

**College of Lake County
Community College District No. 532
Tuesday, September 24, 2024, 5:30 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, September 24, 2024, at 5:30 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/QoxjfHzBeYY?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, September 24, 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. Mindful Lancers (JED Campus Assessment)
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of August 27, 2024
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses
 - 5.2.2. Approving and Ratifying Bills and Authorizing Budget Transfers
 - 5.3. Purchasing
 - 5.3.1. Worldwide Instructional Design System
 - 5.3.2. Frame Machine for Automotive Collision Repair

5.3.3. Engineering, Math & Physical Sciences Division Furniture Package

5.3.4. Workday Training Credits

5.4. Human Resources

Copies of all proposed employee contracts are available at:

<http://dept.clcillinois.edu/pre/contracts/ContractsSeptember2024.pdf>

5.4.1. New Hires

5.4.2. Probationary Period Completion

5.4.3. Personnel and Position Changes

5.4.4. Promotions

5.4.5. Resignations and Retirements

5.5. Contracts and Grants

5.5.1. Accept Integrated English Literacy and Civics Education Competitive Grant

6. Presentment of Board Policies and Objectives (Information Items)

7. New Business (Action Items)

7.1. Accept Certified Alcohol and Drug Counselor Workforce Expansion Program Grant

7.2. Accept Adult Education and Literacy Competitive Grant

7.3. Advanced Technology Center Installation of Electrical Connections

7.4. Advanced Technology Center Exterior Signage

7.5. Tenure Employment Status of Faculty for 2024-2025

7.6. 2024-2025 Annual Base Salary Increase: President

8. Executive Session (Closed)

Closed Session requested under Illinois Compiled Statutes 5ILCS 120 Section 2(c)(1).

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 approves the reimbursement for business-related travel expenses in the amount of \$1,235 for travel associated with the Association of Community College Trustees (ACCT) Leadership Congress.

PASSED this 24th day of September 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. CONSENT AGENDA 2. FINANCIAL

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS

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

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

WHEREAS, the full details of the monthly financial report are not contained in this document because this being the first quarter of the fiscal year, reversals of accruals, and timing of property tax receipts, the data are not meaningful; and

WHEREAS, budget transfers in the amount of \$47,000 are recommended to the Fiscal Year 2025 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$47,000.00.

PASSED this 24th day of September 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.

AGENDA ITEM 7.2 – FINANCIAL

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

FY 25 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) 534009 02 00093 8040 01	Campus Services	Computer Hardware Maintenance	\$ 47,000.00		Copier/Printer Service and Supplies
541010 02 00093 8040 01	Campus Services	Computer Supplies		\$ 10,000.00	
566000 02 00093 8040 01	Campus Services	Lease/Purchase Payment Install		\$ 37,000.00	
TOTAL TRANSFERS - ALL FUNDS			<u>\$ 47,000.00</u>	<u>\$ 47,000.00</u>	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. WORLDWIDE INSTRUCTIONAL DESIGN SYSTEM

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

Funding Source: FY25 Perkins Grant

Funding Request: \$27,750.00

Vendor	Amount
Worldwide Instructional Design System	\$27,750.00

Explanation of Purchase: This purchase is for curriculum development, consulting services, and for the site management software license/subscription, required to develop Career Pathways and Programs of Study (POS). The Worldwide Instructional Design System (WIDS) and process provides a proven solution for the design, alignment and management of performance-based, industry-driven curriculum. Experienced WIDS Consultants will facilitate the development of two programs of study.

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

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

Recommendation: Approve a contract from January 1, 2025, through June 30, 2025, with the Worldwide Instructional Design System (WIDS) of Madison, WI, for curriculum development, consulting services, and a 3-month prorated site management software license/subscription, with a total not-to-exceed amount of \$27,750.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. FRAME MACHINE FOR AUTOMOTIVE COLLISION REPAIR

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

Funding Source: FY25 Perkins Grant

Funding Request: \$84,250.00

Vendor	Amount
Spanesi Americas	\$84,250.00

Explanation of Purchase: This purchase of the frame machine will provide Automotive Collision Repair students with hands-on experience using equipment commonly utilized by industry technicians, helping them master structural repair techniques.

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 Spanesi Americas of Naperville, IL in a not-to-exceed amount of \$84,250.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. ENGINEERING, MATH & PHYSICAL SCIENCES DIVISION FURNITURE PACKAGE

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

Funding Source: John Alfred Wass Irrevocable Trust

Funding Request: \$84,638.27

Vendor	Amount
Midwest Office Furniture, Inc.	\$84,638.27

Explanation of Purchase: This purchase is to replace outdated office furniture and shared whiteboards to create a more collaborative office space for Math faculty and enhance interactions during student meetings.

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 Vizient contract (#CE3382) for furniture.

Recommendation: Approve a purchase from Midwest Office Interiors, Inc. of Woodridge, IL in a not-to-exceed amount of \$84,638.27

5. CONSENT AGENDA 3. PURCHASING

5.3.4. WORKDAY TRAINING CREDITS

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

Funding Source: FY25 LancerNEXT budget

Funding Request: \$80,000.00

Vendor	Amount
Precision Task Group, Inc.	\$80,000.00

Explanation of Purchase: This purchase is for Workday Training credits to support the training of CLC team members on Workday Student, Human Capital Management and Financials.

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 Precision Task Group, Inc. of Houston, TX in a not-to-exceed amount of \$80,000.00.

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	Aguirre, Gaudencia	Full-time Faculty Position Number: 0455 Instructor, Nursing Assisting Biological and Health Sciences Division	9/23/2024	9/23/2024-5/17/2025
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. 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	Mendez, Susie	Specialist Position Number: 0869 Tutoring Coordinator Writing, Tutoring Center	8/10/2024	8/10/2024-6/30/2025
2	Mueller, Megan	Specialist Position Number: 1333 Academic Success Advisor, Advising and Retention	8/10/2024	8/10/2024-6/30/2025
3	Williams, Jon’nah	Specialist Position Number: 1913 Urban Farm Center Program Coordinator*, Community Programs	8/10/2024	8/10/2024-6/30/2025
Recommendation: Approve the above full-time employment.				

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends changes to a vacant position in Procurement Services. The position change is funded through available budget resources.								
1	Title and Job Grade Change	Vacant	Professional Position Number: 1562 Assistant Director, Procurement Services	Administrator Position Number: 1562 Director, Procurement Services	C52 Exempt	D61 Exempt	9/25/2024	TBD
Administration requests a job grade correction for a position in Payroll. The position change is funded through available budget resources.								
2	Job Grade Change	Pogue, Sandy	Specialist Position Number: 0293 Payroll Coordinator, Payroll	Specialist Position Number: 0293 Payroll Coordinator, Payroll	B32 Non-exempt	B24 Non-exempt	9/25/2024	9/25/2024- 6/30/2025
Administration recommends the following change to a vacant position in P-20 Educational Partnerships. This change will be funded through recently attained grant funding.								
3	FTE and Funding	Vacant	Specialist Position Number: 1914 Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	Specialist Position Number: 1914 Dual Credit College Readiness Program Coordinator*, P-20 Educational Partnerships	B32 Exempt	B32 Exempt	9/25/2024	TBD
Recommendation: Approve the proposed position changes with the effective dates noted above.								

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS

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

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Billimack, Barbara	Specialist Position Number: 0123 Lead Career Services Specialist, Career and Job Placement Center	Professional Position Number: 1052 Career Readiness Manager, Career and Job Placement Center	9/30/2024	9/30/2024- 6/30/2025
2	DeLeon, Azucena	Part-time Specialist Position Number: 1543 Student Services Specialist*, TRiO-Student Support Services	Part-time Specialist Position Number: 1664 Career Services Specialist, Career and Job Placement Center	9/30/2024	N/A
3	Gutierrez, Michelle	Specialist Position Number: 1784 College and Career Navigator*, Student Recruitment and Onboarding	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	9/30/2024	9/30/2024- 6/30/2025
4	Guzman-Riley, Alicia	Specialist Position Number: 1406 Academic Success Advisor, Advising and Retention	Specialist Position Number: 1104 Lead Academic Success Advisor, Advising and Retention	9/30/2024	9/30/2024- 6/30/2025
5	Segura, Sara	Part-time Classified Position Number: 0834 Enrollment Services Assistant*, Adult Education Enrollment and Testing	Full-time Specialist Position Number: 1297 Enrollment Services Specialist*, Adult Education Testing	9/30/2024	9/30/2024- 6/30/2025

Recommendation: Approve the above actions.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Ortiz, Elvis	Classified-Union Position Number: 0389 Custodian, Custodial	8/20/2024
2	Retirement	Babik, Rich	Specialist Position Number: 1146 Lead Software Developer, Application Development	9/30/2024 Eligible for Policy 925
3	Retirement	Teets, Cindy	Part-time Classified Position Number: 0129 Retail Assistant, Bookstore	10/4/2024
4	Retirement	Kilby, Sue	Administrator Position Number: 1434 Director, Capital, Sustainability and Construction Management Services	10/8/2024
5	Retirement	Wrobel, Beth	Professional Position Number: 1683 Therapist, Counseling and Psychological Services	11/6/2024
6	Retirement	Vagnoni, Kim	Specialist Position Number: 1149 Grants Accountant, Finance	2/29/2028 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

5.5.1. ACCEPTANCE OF THE INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION COMPETITIVE GRANT

Grantor: Illinois Community College Board

Amount: \$150,357.00

Period: July 1, 2024 – June 30, 2025

Type: Competitive

Matching Funds: None

Lead Staff: Tasha Shell, Dean, Adult Education and English as a Second Language

Purpose: Funds from the Integrated English Literacy and Civics Education Competitive grant will support the delivery of academic, career, and employment services that assist non-native English speakers with developing skills in conversation, writing, workforce preparation, and career development. Wraparound services are also provided through this funding.

Recommendation: Accept the Illinois Community College Board’s Integrated English Literacy and Civics Education Competitive Grant in the amount of \$150,357.00.

7. NEW BUSINESS

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

Grantor: Illinois Certification Board

Amount: \$340,000.00

Period: August 15, 2024 – June 17, 2025

Type: Competitive

Matching Funds: None

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

Purpose: Funds will be used to support Human Services program degree and certification students. The funds will provide stipends, tuition payment, transportation and childcare, as well as additional assistance. Grant funds will also be used to market the Certified Alcohol and Drug Counselor program.

Recommendation: Accept the Illinois Certification Board's Certified Alcohol and Drug Counselor (CADC) Workforce Expansion Program Grant in the amount of \$340,000.00.

7. NEW BUSINESS

7.2. ACCEPTANCE OF THE ADULT EDUCATION AND LITERACY COMPETITIVE GRANT

Grantor: Illinois Community College Board

Amount: \$1,021,460.00

Period: July 1, 2024 – June 30, 2025

Type: Competitive

Matching Funds: None

Lead Staff: Tasha Shell, Dean, Adult Education and English as a Second Language

Purpose: Funds will support the Adult Education program’s delivery of instructional and supportive services, including career exploration, employment training through Bridges and the Integrated Career and Academic Preparation System (ICAPS), and holistic supports to assist adults with gaining academic skills necessary to transition into gainful employment.

Recommendation: Accept the Illinois Community College Board’s Adult Education and Literacy Competitive Grant in the amount of \$1,021,460.00.

7. NEW BUSINESS

7.3. ADVANCED TECHNOLOGY CENTER INSTALLATION OF ELECTRICAL CONNECTIONS

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

Funding Source: 2021 general obligation bond

Funding Request: \$283,651.50

Bid	Amount
Associated Electrical Contractors, LLC	\$257,865.00

Explanation of Purchase: This purchase is for the installation of the electrical connections for the remaining welding and fabrication equipment at the Advanced Technology Center. Associated Electrical Contractors, LLC. was the single responsible and responsive bidder.

Recommendation: Approve a purchase with Associated Electrical Contractors, LLC of Woodstock, IL for \$257,865.00 and a 10% contingency of \$25,786.50 in a not-to-exceed amount of \$283,651.50.

7. NEW BUSINESS

7.4. ADVANCED TECHNOLOGY CENTER EXTERIOR SIGNAGE

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

Funding Source: CLC Foundation

Funding Request: \$821,040.00

Bids	Amount
Camosy Construction (Recommended)	\$746,400.00
Joseph J. Henderson & Son	\$789,189.00
Stuckey Construction	\$855,000.00
Manusos General Contracting	\$929,661.00
F.H. Pachen S.N. Nelson & Associates	\$974,000.00
D. Kersey Construction, Co.	\$1,007,675.00

Explanation of Purchase: This purchase is for renovation of the exterior building façade and signage at the Advanced Technology Center. This Includes demolition, repair and refinishing of several areas of existing Exterior Insulation Finishing System (EIFS) stucco, as well as furnishing and installing two monument and three wall-mounted signs.

Recommendation: Approve a purchase from Camosy Construction. of Zion, IL for \$746,400.00 and a 10% contingency of \$74,640.00 in a not-to-exceed amount of \$821,040.00.

7. NEW BUSINESS

7.5. TENURE EMPLOYMENT STATUS OF FACULTY FOR 2024-2025

The following individual is eligible for initial placement on tenure status effective in the Spring 2025 semester pursuant to Article 35 of the collective bargaining agreement with the College of Lake County Federation of Teachers.

Division	Faculty
Engineering, Math and Physical Sciences	Garcia, David, Jr.

Recommendation: Approve tenure status for the individual named above, effective January 13, 2025.

7. NEW BUSINESS

7.6. 2024-2025 ANNUAL BASE SALARY INCREASE: PRESIDENT

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

7. NEW BUSINESS

7.6. 2024-2025 ANNUAL BASE SALARY INCREASE: PRESIDENT

It is recommended that the Board of Trustees approve a 3.40% increase to the President's 2023-2024 annual base salary for the 2024-2025 contract year.