Adult Education Enrollment and Testing	C43 Exempt	C43 Exempt	7/1/2024	7/1/2024- 6/30/2025

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
5	Title, Job Family, Job Grade, Funding	Brown, Angela	Specialist Position Number: 0782 Academic and Data Operations Supervisor*, Adult Education Operations	Professional Position Number: 0782 Academic Operations and Compliance Manager, Adult Education Operations	B32 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
6	Job Family, Job Grade	Herion, Nicole	Specialist Position Number: 1048 Student Success Manager, Adult Education and ESL	Professional Position Number: 1048 Student Success Manager, Adult Education and ESL	C41 Exempt	C43 Exempt	7/1/2024	7/1/2024-6/30/2025
7	Funding, Department	Thomas, Warren	Specialist Position Number: 1028 Student Success Coordinator*, Community Education	Specialist Position Number: 1028 Student Success Coordinator, Adult Education and ESL	B32 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025
8	Funding, Department	Castro, Itzel	Specialist Position Number: 0071 Student Success Coordinator*, Adult Education	Specialist Position Number: 0071 Student Success Coordinator, Adult Education and ESL	B32 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025
9	Funding, Department	Arreguin, Alexa	Specialist Position Number: 1250 Student Success Coordinator*, Adult Education	Specialist Position Number: 1250 Student Success Coordinator, Adult Education and ESL	B32 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025
10	Position Elimination	Vacant	Specialist Position Number: 0052 Instructional Support Manager*, Adult Education	N/A	C41 Exempt	N/A	8/22/2024	N/A

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2024, Administration recommends additional personnel and position changes in Educational Affairs .								
1	New Position	TBD	N/A	Professional Position Number: TBD Community Relations & Events Manager, Communication Arts, Humanities and Fine Arts	N/A	C43 Exempt	7/1/2024	TBD
2	New Position, Promotion	Lueder, Andy	Part-time Flex (19 hours) Position Number: 1253 Sustainable Agriculture Horticulturist, Horticulture, Biological and Health Sciences	Part-time Specialist (25 hours) Position Number: TBD Laboratory Specialist, Horticulture, Biological and Health Sciences	N/A	B22 Nonexempt	7/1/2024	N/A
Administration recommends a position change in the President’s Office .								
1	Unit, Reporting	Vacant	Professional Position Number: 1717 Internal Audit and Compliance Manager, Finance	Professional Position Number: 1717 Internal Audit and Compliance Manager, President’s Office	C45 Exempt	C45 Exempt	7/1/2024	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2024, Administration recommends personnel and position changes in Student Development .								
1	Title, Job Family, Job Grade	Vacant	Specialist Position Number: 1890 Lead Academic Success Advisor, Advising and Retention	Professional Position Number: 1890 Manager, Advising and Retention	B32 Exempt	C43 Exempt	7/1/2024	TBD
2	New Position	TBD	N/A	Specialist Position Number: TBD Academic Success Advisor, Advising and Retention	N/A	B32 Exempt	7/1/2024	TBD
3	New Position	TBD	N/A	Specialist Position Number: TBD Academic Success Advisor, Advising and Retention	N/A	B32 Exempt	7/1/2024	TBD
4	New Position	TBD	N/A	Specialist Position Number: TBD Academic Success Advisor, Advising and Retention	N/A	B32 Exempt	7/1/2024	TBD
5	Unit, Dept, Transfer	Kaplan, Cindy	Specialist Position Number: 0156 Transfer Information Coordinator, Community and Workforce Partnerships	Specialist Position Number: 0156 Transfer Information Coordinator, Advising and Retention, Student Development	B32 Exempt	B32 Exempt	7/1/2024	7/1/2024-6/30/2025

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
6	Position Elimination	Vacant	Part-time Classified Position Number: 0939 Enrollment Services Generalist, Welcome and One Stop Center	N/A	B22 Non-exempt	N/A	7/1/2024	N/A
7	Status, Promotion	Funnye, Justin	Part-time Specialist (24 hours) Position Number: 0264 Testing Specialist LSC Testing	Specialist Position Number: 0264 Testing Specialist LSC Testing	B23 Non-exempt	B23 Non-exempt	7/1/2024	7/1/2024- 6/30/2025
8	Position Elimination	Vacant	Part-time Classified (24 hours) Position Number: 0868 Testing Assistant, LSC Testing	N/A	A13 Non-exempt	N/A	7/1/2024	N/A
9	Job Title	Vacant	Specialist Position Number: 1405 Women’s Outreach and Program Coordinator, Student Activities and Inclusion	Specialist Position Number: 1405 Student Organization Outreach and Program Coordinator, Student Activities and Inclusion	B24 Exempt	B24 Exempt	7/1/2024	TBD
10	Position Elimination	Vacant	Specialist Position Number: 1809 Student Engagement Coordinator, Athletics and Physical Activity	N/A	B24 Exempt	N/A	7/1/2024	N/A
<p>Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.</p>								

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATIO (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2024, Administration recommends personnel and position changes in Community and Workforce Partnerships .								
1	New Position, Transfer	Ammon, Richard	Administrator Position Number: 0011 Interim Executive Director Workforce Initiatives, Community and Workforce Partnerships	Administrator Position Number: TBD Executive Director Workforce Initiatives, Community and Workforce Partnerships	E72 Exempt	E72 Exempt	7/1/2024	7/1/2024-6/30/2025
2	Unit, Job Grade	Vacant	Administrator Position Number: 0016 Executive Director and Chief Development Officer, College Foundation, President’s Office	Administrator Position Number: 0016 Executive Director and Chief Development Officer, College Foundation, Community and Workforce Partnerships	E82 Exempt	E81 Exempt	7/1/2024	TBD
3	Funding	Fournier, Eliza	Professional Position Number: 1816 Director, Urban Farms*, Community and Workforce Partnerships	Professional Position Number: 1816 Director, Urban Farms, Community and Workforce Partnerships	C52 Exempt	C52 Exempt	7/1/2024	7/1/2024-6/30/2025
4	Title	TBD	Specialist Position Number: TBD Dual Credit College Readiness Coordinator, P-20 Educational Partnerships	Specialist Position Number: TBD Lead Dual Credit College Readiness Coordinator, P-20 Educational Partnerships	B32 Exempt	B32 Exempt	TBD	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

*Grant/externally funded position.

7. NEW BUSINESS

7.3. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2024, Administration recommends personnel and position changes in Information Technology .								
1	New Position	TBD	N/A	Classified Position Number: TBD Assistant to the Chief Information Officer, Information Technology	N/A	B25 Nonexempt	7/1/2024	N/A
As presented to the Board in May 2024, Administration recommends personnel and position changes in Business Service & Finance .								
1	Title, Job Grade	Vacant	Administrator Position Number: 1472 Director, Business Operations	Administrator Position Number: 1472 Executive Director, Business Operations	D71 Exempt	D72 Exempt	7/1/2024	TBD
As presented to the Board in May 2024, Administration recommends personnel and position changes in Strategic Advancement .								
1	Promotion	Yao, Dehong	Specialist Position Number: 0905 Research Analyst, Institutional Effectiveness, Planning and Research	Specialist Position Number: 0905 Senior Research Analyst, Institutional Effectiveness, Planning and Research	B32 Exempt	C41 Exempt	7/1/2024	7/1/2024- 6/30/2025
2	Job Grade	Vacant	Specialist Position Number: 1384 Research Analyst Institutional Effectiveness, Planning and Research	Specialist Position Number: 1384 Research Analyst Institutional Effectiveness, Planning and Research	B32 Exempt	C41 Exempt	7/1/2024	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

7. NEW BUSINESS

7.4. TEMPORARY STAFFING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$300,000.00

Vendors:

Express Employment Professionals
Manpower
The Salem Group

Explanation of Purchase: This purchase is for temporary employment services to be used and funded by multiple departments throughout the College.

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 purchases with Express Employment Professionals of Waukegan, IL; Manpower of Milwaukee, WI; and The Salem Group of Buffalo Grove, IL from July 1, 2024 through June 30, 2025, in a not-to-exceed amount of \$300,000.00.

7. NEW BUSINESS

7.5. RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2026 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management Services

The Resource Allocation Management Plan (RAMP) for FY26 has been prepared for submission to the Illinois Community College Board as required. The report includes the College's proposed facilities projects and renovations, including the project descriptions and costs to meet the instructional and service needs of the college community. These projects are included in the CLC 2020 Master Plan, adopted by the Board in 2021, and are listed below in prioritized order. The RAMP will be submitted to the ICCB by the August 1, 2024 deadline.

1. Advanced Technology Center – Precision Machining Technology Relocation and Life Safety Upgrade
2. Deferred Maintenance
3. Wellness and Health Sciences Center
4. Student Center
5. Conference and Professional Development Center
6. Fine and Performing Arts Expansion
7. Automotive Technology/Automotive Collision Repair Expansion

Recommendation: Adopt the attached resolution authorizing the submittal of the FY26 Resource Allocation Management Plan (RAMP).

7. NEW BUSINESS

RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2025 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

WHEREAS, the Illinois Community College Board requires an annual submission of a Resource Allocation Management Plan (RAMP), which shall be submitted by August 1, 2024,

WHEREAS, the administration of the college has carefully prepared such a plan, including a plan for new facilities,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of the College of Lake County, Community College District No. 532, with a quorum present, certifies that it has reviewed and hereby approves the FY26 Resource Allocation Management Plan (RAMP) for Community Colleges for the College of Lake County, as prepared and submitted.
2. Upon Board approval and under the signatures of the Chair and Secretary, Administration is authorized to forward the RAMP document to the Illinois Community College Board as specified.

PASSED this 25th day of June 2024.

Chair, Board of Trustees
Community College District 532
County of Lake, State of Illinois

Secretary, Board of Trustees
Community College District 532
County of Lake, State of Illinois

7. NEW BUSINESS

7.6. RESOLUTION ADOPTING FISCAL YEAR 2025 BUDGET

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

Background: Administration proposed the FY25 tentative budget for the College of Lake County to the Board on May 21, 2024. Notice of the public hearing was published in the *Lake County News Sun* and *Daily Herald* on May 24, 2024. The tentative annual budget has been on public display since May 24, 2024. The public hearing was held earlier during this meeting (Section III. Receipt of Notices, Communications, Hearings and Petitions). The Resolution Adopting FY2025 Budget is included in this report.

Recommendation: Approve the Resolution Adopting Fiscal Year 2025 Budget.

7. NEW BUSINESS

RESOLUTION ADOPTING FISCAL YEAR 2025 BUDGET

WHEREAS, the Board of Trustees of Community College District No. 532, Lake County, State of Illinois, caused to be prepared, in tentative form, a budget, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a public hearing was held as to such budget on the 25th day of June 2024, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements having been complied with;

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

Section 1. That the fiscal year of said District hereby is fixed and declared to begin July 1, 2024, and end June 30, 2025.

Section 2. That the final budget in the form attached hereto which contains an estimate of the receipts and expenditures from each fund separately, and which the Board deems necessary to defray all necessary expenses and liabilities of the District for the fiscal year, be hereby adopted as the budget of said District for said fiscal year.

ADOPTED AND APPROVED this 25th day of June 2024.

AYES: _____

NAYS: _____

ABSENT: _____

BY: _____
Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

7. NEW BUSINESS

7.7. RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) FOR FISCAL YEAR 2025 PROJECT PRIORITIES

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

Background: The following resolution authorizes the transfer of up to \$7,403,208 to the Operations and Maintenance Fund (Restricted) as proposed in the FY2025 budget to address strategic priorities. The planned strategic investments for FY2025 from the resources previously outlined, total \$7,403,208, and include the following:

LancerNext (ERP System)	\$	4,000,000
GLC Conference & Professional Development Center	\$	56,500
Urban Farm Center (college capital contribution)	\$	1,500,000
Technology Refresh: Computer Replacement	\$	250,000
Technology Refresh: Network Equipment	\$	750,000
Cotter project management services - Capital construction	\$	400,000
Cotter project management services - Facilities projects	\$	153,708
Body Cameras: Police (legal requirement)	\$	68,000
Informacast System Integration	\$	100,000
Strategic Planning Process	\$	100,000
Fire Panel Building E	\$	14,000
Fire Panel Building H	\$	11,000
Total Surplus Funds Request	\$	7,403,208

Administration requests Board approval to transfer available funds totaling up to \$7,403,208 to the Operations and Maintenance Fund (Restricted). Administration will seek approval prior to the use of these funds in accordance with Board Policy.

Summary:

Recommended Sources of Funds:	
Prior Years Remaining Surplus Reallocation	\$1,379,824
Estimated FY2024 Surplus	\$6,023,384

Recommendation: Adopt the resolution authorizing the transfer of funds to the Operations and Maintenance Fund (restricted) for Fiscal Year 2025 project priorities.

7. NEW BUSINESS

RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) AND APPROVE PROJECT PRIORITIES

WHEREAS, there is a need to allocate resources to support the advancement of strategic priorities within the FY2025 budget; and

WHEREAS, the Operations Fund’s prior years remaining surplus of \$1,379,824; and

WHEREAS, the Operations Fund’s estimated FY2024 year-end surplus of \$6,023,384; and

WHEREAS, the Board of Trustees deems that it is in the interest of the College’s long-range financial plans that the Operations and Maintenance Fund (Restricted) receive up to \$7,403,208 from the funds listed above.

NOW THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 532, Lake County, Illinois as follows:

- Section 1. That the statements in the preamble of this resolution are hereby found to be true and correct.
- Section 2. That this Board of Trustees does hereby authorize the permanent transfer of up to \$7,403,208 to the Operations and Maintenance Fund (Restricted).
- Section 3. That the Treasurer of the college district is hereby authorized and directed to take all steps necessary to record appropriate entries on the College’s ledgers to complete the transfer of funds as directed.
- Section 4. That the Board of Trustees does hereby authorize the funding of these strategic one-time priorities totaling \$7,403,208.
- Section 5. That the Secretary is directed to file a certified copy of this resolution with the Treasurer.

Trustee _____ moved that the foregoing resolution be adopted, and

Trustee _____ seconded the motion. Upon the roll being called, the members voted as follows:

AYE: _____

NAY: _____

The Chair declared the resolution duly adopted on June 25, 2024.

7. NEW BUSINESS

7.8. APPOINT LEGAL COUNSEL AND AUTHORIZATION TO APPROVE LEGAL SERVICES AGREEMENT

Lead Staff: Lori Suddick, President

Funding Source: FY25 budget

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

Legal counsel and related legal services include the following:

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

Recommendation: It is recommended that the Board of Trustees appoint Robbins Schwartz, Ltd. as legal counsel and approve a one-year, non-exclusive legal services contract with Robbins Schwartz, Ltd. of Chicago, IL in a not-to-exceed amount of \$420,000.00.

7. NEW BUSINESS

7.9. NAMING OF THE ALVIN H. BAUM FAMILY FUND MARKET AT THE LAKESHORE CAMPUS URBAN FARM 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 \$1,000,000 and a request to name the retail space of the Lakeshore Campus Urban Farm Center in honor of the Alvin H. Baum Family Fund. This donation is consistent with Board Policy 916 and the guidelines for naming of functional facilities and property.

The Alvin H. Baum Family Fund strives to better the lives of those who live and work predominantly in the Chicagoland area. Through innovative grants and collaborations, the Fund helps ignite new ideas and promote solutions to ensure healthier, more equitable, and peaceful communities.

Recommendation: Approve the naming of “Alvin H. Baum Family Fund Market” at the Lakeshore Campus Urban Farm Center in accordance with the terms of the Gift Agreement.

7. NEW BUSINESS

7.10. IT SOFTWARE, LICENSING, MAINTENANCE AND SUBSCRIPTION AGREEMENTS

Lead Staff: Allison Porterfield- Woods, Chief Information Officer, Information Technology

Funding Source: FY25 budget

Funding Request: \$4,801,484.00

Vendor	Amount
Various (See list below)	\$4,801,484.00

Explanation of Purchase: This purchase is for software, licensing, maintenance and subscription agreements. Each of these products is reviewed on an annual basis to address and determine usage and need. The actual value of the purchases from individual vendors may vary based on material availability and market price.

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

Categories and Descriptions	Product Name	FY25	Type
Virtual Desktop Software	Apporto	\$285,000.00	Academic Software
Instructional Design Tools	Cidi Labs	\$28,000.00	Academic Software
Credit Card Processing Software	Nelnet	\$55,000.00	Academic Software
Spam Filter	Barracuda	\$25,160.00	Enterprise Software
Spam Firewall	Barracuda	\$60,000.00	Enterprise Software
College Portal (students, faculty and staff)	Campus EAI Portal	\$32,970.00	Enterprise Software
Learning Management System	Canvas	\$289,000.00	Enterprise Software
DB2 Database Licensing Software	Clean Slate	\$121,000.00	Enterprise Software
Network Storage	EMC SAN (Maintenance)	\$88,000.00	Enterprise Software
Backup device	ExaGrid	\$29,160.00	Enterprise Software
Workday Products	Workday Help and Student Journeys	\$116,719.00	Enterprise Software
Document Imaging System	ImageNow	\$65,000.00	Enterprise Software
Extend Office Phones to Home Devices	Jabber Licenses	\$27,332.00	Enterprise Software
Phishing Detection	KnowBe4	\$43,000.00	Enterprise Software
Hardware Support	Logicalis	\$36,750.00	Enterprise Software
College Mobile App	ModoLabs	\$40,000.00	Enterprise Software
Data Backup Software	Net Backup	\$47,700.00	Enterprise Software
Task Management Software	Nintex	\$50,000.00	Enterprise Software
Firewall Device	Palo Alto	\$180,000.00	Enterprise Software
Protect VPN Access to Safe Devices	Palo Alto HIP	\$26,695.00	Enterprise Software
Platform for Recording and Distribution of Academic Videos	Panopto	\$72,000.00	Enterprise Software
Hardware Support Services (IBM Servers, etc.)	Park Place	\$40,000.00	Enterprise Software
SIS (Campus Solutions, Finance, HR)	PeopleSoft	\$752,000.00	Enterprise Software
Plagiarism Detection Software	Turnitin	\$30,000.00	Enterprise Software

7. NEW BUSINESS

Categories and Descriptions	Product Name	FY25	Type
Website Software	Sitefinity - Progress Software	\$28,000.00	Enterprise Software
Security Management Software	PS Firewall (Apsian)	\$73,500.00	Enterprise Software
Scheduling Software	JAMS Software	\$57,000.00	Enterprise Software
Text Messaging for Student Communications	Signal Vine	\$33,000.00	Enterprise Software
Cisco Support	SmartNet	\$260,000.00	Enterprise Software
Website/Student Portal	System Hosting	\$60,000.00	Enterprise Software
External DNS service provider	Umbrella Insights	\$28,000.00	Enterprise Software
DAS Maintenance	Wireless Concepts	\$45,200.00	Enterprise Software
Contracts and Agreements Tracking Tool	Workday Strategic Sourcing	\$135,185.00	Enterprise Software
Workday Support	Workday Success Plan	\$180,588.00	Enterprise Software
Virtual Faculty Office Hours Platform	Zoom	\$52,000.00	Enterprise Software
Internet and Telephone Service	Comcast, ICN Services, AT&T	\$365,000.00	Enterprise Support & Services
Anti-Virus/Anti-Malware Tool	CrowdStrike	\$49,000.00	Enterprise Support & Services
Malware Analysis Tool	CrowdStrike	\$6,000.00	Enterprise Support & Services
Analog Phone Line Support	Flex Calling	\$68,000.00	Enterprise Support & Services
Analog Phone Line Support	Flex Contract	\$33,000.00	Enterprise Support & Services
IT Research and Advising	Gartner	\$125,000.00	Enterprise Support & Services
Google Workspace	Google	\$80,000.00	Enterprise Support & Services
Log Aggregation	Splunk	\$26,250.00	Enterprise Support & Services
Vulnerability Management Tool (year 3 of 3)	Rapid7 Insight VM	\$64,275.00	Enterprise Support & Services
Website Support Services	Marks Nelson	\$75,000.00	Enterprise Support & Services
Adobe Creative Suite Software and Adobe Acrobat PDF Management	Adobe Agreement	\$172,000.00	User Software
Productivity and Collaboration Suite	Microsoft Campus Agreement	\$175,000.00	User Software
Laptop Client Access Security Broker	Netskope	\$33,000.00	User Software
End-point Protection	Symantec SYMED Bundle	\$37,000.00	User Software
	Total	\$4,801,484.00	

Recommendation: Approve purchases with the vendors listed above in the cumulative not-to-exceed amount of \$4,801,484.00.

7. NEW BUSINESS

7.11. LIBRARY DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY25 budget

Funding Request: \$547,000.00

Vendor	Amount
Various (see list below)	\$547,000.00

Explanation of Purchase: This purchase is for library database licensing agreements, fees for software-hosting platforms, and the purchase of research material. Each of these resources listed in the table below are reviewed on an annual basis to determine usage and need.

LIBRARY EXPENDITURES			
Item	Description	Type	Amount
U of IL/CARLI	Access to academic databases and I-Share System	College Use Licenses	\$162,000.00
Amazon	Purchase of e-books and research materials for the library collection	Books and Research Materials	\$25,000.00
EBSCO	Online periodical access for research	College Use Licenses	\$42,000.00
Gale	Purchase of e-books and research materials for the library collection	Books and Research Materials	\$32,000.00
Illinois Heartland Library System	Access to bibliographic records database and Inter-library loan program	College Use Licenses	\$32,000.00
NILRC	Consortium membership for databases and alternative instructional tools	College Use Licenses	\$79,000.00
ProQuest	Access academic database and eBooks	College Use Licenses	\$115,000.00
YBP Library Services	Purchase of books and research materials for the library collection	Books and Research Materials	\$60,000.00
Total Requested for FY25			\$547,000.00

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

7. NEW BUSINESS

Pursuant to 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 purchases from the vendors identified in the list above in a total not-to-exceed amount of \$547,000.00.

7. NEW BUSINESS

7.12. JUDICIAL SERVICES PROGRAMS

Lead Staff: Jim Connell, Executive Director, Community Programs

Funding Source: FY25 budget

Funding Request: \$407,000.00

Vendor	Amount
Various (see list below)	\$407,000.00

Explanation of Purchase: This purchase is for the Circuit Court of Lake County Driver Safety and Family Parenting programs to be used by the Community Programs department. The vendors listed provide services that allow the College to carry out training and educational services for the court.

Driver Safety Program		
Vendor	Description	Estimated Spend FY25
National Safety Council	Driver safety training classes in-person and online	\$157,000.00
Alliance Against Intoxicated Motorists	Content and speakers for Live Victim Impact Panels	\$15,000.00
W.C. Dorsey and Associates	Proprietary system management, maintenance and software license	\$90,000.00
Driver Safety Program Totals		\$262,000.00

Family Parenting Program		
Vendor	Description	Estimated Spend FY25
Children First Foundation	In-person and online curriculum	\$85,000.00
19 th Circuit Court Family Case Coordination	Coordination services	\$60,000.00
Family Parenting Program Totals		\$145,000.00

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 contracts with the vendors identified in the list above from July 1, 2024, through June 30, 2025, in a total not-to-exceed amount of \$407,000.00.

7. NEW BUSINESS

7.13. SPECIALTY FOOD SUPPLIES FOR HOSPITALITY & CULINARY MANAGEMENT

Lead Staff: Jeff Stomper, Dean, Business & Social Sciences Division

Funding Source: FY25 budget

Funding Request: \$255,858.00

Vendor	Amount
Various (See list below)	\$255,858.00

Explanation of Purchase: This purchase is for food supplies from specialty food distribution vendors to be used in hospitality and culinary courses.

Specialty Food Vendors	
Fortune Fish	Turano Baking Co.,
Albert Uster Imports, Inc.	Bella Brew Coffee & Beverage Co.,
Premier Produce, Inc.	Louis Glunz Wine, Inc.
Midwest Foods	Kloss Distributor Co.,
Whittingham Meats	Isola Imports, Inc.
Midwest Imports, Inc.	Trimark Marlinn

Pursuant to 110 ILCS 805/3-27.1 (n) contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve purchases from the vendors identified in the list above in a total not-to-exceed amount of \$255,858.00.

7. NEW BUSINESS

7. 14 FOOD SERVICE MANAGEMENT

Lead Staff: Christine Klippert, Assistant Director, Auxiliary Services

Funding Source: FY25 budget

Funding Request: \$500,000.00

Vendor	Amount
Aladdin Food Management Services, LLC	\$500,000.00

Explanation of Purchase: This purchase request is for internal and external catering purchases, as stipulated in the current food service management contract for FY25 purchases.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve the catering spend from July 1, 2024 through June 30, 2025 with Aladdin Food Management Services, LLC of Charlotte, NC in a not-to-exceed amount of \$500,000.00.

7. NEW BUSINESS

7.15. PRINTING SERVICES FOR MARKETING AND PUBLIC RELATIONS

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

Funding Source: FY25 budget

Funding Request: \$415,965.00

Vendor	Amount
Graphic Partners, Inc. (Recommended)	\$415,965.00
Vogue Printers	\$446,582.78
Hagg Press	\$555,478.00
James W. Smith Printing Company	\$720,411.12

Explanation of Purchase: This purchase is for the printing of the biannual magazine, CLC Connects; the annual community Impact Report; general enrollment fliers for fall, spring and summer; the annual Open House postcard; and the play booklets for art events geared toward promoting the College and its programs.

Recommendation: Approve of a contract from July 1, 2024, through June 30, 2027, with Graphic Partners, Inc. of Zion, IL in an annual amount of \$138,655.00 for a cumulative total not-to-exceed \$415,965.00.

7. NEW BUSINESS

7.16. ANNUAL POSTAGE

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Operations

Funding Source: FY25 budget

Funding Request: \$380,000.00

Vendor	Amount
United States Postal Service (USPS)	\$380,000.00

Explanation of Purchase: This purchase is for FY25 annual postage from USPS. The College’s mail machine and post office permit accounts are pre-funded and are used to expedite mail processing for operations and support marketing and recruiting campaigns for the College.

Pursuant to 110 ILCS 805/3-27.1 (k) contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process.

Recommendation: Approve of purchases with the United States Postal Service of Washington DC in the not-to-exceed amount of \$380,000.00.

7. NEW BUSINESS

7.17. KENWORTH TRUCK FITTED WITH SNOW REMOVAL AND SALT SPREADER EQUIPMENT

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$249,831.00

Bids	Amount
CIT Trucks, LLC (Vehicle)	\$149,673.00
Henderson Products, Inc. (Equipment)	\$105,158.00

Explanation of Purchase: This request is for the purchase of a 2024 Kenworth truck from CIT Trucks, LLC to replace a 20-year-old vehicle that will be removed from service. This truck will be fitted with snow removal and salt spreading equipment through Henderson Products, Inc. for clearing snow and ice from the College's roads and parking lots.

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 (#060920-KTC) for Kenworth 5-8 Chassis and related equipment.

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 (#080818-HPI) for Municipal snow and ice truck equipment and turnkey truck solutions.

Recommendation: Approve purchases from CIT Trucks, LLC of Normal, IL for \$144,673.00 and Henderson Products, Inc. of Huntley, IL for \$105,158.00 in a total not-to-exceed amount of \$254,831.00.

7. NEW BUSINESS

7.18. COURSE MATERIALS AND DIGITAL CONTENT

Lead Staff: Christine Klippert, Assistant Director, Auxiliary Services

Funding Source: FY25 budget

Funding Request: \$1,600,000.00

Vendor	Amount
Various (see list below)	\$1,600,000.00

Explanation of Purchase: This purchase is for course materials from various publishers, wholesalers and digital content providers to make affordable course materials available to students.

The actual value of the purchases from individual vendors will vary based on course materials selected, quantity and market price.

Course Material and Digital Content Vendors	
Blue Door	MBS Textbook Exchange
Cengage Learning	McGraw Hill School Education Holdings
Elsevier	Pearson Education
Goodheart & Wilcox Co.	Redshelf
Wolters Kluwer Health	

Pursuant to 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.

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 purchases with vendors identified in the list above in a total not-to-exceed amount of \$1,600,000.00.

7. NEW BUSINESS

7.19. COMMUNITY TRAINING PROGRAMS

Lead Staff: Jim Connell, Executive Director, Community Programs

Funding Source: FY25 budget

Funding Request: \$485,000.00

Vendor	Amount
Various (see list below)	\$485,000.00

Explanation of Purchase: This purchase is to deliver training and coaching programs to be used by Community Programs. The expenses incurred for the use of these vendor partners with Community Programs are covered by the revenue received from corporate clients and professional development tuition.

Community Training Programs	
Instructional Vendors	Description
Henjo Corporation DBA: Dynamic Developments	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Institute for Leadership Excellence & Development, Inc.	Soft skills, leadership and project management program development, facilitation and coaching for corporate clients and professional development students.
Avail Advisors, LLC	Data analysis skills program development, facilitation and coaching for corporate clients.
Computer Software Professionals	Computer Skills, Business Intelligence Tools and Software Training.
G&M Training & Services, LLC	Safety Training, Forklift and OSHA
Michael Sugarman DBA: Corporate LearnOvations	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Kevin C. Murphy, Psy.D.CP	Leadership Training
Imprimus Forensic Services, LLC	Forensic skills program development, facilitation and coaching for professional development students and employers.
Vasyl Kuchernyuk - Kotra	Illinois Commercial Driver’s License Training

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 contracts with various vendors as noted in the list above from July 1, 2024, through June 30, 2025, in the total not-to-exceed amount of \$485,000.00.

7. NEW BUSINESS

7.20. MAINTENANCE, REPAIR AND OPERATIONAL SUPPLIES

Lead Staff: Mahsa Karamy, Assistant Director Facilities, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$290,000.00

Vendor	Amount
W.W. Grainger, Inc.	\$290,000.00

Explanation of Purchase: This purchase is for tools, cleaning supplies, equipment repair parts, air filters, personal protective gear and instructional supplies to be used by various departments throughout the College.

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 Educational & Institutional (E&I) Cooperative Contract #CNR01496 for Maintenance, Repair and Operation Supplies.

Recommendation: Approve purchases from W.W. Grainger, Inc. of Lake Forest, IL in a not-to-exceed amount of \$290,000.00.

7. NEW BUSINESS

7.21 LANCERNEXT IMPLEMENTATION SCOPE OF WORK ADJUSTMENT

Lead Staff: Allison Porterfield- Woods, Chief Information Officer, Information Technology

Funding Source: FY22 surplus

Funding Request: \$502,064.00

Vendor	Amount
Incline Alchemy, Inc.	\$502,064.00

Explanation of Purchase:

In August 2023, the Board approved a contract with Incline Alchemy for \$9,170,000.00 to support the LancerNEXT implementation. This purchase is to adjust the scope of work to achieve a successful LancerNEXT implementation. The additional scope of work totals \$502,064.00, modifying the contract to \$9,672,064.00. The additional \$502,064.00 is covered in the existing planned LancerNEXT budget, as previously presented to the Board, and no new funds are being requested to support this scope adjustment.

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

Recommendation: Approve a scope of work adjustment in total of \$502,064.00 and purchase from Incline Alchemy, Inc. of San Ramon, CA in a not-to-exceed amount of \$9,672,064.00.

7. NEW BUSINESS

7.22. GRAYSLAKE CAMPUS MASONRY IMPROVEMENTS

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management

Funding Source: 2021 general obligation bond

Funding Request: \$1,100,000.00

Bids	Amount
JLC Contracting Inc (Recommended)	\$1,000,000.00
All Masonry Construction Company	\$1,036,600.00
Jimmy'Z Masonry Corporation	\$1,296,500.00
Bulley & Andrews Masonry Restoration	\$1,938,079.00
Rasco Mason Contractors	\$2,020,000.00

Explanation of Purchase: This purchase is for construction services to repair masonry on the Grayslake Campus to extend the life of existing masonry and prevent water infiltration.

Recommendation: Approve a purchase from JLC Contracting, Inc. of Broadview, IL for \$1,000,000.00 with a 10 percent contingency of up to \$100,000.00 in a total not-to-exceed amount of \$1,100,000.00.

7. NEW BUSINESS

7.23. PROJECT MANAGEMENT SERVICES

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management

Funding Source: FY24 surplus

Funding Request: \$553,708.00

Vendor	Amount
Cotter Consulting, Inc.	\$553,708.00

Explanation of Purchase: This purchase is for project management services for both the Capital, Sustainability and Construction Management and the Facilities Administration departments to successfully execute projects. During design and implementation, these services are critical to manage scope, budget and schedule.

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 contract from July 1, 2024, through June 30, 2025, with Cotter Consulting, Inc. of Chicago, IL in a not-to-exceed amount of \$553,708.00.

7. NEW BUSINESS

7.24. RETIREMENT AGREEMENT AND RELEASE

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 approve the recommendation for retirement agreement and release for a staff member will be considered after the closed meeting.