

**College of Lake County
Community College District No. 532
Tuesday, October 15, 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, October 15, 2024, at 5:00 PM, in Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085. Virtual meeting access is available via YouTube live stream at: <https://youtube.com/live/LYK1DfsnYDM?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, October 15, 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. Lakeshore Campus Report
 - 4.3.2. Year-End Fiscal Accountability and Investment Report
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Closed Meeting Minutes of June 25, 2024
 - 5.1.2. Committee of the Whole Meeting Minutes of September 24, 2024
 - 5.1.3. Committee of the Whole Closed Meeting Minutes of September 24, 2024
 - 5.1.4. Regular Meeting Minutes of September 24, 2024

Agenda for Board of Trustees Meeting of Tuesday, October 15, 2024

5.1.5. Closed Meeting Minutes of September 24, 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. Grayslake Campus Landscape Architecture Services

5.3.2. Southlake Campus Lighting Replacement Phase 2

5.3.3. Job Posting and Recruiting Licenses

5.4. Human Resources

Copies of all proposed employee contracts are available at:

<http://dept.clcillinois.edu/pre/contracts/ContractsOctober2024.pdf>

5.4.1. New Hires

5.4.2. Authorization to Hire

5.4.3. Personnel and Position Changes

5.4.4. Promotions

5.4.5. Resignations and Retirements

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

None

7. New Business (Action Items)

None

8. Executive Session (Closed)

Closed session is requested under the Illinois Compiled Statutes 5ILCS 120 Sections 2(c)(1) and 2(c)(2).

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 \$330 for registration costs associated with the Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 15th day of October 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 \$105,000 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 \$105,000.00.

PASSED this 15th day of October 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 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)	536000 02 00022 7020 01	LSC Facilities	Office Services	\$ 35,000.00		Temporary Custodial Staff Coverage
	516001 02 00022 7020 01	LSC Facilities	Clerical Staff, Full-time		\$ 35,000.00	
2)	536000 02 00072 7020 01	Custodial	Office Services	\$ 70,000.00		Temp Custodial Coverage, Third Shift
	516001 02 00072 7020 01	Custodial	Clerical Staff, Full-time		\$ 70,000.00	
	TOTAL TRANSFERS - ALL FUNDS			<u>\$ 105,000.00</u>	<u>\$ 105,000.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 12.9 percent of budgeted revenues through August 2024. At the end of August 2023, the College had received 12.9 percent of the amount budgeted.

As of August 31, 2024, the College had received revenues equal to \$4.45 million in FY2025 for local taxes. Local tax revenue is budgeted at \$85.8 million for Fiscal Year 2025.

Also, as of August 31, 2024, student enrollment reflected 28.3 percent of the tuition revenue. At the end of August 2023, the College had received 31.0 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

EXPENDITURES: The expenditures in the operating funds as of August 31, 2024, reflect 13.1 percent of budgeted expenditures for the year. In comparison, as of August 31, 2023, the College had expended 12.3 percent of the amount budgeted. The College is trending on track with the FY2025 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

August 31, 2024

**Educational Fund
Balance Sheet - Fund 01
As of August 31, 2024**

ASSETS

CASH

Cash In Bank	31,935,694.11
Change Funds	8,800.00

INVESTMENTS

Other Investments	(2,055,415.44)
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RECEIVABLES

Allowance for Uncollectable Tuition	(5,376,685.00)
Allowance Uncollectible Taxes	(326,536.10)
Student Tuition Receivable	15,017,489.46
Vendor Receivables	535,891.86
Other Receivables	1,512.64

<u>INTER-FUND</u>	8,180,799.07
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Prepaid Expenses

Prepaid Expenses	64,063.67
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TOTAL ASSETS	47,985,614.27
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5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 20,224.72

ACCOUNTS PAYABLE

Accounts Payable 831,725.55

ACCRUED EXPENSES

Accrued Expense 905,100.00

DEFERRED REVENUES

Property Taxes 0.00

Total Tuition & Fees 2,874,134.54

Miscellaneous Deferred Revenues 457,832.32

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,072,986.77

TOTAL LIABILITIES \$ 9,171,190.60

FUND BALANCE

Fund Balance 38,814,423.67

TOTAL FUND BALANCE \$ 38,814,423.67

TOTAL LIABILITIES & FUND BALANCE \$ 47,985,614.27

RECONCILIATION

BEGINNING FUND BALANCE 37,351,410.56

ADD: REVENUE 15,840,610.01

LESS: EXPENDITURES (14,275,606.06)

OPERATING TRANSFERS (101,990.84)

ENDING FUND BALANCE 38,814,423.67

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: August 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	3,466,484.49	21.88%	2,996,076.88	19.79%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	75,929.59	0.48%	101,410.46	0.67%
ICCB Credit Hour Grants	1,932,078.74	12.20%	1,880,890.61	12.42%
Vocational Education	321,547.50	2.03%	0.00	0.00%
Tuition	6,929,702.01	43.75%	7,636,045.57	50.43%
Graduation Fees	0.00	0.00%	0.00	0.00%
Transcript Fees	22,003.13	0.14%	21,148.74	0.14%
On-line Course Fee	(617.76)	0.00%	190,493.35	1.26%
Laboratory Fees	124,908.14	0.79%	123,601.95	0.82%
Payment Plan Enrollment Fee	9,235.00	0.06%	11,725.00	0.08%
Credit By Exam Fees	100.00	0.00%	150.00	0.00%
Comprehensive Fees	1,558,255.97	9.84%	1,203,894.95	7.95%
Gain(Loss) on Investment	368,873.02	2.33%	(146,882.59)	-0.97%
Other Interest	1,024,907.24	6.47%	1,108,647.72	7.32%
Sweep Accounts	0.00	0.00%	17,037.50	0.11%
Library Fines	123.50	0.00%	58.00	0.00%
Miscellaneous Revenue	(29,910.90)	-0.19%	1,685.00	0.01%
Other Revenue/Rebates	0.00	0.00%	0.00	0.00%
Over Short	36,990.34	0.23%	(3,600.00)	-0.02%
Total Income	15,840,610.01	100%	15,142,383.14	100%

5. CONSENT AGENDA 2. FINANCIAL

<u>EXPENDITURES</u>				
Salaries	10,808,189.61	76%	10,225,702.96	79%
Employee Benefits	1,849,828.88	13%	1,478,527.21	11%
Contractual Services	969,174.89	7%	724,974.17	6%
General Material & Supplies	452,268.92	3%	383,435.66	3%
Travel/Conference Meeting Exp	47,759.64	0%	(19,027.99)	0%
Fixed Charges	0.00	0%	1,750.00	0%
Utilities	7,276.08	0%	7,561.82	0%
Building Maintenance	0.00	0%	0.00	0%
Capital Outlay	905.81	0%	72.76	0%
Other Expenditures	140,202.23	1%	170,170.60	1%
Total Expense	14,275,606.06	100%	12,973,167.19	100%
Beginning Fund Balance	37,351,410.56		35,090,215.50	
Add: Revenues	15,840,610.01		15,142,383.14	
Less: Expenses	(14,275,606.06)		(12,973,167.19)	
Operating Transfers	(101,990.84)		(5,295,802.24)	
Ending Fund Balance	38,814,423.67		31,963,629.21	

5. CONSENT AGENDA 2. FINANCIAL

**Operations & Maintenance Fund
Balance Sheet - Fund 02
As of August 31, 2024**

ASSETS

CASH

Cash In Bank \$ 3,698,742.95

INVESTMENTS

Other Investments 40,570,781.55

RECEIVABLES

Allowance Uncollectible Taxes (82,650.04)

Vendor Receivables 2,101.97

Other Receivables (1,512.64)

ACCRUED REVENUE

INTER-FUND \$ (38,610,966.76)

Prepaid Expenses

Prepaid Expenses 283,940.00

TOTAL ASSETS \$ 5,860,437.03

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	\$ 170,794.69
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ACCRUED EXPENSES

Accrued Expense	186,475.21
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DEFERRED REVENUES

Property Taxes	0.00
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TOTAL LIABILITIES	\$ 357,269.90
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FUND BALANCE

Fund Balance	5,503,167.13
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TOTAL FUND BALANCE	\$ 5,503,167.13
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TOTAL LIABILITIES & FUND BALANCE	5,860,437.03
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RECONCILIATION

BEGINNING FUND BALANCE	6,400,873.86
ADD: REVENUE	911,525.69
LESS: EXPENDITURES	(1,809,232.42)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	5,503,167.13

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: August 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	910,125.69	100%	791,601.34	100%
Building Rentals	1,400.00	0%	2,001.08	0%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	0.00	0%	224.66	0%
Total Income	911,525.69	100%	793,827.08	100%
<u>EXPENDITURES</u>				
Salaries	698,979.73	39%	701,408.15	57%
Employee Benefits	222,249.11	12%	232,228.98	19%
Contractual Services	94,154.34	5%	41,742.26	3%
General Material & Supplies	77,604.05	4%	30,937.25	2%
Travel/Conference Meeting Exp	5,140.81	0%	3,888.30	0%
Fixed Charges	626,542.13	35%	85,634.55	7%
Utilities	50,469.19	3%	154,149.02	12%
Capital Outlay	34,962.55	2%	(14,819.83)	-1%
Other Expenditures	(869.49)	0%	5,855.36	0%
Total Expense	1,809,232.42	100%	1,241,024.04	100%
Beginning Fund Balance	6,400,873.86		6,023,765.32	
Add: Revenues	911,525.69		793,827.08	
Less: Expenses	(1,809,232.42)		(1,241,024.04)	
Operating Transfers	0.00		(1,214,769.00)	
Ending Fund Balance	5,503,167.13		4,361,799.36	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. GRAYSLAKE CAMPUS LANDSCAPE ARCHITECTURE SERVICES

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

Funding Source: FY22 surplus

Funding Request: \$39,400.00

Vendor	Amount
Environmental Consulting & Technology, Inc. (ECT)	\$39,400.00

Explanation of Purchase: This agreement is with an environmental and sustainability consulting firm to design the restoration of the stormwater runoff bioswales and design the renovation of the Japanese Garden.

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 Environmental Consulting & Technology, Inc. (ETC) of Lombard, IL in a not-to-exceed total amount of \$39,400.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. SOUTHLAKE CAMPUS LIGHTING REPLACEMENT PHASE 2

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

Funding Source: FY25 budget

Funding Request: \$63,219.20

Bids	Amount
Dominion Lighting (Recommended)	\$57,472.00
BA Solutions	\$64,182.00
Facility Solutions Group	\$67,529.76
Eco Lighting Services & Technology, LLC	\$96,742.05
Tiles in Styles DBA Taza Construction	\$114,463.00

Explanation of Purchase: This purchase is for the replacement of existing fluorescent light fixtures with new LED light fixtures and compatible dimming controls.

Recommendation: Approve a purchase from Dominion Lighting of Elmhurst, IL for \$57,472.00 and a 10% contingency of \$5,747.20 in a not-to-exceed amount of \$63,219.20.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. JOB POSTING AND RECRUITING LICENSES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$47,655.00

Vendor	Amount
LinkedIn Corporation	\$47,655.00

Explanation of Purchase: This purchase is for a three-year agreement for use of social media networking and recruitment as well as position posting subscription through advanced search and InMail capabilities.

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

Recommendation: Approve a three-year agreement from November 21, 2024, through November 20, 2027, with LinkedIn Corporation of Sunnyvale, CA in a not-to-exceed amount of \$47,655.00.

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	Jacobson, Leigh Ann	Administrator Position Number: 0016 Executive Director and Chief Development Officer, College Foundation	11/4/2024	11/4/2024-6/30/2025
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 November 19, 2024, Board meeting. The proposed approvals are as follows:

	Reason	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Full-time Administrator	Administrator Position Number: 0010 Dean, Communication Arts, Humanities and Fine Arts	10/16/2024	TBD
2	Full-time Administrator	Administrator Position Number: 1939 Associate Dean, Adult Education and English as a Second Language	10/16/2024	TBD
3	Full-time Administrator	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences	10/16/2024	TBD
4	Full-time Professional	Professional Position Number: 0051 Manager, Personal and Professional Development	10/16/2024	TBD

Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the November 19, 2024, Board meeting.

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 vacant position changes due to the elimination of the B31 job grade on July 1, 2024.								
1	Title, Job Grade Change	Vacant	Specialist Position Number: 0144 Volunteer Coordinator*, Judicial Services	Specialist Position Number: 0144 Program Coordinator*, Judicial Services	B31 Exempt	B32 Exempt	10/16/2024	TBD
Administration recommends a position change and staff member reassignment within the Community Programs division. Funding for the change is supported in the FY25 budget.								
2	Title, Department, Job Grade Change	Kotek, Maureen	Specialist Position Number: 1339 Operations Coordinator*, Business Solutions	Classified Position Number: 1339 Assistant to the Executive Director*, Community Programs	B23 Non- exempt	B24 Non- exempt	10/28/2024	N/A
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 were selected for 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	Briggs, Ryan	Classified Position Number: 1399 Help Desk Support Associate, Technology Support	Specialist Position Number: 1728 Senior IT Technician, Technology Support	10/21/2024	10/21/2024- 6/30/2025
2	Gray, Alex	Specialist Position Number: 1221 Academic Success Advisor, Advising and Retention	Professional Position Number: 0079 Academic Operations Manager, Biological and Health Sciences	10/21/2024	10/21/2024- 6/30/2025
3	Mruk, Kassie	Specialist Position Number: 1837 Transition Program Specialist*, Adult Education and ESL	Specialist Position Number: 0071 Student Success Coordinator, Adult Education and ESL	10/21/2024	10/21/2024- 6/30/2025
Recommendation: Approve the above action.					

*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	Oliveira Lisboa DeFreitas, Alice	Classified Position Number: 1209 Senior Administrative Assistant, Global Engagement	10/11/2024
2	Resignation	Mariscal, Gema	Specialist Position Number: 1673 Financial Aid Coach, Financial Aid	10/18/2024
3	Resignation	Arreguin, Alexa	Specialist Position Number: 1250 Student Success Coordinator, Adult Education and ESL	10/25/2024
4	Retirement - Revised Date	Vagnoni, Kim	Specialist Position Number: 1149 Grants Accountant, Finance	10/10/2024 Eligible for Policy 925
5	Retirement - Revised Date	Johnson, Tammie	Specialist Position Number: 0151 Senior Program Coordinator, Personal and Professional Development	1/31/2025 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				