

**College of Lake County
Community College District No. 532
Tuesday, August 27, 2024, 5:00 PM**



BOARD OF TRUSTEES MEETING

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Board of Trustees Meeting on Tuesday, August 27, 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/rmBOyu5G52A?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, August 27, 2024. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. FY24 Annual Pre-Audit Presentation
 - 4.3.2. FY25 President's Priorities
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of June 25, 2024
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Agenda for Board of Trustees Meeting of Tuesday, August 27, 2024

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| 10. Adjournment | |

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

5.1.3. ACTION ON CLOSED MEETING MINUTES

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

The College's designee has reviewed the closed session minutes and has determined that the need for confidentiality still exists as to the closed session minutes for the period from January 2024 through May 2024.

Recommendation: Determine that the closed session minutes from January 2024 through May 2024, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

5.1.4. ACTION ON CLOSED MEETING RECORDINGS

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

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

| | |
|-------------------|---------|
| October 1, 2022 | COTW |
| October 18, 2022 | Regular |
| November 15, 2022 | Regular |
| December 13, 2022 | Regular |

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

5. CONSENT AGENDA 2. FINANCIAL

5.2.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for business-related travel expenses in the amount of \$7,580.93 for travel associated with the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA) meeting.

PASSED this 27th day of August 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: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

WHEREAS, the list of bills has been provided to the Board of Trustees in accordance with the College of Lake County Policy 713 – Approval of Bills for Payment; and

WHEREAS, budget transfers in the amount of \$75,570.37 are recommended to the Fiscal Year 2024 Budget and no budget transfers exceeding the threshold of \$25,000 are recommended to the Fiscal Year 2025 Budget.

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 \$75,570.37.

PASSED this 27th day of August 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)

| FY24 BUDGET TRANSFERS | | | | | |
|------------------------------------|------------------------------------|-------------------------------|----------------------------------|----------------------------------|--|
| <u>Account No.</u> | <u>Department</u> | <u>Account Description</u> | <u>Increase</u> <u>Budget</u> | <u>Decrease</u> <u>Budget</u> | <u>Reason</u> |
| 1) 513002 57 01042 4010 01 | Community Programming | Faculty/Part-time, Reg Term | \$ 35,200.00 | | Alignment of Account Type to Noncredit |
| 513006 57 01042 4010 01 | Community Programming | Faculty, Summer School/PT | \$ 6,000.00 | | Teaching Expenses |
| 519001 57 01042 4010 01 | Community Programming | Seasonal/PT Flex | \$ 5,300.00 | | |
| 532000 57 01042 4010 01 | Community Programming | Consultants | | \$ 46,500.00 | |
| 2) 512006 01 01011 1090 01 | Community & Workforce Partnerships | Professional Technical Staff | \$ 29,070.37 | | FY24 Urban Farm Operations |
| 534008 01 01011 1090 01 | Community & Workforce Partnerships | Computer Software Maintenance | | \$ 7,378.43 | |
| 539000 01 01011 1090 01 | Community & Workforce Partnerships | Other Contractual Services | | \$ 3,106.60 | |
| 544000 01 01011 1090 01 | Community & Workforce Partnerships | Materials | | \$ 1,347.28 | |
| 544003 01 01011 1090 01 | Community & Workforce Partnerships | Postage | | \$ 298.27 | |
| 547000 01 01011 1090 01 | Community & Workforce Partnerships | Advertising | | \$ 1,113.31 | |
| 551000 01 01011 1090 01 | Community & Workforce Partnerships | Conference/Meeting Expense | | \$ 586.02 | |
| 552000 01 01011 1090 01 | Community & Workforce Partnerships | Travel/Local | | \$ 306.65 | |
| 553000 01 01011 1090 01 | Community & Workforce Partnerships | Travel/Out-of-District | | \$ 5,201.32 | |
| 601000 01 01011 1090 01 | Community & Workforce Partnerships | Contingency | | \$ 9,732.49 | |
| TOTAL TRANSFERS - ALL FUNDS | | | <u>\$ 75,570.37</u> | <u>\$ 75,570.37</u> | |

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds
Financial Highlights

REVENUE: The revenues in the operating funds reflect 75.3 percent of budgeted revenues through May 2024. At the end of May 2023, the College had received 74.8 percent of the amount budgeted.

As of May 31, 2024, the College had received revenues equal to \$47.2 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of May 31, 2024, student enrollment reflected 102 percent of the tuition revenue. At the end of May 2023, the College had received 93 percent of the amount budgeted.

EXPENDITURES: The expenditures in the operating funds as of May 31, 2024, reflect 89.1 percent of budgeted expenditures for the year. In comparison, as of May 31, 2023, the College had expended 85.3 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

May 31, 2024

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of May 31, 2024**

ASSETS

CASH

| | |
|--------------|---------------|
| Cash In Bank | 31,781,231.92 |
| Change Funds | 8,800.00 |

INVESTMENTS

| | |
|-------------------|----------------|
| Other Investments | (3,628,070.38) |
|-------------------|----------------|

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 | 19,531,613.41 |

INTER-FUND

(3,954,286.61)

Prepaid Expenses

| | |
|------------------|-----------|
| Prepaid Expenses | 52,268.16 |
|------------------|-----------|

TOTAL ASSETS

70,603,015.54

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 19,021.66

ACCOUNTS PAYABLE

Accounts Payable 575,903.82

ACCRUED EXPENSES

Accrued Expense 585,000.00

DEFERRED REVENUES

Property Taxes 31,102,837.32

Total Tuition & Fees 10,549,396.06

Miscellaneous Deferred Revenues 1,966,252.18

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,206,518.61

TOTAL LIABILITIES \$ 49,014,116.35

FUND BALANCE

Fund Balance 21,588,899.19

TOTAL FUND BALANCE \$ 21,588,899.19

TOTAL LIABILITIES & FUND BALANCE \$ 70,603,015.54

RECONCILIATION

BEGINNING FUND BALANCE 35,960,330.93

ADD: REVENUE 83,389,926.02

LESS: EXPENDITURES (91,933,353.78)

OPERATING TRANSFERS (5,828,003.98)

ENDING FUND BALANCE 21,588,899.19

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: May 31 ,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 | 35,771,524.96 | 42.90% | 34,538,895.85 | 44.02% |
| T.I.F.A. | 0.00 | 0.00% | 0.00 | 0.00% |
| CPPRT Corp Pers Prop Repl Tax | 1,996,495.57 | 2.39% | 3,986,018.07 | 5.08% |
| ICCB Credit Hour Grants | 9,359,573.12 | 11.22% | 8,573,169.69 | 10.93% |
| Vocational Education | 620,475.00 | 0.74% | 595,491.00 | 0.76% |
| Tuition | 28,331,378.56 | 33.97% | 25,664,481.97 | 32.71% |
| Graduation Fees | 0.00 | 0.00% | 330.00 | 0.00% |
| Transcript Fees | 108,672.67 | 0.13% | 74,423.40 | 0.09% |
| On-line Course Fee | 577,140.73 | 0.69% | 634,328.60 | 0.81% |
| Laboratory Fees | 642,553.54 | 0.77% | 555,995.83 | 0.71% |
| Payment Plan Enrollment Fee | 39,573.95 | 0.05% | 41,900.00 | 0.05% |
| Credit By Exam Fees | 650.00 | 0.00% | 650.00 | 0.00% |
| Comprehensive Fees | 4,457,184.01 | 5.34% | 4,070,786.49 | 5.19% |
| Activity Fee Adjustment | (3,912,495.00) | -4.69% | (3,534,402.50) | -4.50% |
| Gain(Loss) on Investment | 203,741.23 | 0.24% | 1,504,416.83 | 1.92% |
| Other Interest | 5,087,033.21 | 6.10% | 1,541,398.10 | 1.96% |
| Sweep Accounts | 0.00 | 0.00% | 121,022.26 | 0.15% |
| Library Fines | 805.75 | 0.00% | 612.39 | 0.00% |
| Miscellaneous Revenue | 69,056.90 | 0.08% | 87,245.30 | 0.11% |
| Other Revenue/Rebates | 41,746.82 | 0.05% | 11,849.35 | 0.02% |
| Over Short | (5,185.00) | -0.01% | 0.00 | 0.00% |
| Total Income | <u>83,389,926.02</u> | <u>100%</u> | <u>78,468,612.63</u> | <u>100%</u> |

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

| | | | | |
|-------------------------------|----------------------|-------------|----------------------|-------------|
| Salaries | 67,602,053.29 | 74% | 63,200,169.95 | 76% |
| Employee Benefits | 12,797,747.01 | 14% | 10,422,334.83 | 13% |
| Contractual Services | 4,974,986.48 | 5% | 4,768,393.68 | 6% |
| General Material & Supplies | 2,299,719.41 | 3% | 2,219,402.67 | 3% |
| Travel/Conference Meeting Exp | 616,280.85 | 1% | 581,456.93 | 1% |
| Fixed Charges | 27,300.05 | 0% | 38,616.80 | 0% |
| Utilities | 46,268.98 | 0% | 47,316.53 | 0% |
| Building Maintenance | 1,690.14 | 0% | 0.00 | 0% |
| Capital Outlay | 22,795.14 | 0% | 69,645.82 | 0% |
| Other Expenditures | 3,544,512.43 | 4% | 1,832,140.58 | 2% |
| Total Expense | <u>91,933,353.78</u> | <u>100%</u> | <u>83,179,477.79</u> | <u>100%</u> |

| | | |
|------------------------|----------------------|----------------------|
| Beginning Fund Balance | 35,960,330.93 | 38,721,962.95 |
| Add: Revenues | 83,389,926.02 | 78,468,612.63 |
| Less: Expenses | (91,933,353.78) | (84,342,733.08) |
| Operating Transfers | (5,828,003.98) | (595,798.36) |
| Ending Fund Balance | <u>21,588,899.19</u> | <u>32,252,044.14</u> |

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund
Balance Sheet - Fund 02
As of May 31, 2024**

ASSETS

CASH

Cash In Bank \$ 4,900,790.32

INVESTMENTS

Other Investments 24,158,624.44

RECEIVABLES

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

ACCRUED REVENUE

INTER-FUND

INTER-FUND subtotal: \$ (26,178,745.96)

Prepaid Expenses

Prepaid Expenses 246,211.00

TOTAL ASSETS

\$ 11,628,626.12

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable \$ 300,819.23

ACCRUED EXPENSES

Accrued Expense 0.00

INTER-FUND PAYABLE

INTER-FUND subtotal: \$ -

DEFERRED REVENUES

Property Taxes 8,217,410.78

Miscellaneous Deferred Revenues 0.00

FIXED LIABILITIES

Fixed Liabilities 0.00

OTHER LIABILITIES

Other Liabilities 0.00

TOTAL LIABILITY \$ 8,518,230.01

FUND BALANCE

Fund Balance 3,110,396.11

TOTAL FUND BALANCE \$ 3,110,396.11

TOTAL LIABILITIES & FUND BALANCE 11,628,626.12

RECONCILIATION

BEGINNING FUND BALANCE 6,023,765.32

ADD: REVENUE 9,649,219.90

LESS: EXPENDITURES (11,347,820.11)

OPERATING TRANSFERS (1,214,769.00)

ENDING FUND BALANCE 3,110,396.11

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: May 31, 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 | 9,445,183.72 | 98% | 9,123,827.36 | 98% |
| Building Rentals | 181,591.98 | 2% | 136,667.62 | 1% |
| Other Facility Rentals | 0.00 | 0% | 0.00 | 0% |
| Miscellaneous Revenue | 22,444.20 | 0% | 16,035.51 | 0% |
| Total Income | 9,649,219.90 | 100% | 9,276,530.49 | 100% |
| <u>EXPENDITURES</u> | | | | |
| Salaries | 4,781,391.86 | 42% | 4,173,173.17 | 45% |
| Employee Benefits | 1,291,416.28 | 11% | 1,263,552.27 | 14% |
| Contractual Services | 914,198.78 | 8% | 0.00 | 0% |
| General Material & Supplies | 733,845.80 | 6% | 663,422.73 | 7% |
| Travel/Conference Meeting Exp | 17,552.12 | 0% | 13,244.38 | 0% |
| Fixed Charges | 1,021,930.26 | 9% | 974,214.12 | 11% |
| Utilities | 2,477,461.90 | 22% | 1,849,260.45 | 20% |
| Capital Outlay | 180,007.73 | 2% | 221,103.35 | 2% |
| Other Expenditures | (69,984.62) | -1% | 102,287.07 | 1% |
| Total Expense | 11,347,820.11 | 100% | 9,260,257.54 | 100% |
| Beginning Fund Balance | 6,023,765.32 | | 5,137,158.56 | |
| Add: Revenues | 9,649,219.90 | | 9,276,530.49 | |
| Less: Expenses | (11,347,820.11) | | (9,260,257.54) | |
| Operating Transfers | (1,214,769.00) | | 0.00 | |
| Ending Fund Balance | 3,110,396.11 | | 5,153,431.51 | |

5. CONSENT AGENDA 3. PURCHASING

5.3.1. GRAYSLAKE CAMPUS DEADBOLT LOCK REPLACEMENT

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

Funding Source: FY23 surplus

Funding Request: \$114,401.00

| Bids | Amount |
|---|---------------|
| Manusos General Contracting, Inc. | \$114,401.00 |
| Tiles in Style, LLC DBA Taza Construction | \$158,786.00 |

Explanation of Purchase: This purchase is to replace multiple doors and necessary door hardware throughout the Grayslake Campus. Some doors need to be replaced to maintain fire resistance ratings while changing the functionality for lockdown drills, with quick deadbolt release for intuitive egress during emergencies.

Recommendation: Approve a purchase from Manusos General Contracting, Inc. of Fox Lake, IL in a not-to-exceed amount of \$114,401.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. OFFICE PRODUCTS, SUPPLIES AND SOLUTIONS

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

Funding Source: FY25 budget

Funding Request: \$75,000.00

| Vendor | Amount |
|---------------|---------------|
| Staples | \$75,000.00 |

Explanation of Purchase: This purchase is for the annual purchase and delivery of miscellaneous office products, supplies and solutions for the office supply central store to be used by departments across all campuses.

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 E&I Cooperative Services contract (#CNR01373) for Office Supplies, Products and Solutions.

Recommendation: Approve a purchase from Staples of Framingham, MA in a not-to-exceed amount of \$75,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. AXON BODY-WORN CAMERAS

Lead Staff: Brian Henry, Chief of Police

Funding Source: FY24 Surplus

Funding Request: \$68,000.00

| Vendor | Amount |
|-----------------------|---------------|
| Axon Enterprise, Inc. | \$68,000.00 |

Explanation of Purchase: This purchase is for Axon body-worn cameras, docking bays, cloud-based evidence storage, licenses, training and warranties to be used by Campus Police. This purchase complies with the Illinois Safety Act, which requires all Police Departments in the State to be compliant by January 2025.

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

Recommendation: Approve a purchase from Axon Enterprise, Inc. of Scottsdale, AZ in a not-to-exceed amount of \$68,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. EMPLOYMENT RECRUITMENT ADVERTISING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$65,085.00

| Vendor | Amount |
|-----------------------|---------------|
| JobElephant.com, Inc. | \$65,085.00 |

Explanation of Purchase: This purchase is for talent recruitment services. This agreement will include centralized recruitment advertisement and subscription management.

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 of purchases with JobElephant.com, Inc. of San Diego, CA in a not-to-exceed amount of \$65,085.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. APPLICANT TRACKING SYSTEM

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$62,648.27

| Vendor | Amount |
|---------------|---------------|
| PeopleAdmin | \$62,648.27 |

Explanation of Purchase: This purchase is for an applicant tracking system and support services. The agreement will include a database of electronic job descriptions, position postings and applicant materials.

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 of a subscription from October 1, 2024, to September 30, 2025, with PeopleAdmin of Austin, TX in a not-to-exceed amount of \$62,648.27.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. EDUCATIONAL PLATFORM ACCESS

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$55,500.00

| Vendor | Amount |
|----------------------|---------------|
| LinkedIn Corporation | \$55,500.00 |

Explanation of Purchase: This agreement is for staff access to the LinkedIn Learning online library of courses to develop and enhance business, technology-related and creative skills.

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 an agreement from December 5, 2024, to December 4, 2027, with LinkedIn Corporation of Sunnyvale, CA as noted above in a not-to-exceed amount of \$55,550.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. ATHLETIC STREAMING EQUIPMENT AND SOFTWARE

Lead Staff: Karen Hlavin, Vice President, Student Development

Funding Source: FY25 budget

Funding Request: \$40,850.00

| Vendor | Amount |
|--|---------------|
| Agile Sports Technologies, Inc. dba Hudl | \$40,850.00 |

Explanation of Purchase: This purchase is for a technology to live stream CLC sports events to the CLC Athletics website. The technology incorporates video analysis tools to be used for data-driven coaching strategies team improvements.

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 of an agreement from August 1, 2024, to July 31,2027, with Agile Sports Technologies, Inc. dba Hudl of Lincoln, NE in a not-to-exceed amount of \$40,850.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.8. ELECTRIC VEHICLES FOR AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR PROGRAMS (RATIFICATION)

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

Funding Source: Rev Up Grant

Funding Request: \$36,714.03

| Vendor | Amount |
|-------------------------|---------------|
| Classic Chevrolet, Inc. | \$36,714.03 |

Explanation of Purchase: This purchase is for two previously owned electric vehicles that will serve as instructional equipment for both the Automotive Technology and Automotive Collision Repair programs.

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: Ratify the purchase from Classic Chevrolet, Inc. of Waukegan, IL in a not-to-exceed amount of \$36,714.03.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. CATERING FOR CHILDREN’S LEARNING CENTERS

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY25 budget

Funding Request: \$32,000.00

| Vendor | Amount |
|---------------------------------|---------------|
| Delicious Unlimited Corporation | \$32,000.00 |

Explanation of Purchase: This purchase is for meals provided to children enrolled in the Children’s Learning Center at the Grayslake and Lakeshore campuses.

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 a purchase from Delicious Unlimited Corporation of Gurnee, IL in a not-to-exceed amount of \$32,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.10. AMATROL CAREER AND TECHNICAL EDUCATION COURSES LICENSE (RATIFICATION)

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

Funding Source: FY25 budget

Funding Request: \$30,050.00

| Vendor | Amount |
|------------------|---------------|
| Moss Enterprises | \$30,050.00 |

Explanation of Purchase: This purchase is for an Amatrol site license for the Automation Robotics Mechatronics (ARM) and Industrial Technology (INT) programs. This site license will provide unlimited textbook access for the students and other supplemental materials necessary for instruction throughout the academic year.

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,

and

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: Ratify a purchase from Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$30,050.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.11. NITROGEN GAS GENERATOR AND UNINTERRUPTIBLE POWER SYSTEM

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

Funding Source: Alfred Wass Trust Gift funds

Funding Request: \$29,956.51

| Vendor | Amount |
|---------------|---------------|
| AB Sciex LLC | \$29,956.51 |

Explanation of Purchase: This purchase is for a nitrogen gas generator and a battery backup uninterruptible power system to be used in the chemistry lab. AB Sciex has the exclusive distribution rights in the U.S. for this equipment which is compatible with the equipment currently in place.

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

Recommendation: Approve a purchase from AB Sciex, LLC. of Redwood City, CA in a not-to-exceed amount of \$29,956.51.

5. CONSENT AGENDA 3. PURCHASING

5.3.12. PRESENTATION OF THE NUTCRACKER

Lead Staff: Alisa Baum, Executive Director, James Lumber Center

Funding Source: FY25 budget

Funding Request: \$27,500.00

| Vendor | Amount |
|--------------------------|---------------|
| The Ruth Page Foundation | \$27,500.00 |

Explanation of Purchase: This purchase is the artist fee for performances of The Nutcracker in the James Lumber Center for the Performing Arts.

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

Recommendation: Approve a purchase with The Ruth Page Foundation of Chicago, IL in a not-to-exceed amount of \$27,500.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.13. FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT FOR FIRE ACADEMY (RATIFICATION)

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

Funding Source: FY25 budget

Funding Request: \$25,924.00

| Vendor | Amount |
|---------------------|---------------|
| Dinges Fire Company | \$25,924.00 |

Explanation of Purchase: This is for the rental of personal protective equipment (PPE) for fire science students enrolled in the firefighter basic operations courses (Fire Academy).

Recommendation: Ratify a rental agreement with Dinges Fire Company of Amboy, IL in a not-to-exceed amount of \$25,924.00.

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 | Winston, Tomi | Full-time Faculty Position Number: 0999 Instructor, Nursing Biological and Health Sciences Division | 8/12/2024 | 8/12/2024-5/17/2025 |
| 2 | Hejazinia, Teri | Full-time Faculty Position Number: 0990 Instructor, Medical Assisting Biological and Health Sciences 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 September 24, 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: 1694 Instructor, Pharmacy Technician Chemistry | 9/2/2024 | 9/2/2024-6/30/2025 |
| 2 | Full-time Faculty New Hire | Full-time Faculty Position Number: 0455 Instructor, Nurse Assisting Nursing | 9/2/2024 | 9/2/2024-6/30/2025 |

Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the September 24, 2024, Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

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

| | Employee Name | Job Family, Position Number, Title, Department | Probation Period Completion Date | Contract Dates |
|---|----------------------|---|---|-----------------------|
| 1 | Fowkes, David | Specialist Position Number: 1842 Athletics Trainer, Athletics and Physical Activity | 6/1/2024 | 7/1/2024-6/30/2025 |
| 2 | Herrera, Maritza | Specialist Position Number: 1680 Academic Success Advisor, Advising and Retention | 6/1/2024 | 7/1/2024-6/30/2025 |
| 3 | Nagro, Anne | Specialist Position Number: 1723 Digital Content Coordinator, Public Relations and Marketing | 6/1/2024 | 7/1/2024-6/30/2025 |
| 4 | River, Mystica | Specialist Position Number: 1726 Laboratory Specialist, Automotive Collision Repair | 7/2/2024 | 7/2/2024-6/30/2025 |

Recommendation: Approve the above full-time employment.

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 being recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the Illinois Fraternal Order of Police Labor Council.

| | Employee Name | Job Family, Position Number, Title, Department | Probation Period Completion Date |
|---|----------------------|---|---|
| 1 | Montiel, Rene | Classified - Union Position Number: 0997 Community Service Officer, Police Department | 7/30/2024 |

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.

| | | | |
|---|---------------|---|----------|
| 2 | Meyer, Edward | Classified - Union Position Number: 0959 Custodian, Custodial | 6/1/2024 |
|---|---------------|---|----------|

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS

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

| | Employee Name | Current Job Family, Position Number, Position Title, Department | Proposed Job Family, Position Number, Position Title, Department | Effective Date | Contract Dates |
|---|----------------------|---|--|-----------------------|-----------------------|
| 1 | Aqib, Habib | Classified Position Number: 0297 Senior Accounting Associate, Student Accounting | Specialist Position Number: 0299 Accountant, Finance | 9/2/2024 | 9/2/2024-6/30/2025 |
| 2 | Castillo, Benjamin | Specialist Position Number: 1130 Enrollment Services Specialist*, Adult Education Enrollment and Testing | Specialist Position Number: 1811 College and Career Navigator, Student Recruitment and Onboarding | 9/2/2024 | 9/2/2024-6/30/2025 |
| 3 | Castro, Itzel | Specialist Position Number: 0071 Student Success Coordinator, Adult Education and ESL | Professional Position Number: 1469 Career Program Manager, Engineering, Math and Physical Sciences | 9/2/2024 | 9/2/2024-6/30/2025 |
| 4 | De Los Santos, Ivan | Specialist Position Number: 1728 Senior IT Technician, Technology Support | Professional Position Number: 1118 Campus IT Support Manager, Technology Support | 9/2/2024 | 9/2/2024-6/30/2025 |
| 5 | Echevarria, Ryan | Specialist Position Number: 1104 Lead Academic Success Advisor, Advising and Retention | Professional Position Number: 1890 Manager, Advising and Retention | 9/2/2024 | 9/2/2024-6/30/2025 |

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS (CONTINUED)

| | Employee Name | Current Job Family, Position Number, Position Title, Department | Proposed Job Family, Position Number, Position Title, Department | Effective Date | Contract Dates |
|--|----------------------|--|---|-----------------------|-----------------------|
| 6 | Lay, Matthew | Specialist Position Number: 1035 Financial Aid Specialist, Financial Aid | Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid | 9/9/2024 | 9/9/2024-6/30/2025 |
| 7 | Noote, Patrick | Classified Position Number: 0248 Enrollment Services Generalist, Welcome and One Stop Center | Specialist Position Number: 1780 College and Career Navigator, Student Recruitment and Onboarding | 9/2/2024 | 9/2/2024-6/30/2025 |
| 8 | Overton, Crystal | Specialist Position Number: 1734 Career Program Manager*, Lakeshore Campus | Professional Position Number: 1935 Manager*, Community and Workforce Partnerships | 9/2/2024 | 9/2/2024-6/30/2025 |
| 9 | Carrera, Sylvia | Classified Position Number: 0300 Accounting Associate, Finance | Classified Position Number: 0167 Assistant to the Dean, Engineering, Mathematics and Physical Sciences Division | 9/12/2024 | N/A |
| 10 | Pruitt, Daija | Specialist Position Number: 1735 Grants Specialist*, Lakeshore Campus | Specialist Position Number: 1936 Grants Specialist*, Community and Workforce Partnerships | 9/2/2024 | 9/2/2024-6/30/2025 |
| Recommendation: Approve the above action. | | | | | |

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. TRANSFERS

The following employees applied for and have been selected for a transfer 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 | Castro, Jorge | Specialist Position Number: 1779 College and Career Navigator, Student Recruitment and Onboarding | Specialist Position Number: 1931 Academic Success Advisor, Advising and Retention | 9/2/2024 | 9/2/2024-6/30/2025 |
| 2 | Dymchuk, Anastasiia | Specialist Position Number: 1129 Enrollment Services Specialist*, Adult Ed Enrollment and Testing | Specialist Position Number: 1430 Testing Specialist, Testing | 9/9/2024 | 9/9/2024-6/30/2025 |
| 3 | Lopez-Cruz, Mariel | Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion | Specialist Position Number: 1405 Student Organization Outreach Program Coordinator, Student Activities and Inclusion | 7/8/2024 | 7/8/2024-6/30/2025 |
| 4 | Reed, Pam | Classified Position Number: 1329 Enrollment Services Generalist, Welcome and One Stop Center | Classified Position Number: 1036 Office Associate, Nursing, Biological and Health Sciences Division | 9/2/2024 | N/A |
| 5 | Rivera, Bob | Specialist Position Number: 1026 Enrollment Services Specialist*, Adult Ed Enrollment and Testing | Classified Position Number: 1218 Enrollment Services Generalist, Welcome and One Stop Center | 9/2/2024 | N/A |

Recommendation: Approve the above action.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. RESIGNATIONS AND RETIREMENTS

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Effective Date (Last Day Worked) |
|---|-------------|-------------------|--|-------------------------------------|
| 1 | Resignation | Carroll, Austin | Classified Position Number: 1586 Help Desk Support Associate, Technology Support | 6/26/2024 |
| 2 | Resignation | Rodriguez, Sophia | Specialist Position Number: 1495 Human Resources Benefits Specialist, Human Resources | 7/12/2024 |
| 3 | Resignation | Walcher, Sheldon | Administrator Position Number: 0010 Dean, Communication Arts, Humanities and Fine Arts Division | 7/26/2024 |
| 4 | Resignation | Alim, Troy | Administrator Position Number: 1892 Director of Budget and Risk Management, Finance | 7/31/2024 |
| 5 | Resignation | Nye, Gabriel | Professional Position Number: 0079 Academic Operations Manager, Biological and Health Sciences Division | 8/1/2024 |
| 6 | Resignation | Garamoni, Michael | Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division | 8/17/2024 |
| 7 | Resignation | Tapia, Eduardo | Specialist Position Number: 1880 Grants Specialist*, Biological and Health Sciences Division | 8/28/2024 |
| 8 | Resignation | Oyinloye, Erika | Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding | 8/30/2024 |

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. RESIGNATIONS AND RETIREMENTS (CONTINUED)

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Effective Date (Last Day Worked) |
|---|---------------------------------|--------------------------|--|-------------------------------------|
| 9 | Resignation | Callaghan, Megan | Specialist Position Number: 0265 Testing Specialist, Testing | 8/31/2024 |
| 10 | Resignation | Smith, Scott | Full-time Faculty Position Number: 0446 Instructor, Business Administration Business and Social Sciences Division | 8/14/2024 |
| 11 | Resignation | Lane, Victoria | Professional Position Number: 1562 Assistant Director, Procurement Services | 9/6/2024 |
| 12 | Retirement | Dieck, Pamela | Part-time Classified Position Number: 1131 Enrollment Services Generalist, Welcome and One Stop Center | 7/21/2024 |
| 13 | Retirement | Hohs, Karen | Classified Position Number: 0212 Administrative Assistant, Student Health and Wellness Services | 10/11/2024 |
| 14 | Retirement | Clark, Patty | Full-time Faculty Position Number: 1094 Instructor, Business Administration Business and Social Sciences Division | 12/31/2024 |
| 15 | Retirement - Revised Date | Sparacio-Cremin, Joan | Classified Position Number: 0138 Assistant to the Dean, Communication Arts, Humanities and Fine Arts Division | 9/30/2024 |
| Recommendation: Approve the above actions. | | | | |

7. NEW BUSINESS

7.1. 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 |
|--|-----------------------------|---------------|--|---|-------------------------|--------------------------|----------------|----------------|
| Administration recommends changes to staff positions in the James Lumber Center for the Performing Arts to meet current business needs and industry practices. The position changes are funded through available budget resources. | | | | | | | | |
| 1 | New Position | TBD | N/A | Professional Position Number: TBD Audience Development Manager, James Lumber Center for the Performing Arts | N/A | C43 Exempt | 9/3/2024 | TBD |
| 2 | Title, Job Grade, Promotion | Dizzonne, Kim | Classified Position Number: 1043 Accounting Associate, James Lumber Center for the Performing Arts | Classified Position Number: 1043 Assistant to the Executive Director, James Lumber Center for the Performing Arts | B22 Non-Exempt | B24 Non-Exempt | 9/3/2024 | N/A |
| 3 | Position Elimination | Vacant | Specialist Position Number: 1054 Marketing and Communications Analyst, James Lumber Center for the Performing Arts | N/A | B23 Non-Exempt | N/A | 9/3/2024 | N/A |
| 4 | Position Elimination | Vacant | Classified Position Number: 0241 Office Manager, James Lumber Center for the Performing Arts | N/A | B24 Non-Exempt | N/A | 9/3/2024 | N/A |
| Recommendation: Approve the proposed personnel and position changes with effective dates noted above. | | | | | | | | |

7. NEW BUSINESS

7.1. 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 |
|---|-------------|---------------|---|--|-------------------------|--------------------------|----------------|----------------|
| Administration recommends a change to a vacant staff position title and status in the College Foundation to align with operational needs. There is no budget impact with this change. | | | | | | | | |
| 1 | Title, FLSA | Vacant | Specialist Position Number: 1537 Community Giving Specialist, College Foundation | Specialist Position Number: 1537 Marketing and Communications Specialist, College Foundation | B24 Exempt | B24 Non- exempt | 8/28/2024 | TBD |
| Recommendation: Approve the proposed personnel and position changes with effective date noted above. | | | | | | | | |

7. NEW BUSINESS

7.2. ACCEPTANCE OF THE ILLINOIS CLEAN JOBS WORKFORCE NETWORK PROGRAM GRANT

Grantor: Illinois Department of Commerce and Economic Opportunity

Amount: \$3,519,548.00

Period: June 1, 2024 – June 30, 2025

Type: Competitive

Matching Funds: None

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

Purpose: The Illinois Clean Jobs Workforce Network Program is a statewide initiative of the Department of Commerce and Economic Opportunity (DCEO) established through the Illinois Climate and Equitable Jobs Act (CEJA), PA 102-662. The Clean Jobs Workforce Network Program will launch a network of at least thirteen Illinois Clean Job Program delivery hub sites, or "Workforce Hubs" throughout Illinois. Each Workforce Hub will serve equity investment eligible communities and equity eligible persons. College of Lake County, in partnership with Lake County Workforce Development, will establish a Workforce Hub in Waukegan, which was identified by the DCEO as one of the hub locations. Through this partnership and the grant funds, CLC and Lake County Workforce Development will provide recruitment, case management, barrier reduction, participant stipends, and training and educational programming leading to credentials and employment in clean energy jobs.

Recommendation: Accept the Department of Commerce and Economic Opportunity "Illinois Clean Jobs Workforce Network Program" Grant in the amount of \$3,519,548.00.

7. NEW BUSINESS

7.3. ACCEPTANCE OF THE FY25 FEDERAL POSTSECONDARY PERKINS BASIC GRANT – CAREER AND TECHNICAL EDUCATION

Grantor: Illinois Community College Board

Amount: \$781,989.00

Period: July 1, 2024 – June 30, 2025

Type: Non-Competitive

Matching Funds: None

Lead Staff: Dr. Jennifer Davidson, Assistant Vice President of Educational Affairs

Purpose: The Federal Postsecondary Perkins Grant, through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), will continue to support career and technical education (CTE) programs and students, including special population students. The grant funds will be used to advance student academic knowledge, technical skill development and attainment, and employability skills. The Perkins grant will contribute to student degree and certificate completion, increased student employment placement and retention, and the increased enrollment and retention of students in nontraditional careers.

Recommendation: Approve the acceptance of the FY25 Federal Postsecondary Perkins Basic Grant – Career and Technical Education award in the amount of \$781,989.00 from the Illinois Community College Board.

7. NEW BUSINESS

7.4. CONSTRUCTION MANAGER AT RISK FOR URBAN FARM CENTER

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

Funding Source: Foundation

Funding Request: \$1,600,000.00

| Vendor | Amount |
|---------------------|----------------|
| Pepper Construction | \$1,600,000.00 |

Explanation of Purchase: This purchase is for construction management services for the Urban Farm Center at the Lakeshore Campus. These services include pre-construction, general conditions, reimbursables, and a 2% fee of total construction costs to coordinate with the designer and manage all trade contracts through project completion.

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 with Pepper Construction of Barrington, IL, subject to legal review, in a not to exceed total amount of \$1,600,000.00.

7. NEW BUSINESS

7.5. LAKESHORE CAMPUS CHILDREN’S LEARNING CENTER PLAYGROUND (RATIFICATION)

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

Funding Source: Donor, grant and FY23 surplus

Funding Request: \$524,579.00

| Bids | Amount |
|------------------------------|---------------|
| Abbey Construction Co., Inc. | \$476,890.00 |
| Boller Construction Company | \$500,500.00 |
| Industries, Inc. | \$700,173.00 |

Explanation of Purchase: This purchase is for renovation of the outdoor playground for the Children’s Learning Center on the Lakeshore campus which includes demolition, new surface, equipment, and fencing in compliance with Department of Children and Family Services (DCFS) regulations.

Recommendation: Ratify a purchase from Abbey Construction Co., Inc. of Aurora, IL for \$476,890.00 and a 10% contingency of \$47,689.00 in a not-to-exceed amount of \$524,579.00.

7. NEW BUSINESS

7.6. GRAYSLAKE CAMPUS OUTDOOR SPORTS COMPLEX AND ROUNDABOUT

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

Funding Source: 2021 general obligation bond (Sports Complex); FY22 surplus (Roundabout)

Funding Request: \$852,000.00

| Vendor | Amount |
|---------------|---------------|
| SmithGroup | \$852,000.00 |

Explanation of Purchase: This purchase is for the architectural services to design the Outdoor Sports Complex and the Roundabout on the Grayslake Campus. These projects have different funding sources and separate project charters. However, they are located adjacently on the campus grounds. Therefore, one architect for proper design, coordination and economies of scale is recommended. Throughout the life of these projects, the college will manage the scope, budget and schedule separately yet in coordination with one another.

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 with SmithGroup of Chicago, IL, in a not to exceed total amount of \$852,000.00.

7. NEW BUSINESS

7.7. GRAYSLAKE CAMPUS GREENHOUSE RENOVATIONS (RATIFICATION)

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

Funding Source: 2021 general obligation bond and FY23 surplus

Funding Request: \$362,450.00

| Bid | Amount |
|-----------------------------|---------------|
| Boller Construction Company | \$329,500.00 |

Explanation of Purchase: This purchase is for the renovation of the greenhouse on the Grayslake campus which includes demolition, framing, plumbing, electrical and installation of new polycarbonate wall and roof panels. Boller Construction Company was the single most responsible and responsive bidder.

Recommendation: Ratify a purchase from Boller Construction Company of Waukegan, IL for \$329,500.00 and a 10% contingency of \$32,950.00 in a not-to-exceed amount of \$362,450.00.

7. NEW BUSINESS

7.8. GRAYSLAKE CAMPUS PARKING LOT 2 REHABILITATION

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

Funding Source: Comprehensive fee parking lot/site improvement

Funding Request: \$274,890.00

| Bids | Amount |
|--------------------------------------|---------------|
| Schroeder Asphalt Services, Inc. | \$249,900.00 |
| Patriot Maintenance, Inc. | \$260,500.00 |
| Peter Baker & Son Co. | \$269,074.00 |
| Maneval Construction Co., Inc. | \$277,570.00 |
| Chicagoland Paving Contractors, Inc. | \$285,000.00 |
| A Lamp Concrete Contractors, Inc. | \$314,000.00 |
| J.A. Johnson Paving Company | \$316,868.34 |

Explanation of Purchase: This purchase is to repave Parking Lot 2 on the Grayslake Campus.

Recommendation: Approve a purchase with Schroeder Asphalt Services, Inc. of Marengo, IL for \$249,900.00 and a 10% contingency of \$24,990.00 in a not-to-exceed amount of \$274,890.00.

7. NEW BUSINESS

7.9. SERVICE AGREEMENT FOR COPIERS AND PRINTERS

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

Funding Source: FY25 budget

Funding Request: \$586,914.00

| Vendor | Amount |
|--|---------------|
| Konica Minolta Business Solutions U.S.A., Inc. | \$586,914.00 |

Explanation of Purchase: This purchase is for the service agreement on production printers and the fleet of college copiers and printers at all campuses. The service agreement covers machine maintenance and parts, consumable supplies such as toner and staples, and unlimited prints.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcwell contract (#030321-KON) for Office equipment: copiers, printers, software, and specialty products.

Recommendation: Approve an agreement from September 1, 2024, to August 31, 2029, with Konica Minolta Business Solutions U.S.A., Inc. of Ramsey, NJ, in a not-to-exceed total amount of \$586,914.00.

7. NEW BUSINESS

7.10. ELEVATOR MAINTENANCE SERVICES

Lead Staff: Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

Funding Source: FY25 budget

Funding Request: \$305,000.00

| Vendor | Amount |
|------------------|---------------|
| Kone Corporation | \$305,000.00 |

Explanation of Purchase: This agreement is for the annual preventive maintenance and repairs for elevators across all College campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under Omnia contract (EV #2516) for elevator, escalator and walkway maintenance and modernization services and related solutions.

Recommendation: Approve an agreement from September 1, 2024, to August 31, 2029, with Kone Corporation of Chicago, IL, in a not-to-exceed total amount of \$305,000.00.

7. NEW BUSINESS

7.11. FY25 PRIORITIES OF THE PRESIDENT

Lead Staff: Lori Suddick, President

Background: The FY25 Priorities of the President align with the FY25 Budget and College Plan’s most critical components for fiscal and operational sustainability of the College, in addition to the advancement of student, community, and employee success outcomes per the FY24 strategic plan. These priorities form the foundation of the President’s performance evaluation and establish the focus of work for the President and the Board of Trustees. Quarterly progress reports will be provided (October, January, April, August) and priorities will be integrated in the monthly President’s Reports.

FY25 Priorities of the President

| | |
|--|---|
| Advance Equity in Student Access, Retention & Success | Achieve 213,089 college-level credit hours delivered (1.5% increase) through the implementation of cross-functional enrollment strategy. |
| | <p><u>Retention:</u> Achieve fall-to-spring retention target of 82% aggregate (2 percentage point increase), including disaggregated targets to be used in reporting outcomes.</p> <p>Achieve fall-to-fall retention target of 69% aggregate (2 percentage point increase), including disaggregated targets to be used in reporting outcomes.</p> |
| Advance Employee Retention and Success | Establish and communicate strategy for distribution of FY2025 professional learning resources to support employee growth and competency associated with strategic efforts by October 2025. |
| | Establish alternative cost sharing options regarding employee group medical insurance benefits plan using FY24 employee taskforce report, industry best-practice, and benchmark data for discussion and evaluation in March 2025. |
| | Launch new leader orientation to augment general employee onboarding as part of Employee Success Framework by July 2025. |
| Advance Community & Workforce Success | Launch regional Manufacturing Alliance by October and complete first-year strategies for growth and engagement by June 2025. |
| | Launch year one of the CEJA Clean Energy Workforce Network (Hub) Program and establish integrated service model with Lake County Workforce Development Board Job Center. |
| | Achieve \$15M Urban Farm Center (UFC) capital fundraising target by March 2025. |
| College Operations & Planning | <p><u>LancerNext/Workday:</u> Achieve 90% completion of basic Workday role-specific professional learning for employees in preparation for launch of Finance and HCM systems by December 2024.</p> <p>Implement Human Capital Management and Finance Workday platform in January 2025.</p> <p>Establish capacity and readiness plan for Student Workday platform March 2025 launch of implementation phase by October 2024.</p> |
| | <p><u>Strategic Planning:</u> Complete college and community-wide strategic planning process by April 2025. Launch plan with aligned frameworks and metrics dashboards in July 2025.</p> |

Recommendation: Approve the FY25 Priorities of the President.

7. NEW BUSINESS

7.12. ACCEPTANCE OF THE ILLINOIS COMMUNITY COLLEGE BOARD'S (ICCB) PIPELINE FOR THE ADVANCEMENT OF THE HEALTHCARE (PATH) WORKFORCE GRANT

Grantor: Illinois Community College Board

Amount: \$839,809.00

Period: July 1, 2024 – June 30, 2025

Type: Non-Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Grant funds will be used to support students pursuing associate degrees and certificates in select healthcare programs including: Health Information Technology, Healthcare Office Assistant, Medical Assisting, Pharmacy Technician, Phlebotomy Technician, Nursing (Registered Nurse), Nurse Assisting, Surgical Technology, Medical Imaging (Radiology Technician), Emergency Medical Technology, Paramedic, and Dental Hygiene.

Last-dollar tuition and fees, stipends for life costs, books, uniforms, and testing costs will be available for qualified students in the program. The goal of the program is to increase efforts on the recruitment and retention of incumbent workers, new, entering students on a nursing or healthcare pathway, and low-income, first generation, and minoritized students.

Recommendation: Accept the Pipeline for the Advancement of the Healthcare (PATH) Workforce Grant in the amount of \$839,809.00 from the Illinois Community College Board.