College of Lake County
Community College District No. 532
Tuesday, May 19, 2026, 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, May 19, 2026, 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/DlP1vaoWoK8?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@clcillinois.edu by 3:00 p.m. on Tuesday, May 19, 2026. Individuals will be called to the podium when it is their time to address the Board.

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3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
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   - 4.2. Student Trustee's Report
   - 4.3. President's Report
     - 4.3.1. Third Quarter Fiscal Accountability Investment Report
     - 4.3.2. Fiscal Year 2027 Budget and Plan Proposal
5. **Consent Agenda (Action Items)**
   - 5.1. Approval of the Minutes
     - 5.1.1. Committee of the Whole Closed Session Minutes of March 31, 2026
     - 5.1.2. Regular Meeting Minutes of April 28, 2026
     - 5.1.3. Closed Meeting Minutes of April 28, 2026
   - 5.2. Financial

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8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

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5.5. Contracts and Grants

5.6. Other

5.6.1. Fiscal Year 2027 Board of Trustees Meeting Dates

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

7. **New Business (Action Items)**

7.1. Media Buys

7.2. Policy 302 — Duties and Responsibilities of Instructors — Revised — Second Reading

7.3. Policy 303 — Faculty Evaluation — Revised — Second Reading

7.4. Policy 928 — Classification of Employees — Revised — Second Reading

8. **Executive Session (Closed)**

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

5.2.1. RESOLUTION RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING THE MONTHLY FINANCIAL REPORT

Lead Staff: James Beckom, 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 $106,900 are recommended to the FY26 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 $106,900.

PASSED this 19th day of May 2026 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.

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS (CONTINUE

FY 26 BUDGET TRANSFERS

	Ledger Account No.	Department	Spend Category	Increase Budget	Decrease Budget	Reason
1)	5340	Core Systems & Infrastructure	Computer Software Maintenance	$ 42,000.00		Workday Strategic Sourcing
	5800	Information Technology	Other Capital Outlay		$ 42,000.00	
2)	5310	Finance Department	Consultants	$ 64,900.00		Align Budget with Deparment Expenses
	5100	Business Services & Finance	Staff-Full-time, Administrator		$ 64,900.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 106,900.00	$ 106,900.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 63.9 percent of budgeted revenues through March 2026. At the end of March 2025, the College had received 64.8 percent of the amount budgeted.

As of March 31, 2026, the College had received revenues equal to $43.3 million in FY26 for local taxes. Local tax revenue is budgeted at $88.5 million for FY26.

Also, as of March 31, 2026, student enrollment reflected 98.7 percent of the tuition revenue. At the end of March 2025, the College had received 97.5 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 March 31, 2026, reflect 72.1 percent of budgeted expenditures for the year. In comparison, as of March 31, 2025, the College had expended 72.7 percent of the amount budgeted. The College is trending on track with the FY26 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

March 31, 2026

Education Fund
Balance Sheet - Fund 01
As of March 31, 2026

ASSETS

CASH	
Cash In Bank	5,237,611
Change Funds	8,800
INVESTMENTS	
Other Investments	32,537,184
RECEIVABLES	
Taxes Receivable - Current Levy	33,908,866
Allowance Uncollectible Taxes	(342,396)
Student Tuition Receivable	21,444,518
Allowance for Uncollectable Tuition	(10,558,411)
Vendor Receivables	520,230
Other Receivables	95,631
INTERFUND	(11,852,262)
PREPAID EXPENSES	
Prepaid Expenses	46,670
TOTAL ASSETS	**71,046,441**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	3,599,348
ACCOUNTS PAYABLE	
Accounts Payable	70,213
ACCRUED EXPENSES	
Accrued Expense	1,157,621
DEFERRED REVENUES	
Property Taxes	34,228,095
Total Tuition & Fees	2,885,232
OTHER LIABILITIES	
Other Liabilities	1,009,187
Vacation Accrual	3,338,487
TOTAL LIABILITIES	**46,288,183**
FUND BALANCE	
Fund Balance	24,758,257
TOTAL FUND BALANCE	**24,758,257**
TOTAL LIABILITIES & FUND BALANCE	**71,046,441**

RECONCILIATION	
BEGINNING FUND BALANCE	35,401,593
ADD: REVENUE	76,236,443
LESS: EXPENDITURES	(81,553,028)
OPERATING TRANSFERS	(5,326,751)
ENDING FUND BALANCE	24,758,257

College of Lake County
Education Fund - Fund 01
Statement of Changes in Fund Balance
Month Ending: March 31, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	33,591,189	44.06%	32,242,798	42.64%
CPPRT Corp Pers Prop Repl Tax	926,702	1.22%	847,517	1.12%
ICCB Credit Hour Grants	7,466,718	9.79%	7,671,228	10.15%
Vocational Education	725,065	0.95%	643,095	0.85%
Tuition	30,328,057	39.78%	28,479,503	37.66%
Graduation Fees	-	0.00%	53,030	0.07%
Transcript Fees	86,240	0.11%	95,813	0.13%
On-line Course Fee	-	0.00%	80,771	0.11%
Laboratory Fees	487,810	0.64%	460,874	0.61%
Payment Plan Enrollment Fee	21,579	0.03%	19,860	0.03%
Credit By Exam Fees	-	0.00%	250	0.00%
Comprehensive Fees	6,786,084	8.90%	6,648,301	8.79%
Activity Fee Adjustment	(6,190,453)	-8.12%	(6,067,136)	-8.02%
Gain(Loss) on Investment	280,914	0.37%	733,817	0.97%
Other Interest	1,681,553	2.21%	3,631,956	4.80%
Library Fines	321	0.00%	477	0.00%
Miscellaneous Revenue	59,951	0.08%	88,671	0.12%
Other Revenue/Rebates	3,498	0.00%	-	0.00%
Over Short	(18,784)	-0.02%	(16,812)	-0.02%
Total Income	76,236,443	100%	75,614,012	100%

EXPENDITURES

Salaries	60,146,415	73.75%	58,148,201	72.41%
Employee Benefits	11,920,256	14.62%	12,595,964	15.69%
Contractual Services	4,017,830	4.93%	3,377,554	4.21%
General Material & Supplies	1,664,419	2.04%	2,051,030	2.55%
Travel/Conference Meeting Exp	503,583	0.62%	430,961	0.54%
Fixed Charges	17,206	0.02%	23,180	0.03%
Utilities	36,543	0.04%	36,069	0.04%
Capital Outlay	74,342	0.09%	27,306	0.03%
Other Expenditures	3,172,435	3.89%	3,613,841	4.50%
Total Expense	81,553,028	100%	80,304,106	100%

Beginning Fund Balance	35,401,593	37,337,188
Add: Revenues	76,236,443	75,614,012
Less: Expenses	(81,553,028)	(80,304,106)
Operating Transfers	(5,326,751)	(5,180,225)
Ending Fund Balance	24,758,257	27,466,869

Maintenance Fund - Fund 02
Balance Sheet
As of March 31, 2026

ASSETS

INVESTMENTS	
Other Investments	2,009,374
RECEIVABLES	
Taxes Receivable - Current Levy	8,883,759
Allowance Uncollectible Taxes	(86,387)
Vendor Receivables	3,852
INTERFUND	2,697,612
PREPAID EXPENSES	
Prepaid Expenses	281,209
TOTAL ASSETS	**13,789,418**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	(2,513)
ACCOUNTS PAYABLE	
Accounts Payable	790,348
ACCRUED EXPENSES	
Accrued Expense	(26,931)
DEFERRED REVENUES	
Property Taxes	8,967,328
TOTAL LIABILITIES	**9,728,232**
FUND BALANCE	
Fund Balance	4,061,186
TOTAL FUND BALANCE	**4,061,186**
TOTAL LIABILITIES & FUND BALANCE	**13,789,418**

RECONCILIATION	
BEGINNING FUND BALANCE	7,075,693
ADD: REVENUE	8,977,342
LESS: EXPENDITURES	(10,602,442)
OPERATING TRANSFERS	(1,389,407)
ENDING FUND BALANCE	4,061,186

College of Lake County
Maintenance Fund - Fund 02
Statement of Changes in Fund Balance
Month Ending: March 31, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,800,458	98.03%	8,466,780	99.91%
Building Rentals	30,666	0.34%	7,205	0.09%
Other Interest	143,674	2%	-	0%
Gain(Loss) on Investment	(11,824)	0%	-	0%
Miscellaneous Revenue	14,368	0%	750	0%
Total Income	8,977,342	100%	8,474,735	100%
EXPENDITURES				
Salaries	3,976,659	37.51%	3,854,807	41.23%
Employee Benefits	1,099,586	10.37%	937,526	10.03%
Contractual Services	745,767	7.03%	586,676	6.28%
General Material & Supplies	644,596	6.08%	498,824	5.34%
Travel/Conference Meeting Exp	640	0.01%	5,107	0.05%
Fixed Charges	1,610,322	15.19%	1,497,484	16.02%
Utilities	2,499,695	23.58%	1,946,988	20.83%
Capital Outlay	96,654	0.91%	38,373	0.41%
Other Expenditures	(71,477)	-0.67%	(16,557)	-0.18%
Total Expense	10,602,442	100%	9,349,227	100%
Beginning Fund Balance	7,075,693		6,379,132	
Add: Revenues	8,977,342		8,474,735	
Less: Expenses	(10,602,442)		(9,349,227)	
Operating Transfers	(1,389,407)		(1,295,599)	
Ending Fund Balance	4,061,186		4,209,040	

5.2.2. AUTHORIZATION OF THE BUDGET HEARING AND APPROVAL TO PUBLISH THE NOTICE PLACING FISCAL YEAR 2027 BUDGET ON PUBLIC DISPLAY

Lead Staff: James Beckom, Vice President, Business Services and Finance

Background: A copy of the notice placing the FY27 budget document on display beginning May 22, 2026, is presented for Board approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2027 budget will be held at 5:00 p.m. on June 23, 2026. The notice will be advertised as required by statute. In addition, Administration will communicate the budget review period on social media and post the budget recommendation to the College website. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2027.

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, that commencing at 10:00 a.m. on May 22, 2026, a tentative budget for said District for the fiscal year beginning July 1, 2026, and ending June 30, 2027, will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the College of Lake County website (www.clcillinois.edu/budget).

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 5:00 p.m. on the 23rd day of June 2026 at 19351 West Washington Street, Room A013, Grayslake, Illinois.

DATED at Grayslake, Illinois this 19th day of May 2026.

Board of Trustees
Community College District No. 532
County of Lake and State of Illinois

Recommendation: Authorize the budget hearing and approve to publish the notice placing the Fiscal Year 2027 budget on public display.

5.3.1. FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT FOR FIRE ACADEMY

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

Funding Source: FY27 budget & Gift Funds

Funding Request: $34,000.00

Vendor	Amount
Dinges Fire Company	$34,000.00

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: Approve a rental agreement with Dinges Fire Company of Amboy, IL in a not-to-exceed amount of $34,000.00.

5.3.2. TESTING SOFTWARE FOR ENGLISH AS A SECOND LANGUAGE INSTRUCTIONAL PROGRAM

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

Funding Source: FY27 budget, Federal Basic Grant: State Performance

Funding Request: $40,000.00

Bids	Amount
Comprehensive Adult Student Assessment Systems (CASAS)	$40,000.00

Explanation of Purchase: This purchase is for pre-and-post testing students to ensure proper class level placement and is required by the Illinois Community College Board (ICCB).

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

Recommendation: Approve a purchase with CASAS of San Diego, CA not-to-exceed the amount of $40,000.00.

5.3.3. WEB-BASED ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTIONAL PROGRAM

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

Funding Source: FY27 budget, Federal Basic Grant: EL Civics

Funding Request: $45,000.00

Vendor	Amount
Burlington English, Inc.	$45,000.00

Explanation of Purchase: This purchase is for an instructional online program to be used for in-class instruction and for student self-study, practice, homework and test preparation. The program also has specific career program and workforce lessons and ESL Civics instruction required by the Illinois Community College Board (ICCB).

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

Recommendation: Approve a purchase with Burlington English, Inc. of Boca Raton, FL in a not-to-exceed amount of $45,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. CATERING FOR CHILDREN'S LEARNING CENTERS

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY27 budget

Funding Request: $63,609.00

Vendor	Amount
Delicious Unlimited Corporation	$63,609.00

Explanation of Purchase: This purchase is for meals provided to children enrolled in the Children's Learning Centers 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 one-year contract from July 1, 2026, through June 30, 2027, with Delicious Unlimited Corporation of Gurnee, IL in a not-to-exceed amount of $63,609.00.

5.3.5. INVESTMENT ADVISORY SERVICES

Lead Staff: Jean Stephan, Controller, Finance Department

Funding Source: FY27 budget

Funding Request: $80,000.00

Vendor	Amount
PFM Asset Management LLC	$80,000.00

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

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

Recommendation: Approve a one-year contract from July 1, 2026, through June 30, 2027, with PFM Asset Management LLC of Chicago, IL in a not-to-exceed amount of $80,000.00.

5.3.6. AUTOMOTIVE EQUIPMENT

Lead Staff: Miguel Mireles, Dean, Engineering, Mathematics and Physical Sciences

Funding Source: Rev Up 3 Grant

Funding Request: $91,389.47

Vendor	Amount
Mohawk Lifts LLC	$91,389.47

Explanation of Purchase: This purchase includes two lifts and the necessary accessories for the Automotive Technology program.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under Sourcewell contract (121223-MRL).

Recommendation: Approve a purchase with Mohawk Lifts LLC of Amsterdam, NY for a not-to-exceed amount of $91,389.47.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Magallanes-Munoz, David	Full-time Faculty Position Number: 0395 Instructor, Automotive Technology Engineering, Mathematics and Physical Sciences	8/10/2026	8/10/2026 – 5/15/2027
2	Zhang, Benjamin	Full-time Faculty Position Number: 0400 Instructor, Computer Science Business and Social Sciences	8/10/2026	8/10/2026 – 5/15/2027
3	Schwalbe, Margot	Full-time Faculty Position Number: 0405 Instructor, Biology Biological and Health Sciences	8/10/2026	8/10/2026 – 5/15/2027
4	Bialek, Paul	Full-time Faculty Position Number: 0529 Instructor, Mathematics Engineering, Mathematics and Physical Sciences	8/10/2026	8/10/2026 – 5/15/2027
5	Wolak, Karen	Professional Position Number: 0396 Assistant Director, Assessment Educational Affairs	7/6/2026	7/6/2026 – 6/30/2027
Recommendation: Approve the above full-time employment.				

5.4.2. 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 the following changes for Business Operations division in Business Services and Finance as a result of new responsibilities to be assigned in employee procurement and budget coordination. The proposed changes are funded within the FY26 budget.								
1	Promotion, Title, Job Grade	Oelkers, Sue	Specialist Position Number: 1168 Course Materials Specialist, Auxiliary Services Department	Specialist Position Number: 1168 Course Materials Coordinator, Auxiliary Service Department	B23 Non-exempt	B32 Non-exempt	5/26/2026	5/26/2026-6/30/2026
2	Promotion, Title, Job Grade	Vu, Alan	Classified Position Number: 1629 Senior Accounting Assistant, Auxiliary Services Department	Classified Position Number: 1629 Accounting Associate, Auxiliary Services Department	B21 Non-exempt	B22 Non-exempt	5/26/2026	N/A
Recommendation: Approve the changes with the effective dates noted above.								

5.4.2. PERSONNEL AND POSITION CHANGES (CONTINUED)

	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 the following changes for Business and Social Sciences division in Educational Affairs as a result of new responsibilities to be assigned in employee supervision, procurement and budget coordination. The proposed changes are funded within the FY26 budget.								
1	Promotion, Title, Job Grade	Torres, Angel	Specialist Position Number: 1889 Laboratory Specialist, Hospitality and Culinary Management Business and Social Sciences Career Programs	Specialist Position Number: 1889 Laboratory Coordinator, Hospitality and Culinary Management Business and Social Sciences Career Programs	B22 Non-exempt	B24 Non-exempt	5/26/2026	5/26/2026-6/30/2026
Recommendation: Approve the changes with the effective dates noted above.								

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	Anderson, Nancy	Specialist Position Number: 1495 Compensation and Benefits Coordinator, Human Resources	4/10/2026	4/10/2026-6/30/2026
2	Gill, Sally	Specialist Position Number: 1777 Adjunct Faculty Development Coordinator, Learning Innovation and Teaching Excellence	4/10/2026	4/10/2026-6/30/2026
3	Latal, Brett	Specialist Position Number: 1847 Apprenticeship Program Navigator, Apprenticeship Department	4/10/2026	4/10/2026-6/30/2026
4	Brown, Asha	Specialist Position Number: 1430 Testing Specialist, Testing	4/24/2026	4/24/2026-6/30/2026

Recommendation: Approve the above full-time employment.

5.4.4. PROMOTIONS

The following employee applied for and was selected for promotion in the Board-approved position noted below.

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Istvanek, Samantha	Classified Position Number: 1439 Office Associate, Talent Development Solutions	Classified Position Number: 1209 Senior Administrative Assistant, Global Engagement	6/8/2026	N/A

Recommendation: Approve the above action.

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 DEPARTMENT CHAIR HOURS

As a provision of the 2025-2029 full-time faculty collective bargaining agreement approved in December 2025, Article 22 outlines the assignment process for department chairs and specifies the formula which determines release time granted to complete the required duties. Based on the current collective bargaining agreement, the Administration has reviewed these assignments and hours for the 2026-2027 academic year and applied the formula for determining release hours.

The following 2026-2027 department chair assignments are proposed for approval:

Academic Success Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Academic Success (CLC)	Crystal Radcliffe, Teresa Filicette	11.00
	Total Student Development	**11.00**
Adult Education and ESL Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Adult Basic Education (ABE)/Adult Secondary Education (ASE)/Spanish Adult Education (SAE)/Bridge Adult (BRGA)/Integrated Education Training (IET)	TBD	11.00
English as a Second Language (ESL)/Adult Language Education (ALE)/Vocational Skills Training (VST)/Bridge Vocation (BRGV)	Joseph Hester	15.00
	Total Adult Education and ESL Division	**26.00**
Biological and Health Sciences Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Biology (BIO)	Mark Coykendall	15.00
Biotechnology (BTC)	Adina Ott	12.00
Chemistry (CHM)	Beth Wilson	7.00
Dental Hygiene (DHY)	Mary Jacobs	14.00

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 DEPARTMENT CHAIR HOURS (CONTINUED)

Biological and Health Sciences Division (Continued)		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Emergency Medical Technology (EMT)	Carol Wismer	14.00
Health Information Technology (HIT)	Chris Melnytschuk	16.00
Horticulture (HRT)	John Zahina-Ramos	11.00
Health & Wellness Promotion (HWP)/Massage Therapy (MAS)/Kinesiology (KIN)	Joana Pabedinskas	17.00
Medical Imaging (MIM)	Lynn Wiechert	13.00
Medical Assistant (MOA)	Lisa Fasano	16.00
Nursing (NUR 110 only)	Ruth Belec-Olander	14.00
Phlebotomy Technician (PBT)	Deidra Pittman	14.00
Surgical Technology (SRG)	Elliot Eggler	12.00
	Total Biological and Health Sciences Division	**175.00**
Business and Social Sciences Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Accounting (ACC)	Jeff Varblow, Maggie Wu	11.00
Administrative Management & Technology (AMT)/ Business Administration (BUS)/ Supply Chain Management (SCM)	Venkat Krishnamurthy	17.00
Anthropology (ANT)	Nina Pitrello	7.00
Computer Information Technology (CIT)	Sanjay Kumar	11.00
Criminal Justice (CRJ)/History (HST)/ Political Science (PSC)	Chris Utecht	21.00
Early Childhood Education (ECE)	Diane Schael	13.00
Economics (ECO)	Stefan Mullinax, Vasumathi Raman	7.00
Elementary Education (EDU)	Michelle Proctor	8.00
Fire Science Technology (FST)	Jeff Howell	12.00

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 DEPARTMENT CHAIR HOURS (CONTINUED)

Business and Social Sciences Division (Continued)		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Hospitality and Culinary Management (HCM)	Teresa Novinska, David Hooper	15.00
Human Services (HUS)/Social Work (SWK)	Terence Hodges	12.00
Legal Studies (LGL)	Lorri Scott	11.00
Psychology (PSY)	Ken Kikuchi	13.00
Sociology (SOC)/Gender & Sexuality Studies (GXS)	Sonia Oliva	9.00
Total Business and Social Sciences Division		**167.00**
Communication Arts, Humanities and Fine Arts Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Art (ART)	Hans Habeger	7.00
Communication Studies (CMM)	Ali Cunningham, Kari Proft	15.00
Digital Media and Design (DMD)	Jason Rodgers, Yang Xiang	15.00
English Language Instruction (ELI)	Christina O'Connell	7.00
English (ENG)	Kelly Black, Esley Stahl	15.00
English Accelerated Learning Program (ENG ALP)	Tessa Aquino, Katie Dublis	7.00
Humanities (HUM)/Asian American Studies (ASI)	Jackie Trimier	8.00
World Languages (LANGS)/Sign Language (SGN)/Latin American Studies (LAT)	Theresa Ruiz-Velasco	7.00
Music (MUS)	TBD	7.00
Philosophy (PHI)	Becky Munk, Shanti Chu	8.00
Technical Communication (TECH COM)	Laura Otto	10.00
Teaching English to Speakers of Other Languages (TESOL)	Jill Bruellman	10.00
Performing Arts: Theatre (THE)/Dance (DNC)/Live Entertainment Production (ENT)/Yoga (YOGA)	Craig Rich, Tracie Folger, Therese Crews	10.00
Total Communication Arts, Humanities and Fine Arts Division		**126.00**

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 DEPARTMENT CHAIR HOURS (CONTINUED)

Engineering, Mathematics and Physical Sciences Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Automotive Collision Repair (ACR)	Octavio Cavazos, David Garcia Jr.	15.00
Automation, Robotics and Mechatronics (ARM)	Margie Porter, Vasil Ahchiyski	11.00
Automotive Technology (AUT)	Derrek Keesling, Felipe Valtierra	16.00
CAD- Drafting Technology (CAD)	Francisco Andrade	10.00
Computer Science (CSC)	Shyam Kurup	8.00
Engineering (EGR)	Jan Edwards	10.00
Electrical Engineering Technology (EET)	Yoonill Lee	10.00
Earth Science (ESC)/Geography (GEG)	Ryan Cumpston, Eric Priest	10.00
Heating, Ventilation, Air Conditioning, Refrigeration Engineering Technology (HET)	Mohammad Abdallah, Doug Burgos	15.00
Industrial Technology (INT)	Dave Wooten	11.00
Mathematics (MTH)	Jason Hasbrouck, Steward Thornburgh	25.00
Physics (PHY)	Ana Mazilu	7.00
Precision Machining Technology (PMT)	Jeff Hines	10.00
Welding Fabrication Technology (WFT)	Karsten Illg	14.00
Total Engineering, Mathematics and Physical Sciences Division		**172.00**
Learning Innovation and Teaching Excellence Division		
Program Area	**AY27 Faculty Name**	**Academic Year Totals**
Library	Holly Ledvina	7.00
Total Learning Innovation and Teaching Excellence Division		**7.00**
Grand Total		**684.00**

Recommendation: Approve the department chair hours for the academic year 2026-2027.

5.4.6. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 CO-CURRICULAR APPOINTMENTS

As a provision of the 2025-2029 full-time faculty collective bargaining agreement approved in December 2025, Article 16 outlines the assignment process for co-curricular appointments. Based on the current collective bargaining agreement, the college has reviewed these appointments for the 2026-2027 academic year and recommends the following hours.

Assignment	AY27 Faculty	Hours
Assistant Director of Forensics	Harry Bodell	3 Hours per semester
BSS Coordinator (Fall/Spring)	Jeff Varblow	3 Hours per semester
BSS Coordinator (Summer)	Jeff Varblow	2 Hours
Choreography – Musical Theater Production (Summer)	Terry Crews	3 Hours
Chronicle Advisor	Laura Otto	6 Hours per semester
Director – Musical Theater Production (Summer)	Craig Rich	4 Hours
Director of Forensics	Joel Chmara	3 Hours per semester
Faculty Senate Chair	Mark Coykendall	9 Hours per semester
Faculty Senate Chair (Summer)	Mark Coykendall	1 Hour
Fear No Art Production (Spring)	Valerie Alpert	4 Hours
Instrumental Ensembles	Michael Flack	4 Hours per semester
International Education Coordinator	Jay Wiltshire	3 Hours per semester
Lake County High School Liaison (ENG) (Fall/Spring)	Kathy Kusiak	3 hours per semester
Lake County High School Liaison (MTH) (Fall/Spring)	Jon Sprague	3 hours per semester
Lancer Radio Faculty Coordinator (Fall/Spring)	Mick Cullen	3 Hours per semester
Math Center Coordinator (Fall/Spring)	Gladys Poma	3 Hours per semester
Math Center Coordinator (Summer)	Gladys Poma	3 Hours
Music/Orchestra Conductor – Musical Theatre Production (Summer)	TBD	3 Hours
New Faculty Institute	Diane Schael	3 Hours per semester
Phi Theta Kappa Coordinator (Fall/Spring)	Michelle Nelson	6 Hours per semester
Phi Theta Kappa Coordinator (Summer)	Michelle Nelson	1 Hour
Play Director (Fall)	TBD	4 Hours
Play Director Children's Production (Fall)	TBD	4 Hours
Play Director Show I (Spring)	TBD	4 Hours

5.4.6. APPROVAL OF COLLEGE OF LAKE COUNTY 2026-2027 CO-CURRICULAR APPOINTMENTS (CONTINUED)

Play Director Show II (Spring)	Craig Rich	4 Hours
Poetry/Fiction Series Coordinator	Miguel Jimenez	3 Hours per academic year
Prairie Spirits Dance Production (Fall)	Valerie Alpert	4 Hours
Prairie Voices Advisor	Nick Schevera	3 Hours per semester
Scholars Program Coordinator	Nick Schevera/ Brent Steffens	4 Hours per semester
Science Center Coordinator (Fall/Spring)	Marsha Hay	3 Hours per semester
Science Center Coordinator (Summer)	Marsha Hay	3 Hours
Skills USA Coordinator (Fall/Spring)	Dave Wooten	1 hour per semester
Skills USA Coordinator (Summer)	Dave Wooten	1 hour if participating in Nationals
Technical Director – Musical Theatre Production (Summer)	Tracie Folger	4 Hours
Technical Director (Fall)	Tracie Folger	4 Hours
Technical Director Children's Production (Fall)	Tracie Folger	4 Hours
Technical Director Show I (Spring)	Tracie Folger	4 Hours
Technical Director Show II (Spring)	Tracie Folger	4 Hours
Vocal Director – Musical Theater Production (Summer)	Mitchell Lewis	3 Hours
Vocal Ensembles	Mitchell Lewis	3 Hours per semester
Willow Review Coordinator	Miguel Jimenez	3 Hours per semester
Writing Center Coordinator (Fall/Spring)	Jenny Staben	3 Hours per semester
Writing Center Coordinator (Summer)	Jenny Staben	3 Hours
Recommendation: Approve the co-curricular assignments described above for academic year 2026-2027.		

5.4.7. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Catalan, Fany	Classified Position Number: 0069 Registration Services Representative, Registration Services	5/1/2026
2	Resignation	Alcozer, Brandon	Classified – Union Position Number: 0104 Shipping and Receiving Technician, Campus Services	5/22/2026
3	Resignation	Rodriguez, Anna	Specialist Position Number: 1490 Educational Talent Search Program Advisor, Student Academic Support TRiO Talent Search	5/22/2026
Recommendation: Approve the above action.				

5.6.1. FISCAL YEAR 2027 MEETING DATES

NOTICE is hereby given that the regular monthly meetings of the Board of Trustees of Illinois Community College District No. 532, College of Lake County, except where otherwise indicated, will convene on the fourth Tuesday of the month, 19351 West Washington Street, Grayslake, Illinois.

Proposed FY 2027 Regular Meeting Dates

July 28, 2026 *(Subject to Call)*	Grayslake Campus, A013
August 25, 2026	Grayslake Campus, A013
September 22, 2026	Grayslake Campus, A013
October 27, 2026	Lakeshore Campus, Eleanor Murkey Community Center
November 17, 2026 *(Third Tuesday)*	Grayslake Campus, A013
December 15, 2026 *(Third Tuesday)*	Grayslake Campus, A013
January 26, 2027	Grayslake Campus, A013
February 23, 2027	Grayslake Campus, A013
March 23, 2027	Southlake Campus, V340
April 27, 2027	Grayslake Campus, A013
May 18, 2027 *(Third Tuesday)*	Grayslake Campus, A013
June 22, 2027	Grayslake Campus, A013

Proposed FY 2027 Committee of The Whole Meeting Dates

October 3, 2026	Board Development Retreat, Location and Time TBD
February 2, 2027	Financial Planning Retreat, Grayslake Campus

Recommendation: Approve the Proposed FY 2027 Board of Trustees Meeting Dates.

7.1. MEDIA BUYS

Lead Staff: Anne O'Connell, Director, Public Relations & Marketing

Funding Source: FY27 budget

Funding Request: $600,000.00

Vendors	Amount
Various Vendors (see list)	$600,000.00

Explanation of Purchase: This purchase is for advertising services to promote awareness about the College and special events. The advertisers listed below may be used to promote campaigns for semester registration, open house and recruitment events.

The following vendors may be used for advertising services in FY27:

VENDOR	PARENT
AMC	AMC Holdings
Channel Factory	Channel Factory
Clear Channel Outdoor	Clear Channel Outdoor
Daily Herald	Paddock Publications
EffecTv	Comcast
Facebook	Meta
GoogleAds	Google/Alphabet
Gurnee Mills Media	Simon Property Group
Gurnee Mills Production	Britten, Inc.
Hulu	Disney Company
iHeart Streaming	iHeart Media
iMedia Email	iMedia Services
Instagram	Meta
Intersection Transit	Intersection
JRR DSP Digital Video	Jordan, Ross & Rose Advertising
Lake County News-Sun	Tribune Publishing
LinkedIn	Microsoft
Marcus Theatre	Marcus Corporation
Outfront Media	Outfront Media
Pandora	SiriusXM

Six Flags	Six Flags Theme Parks
Spotify	Spotify
StackAdapt	StackAdapt
TikTok	TikTok
Vevo	YouTube/Google
WBBM-AM	Audacy
WBBM-FM	Audacy
WBMX-FM	Audacy
WCIU-TV	Weigel Broadcasting
WDRV-FM	Hubbard Broadcasting
WFLD-TV	Fox Television
WGN-TV	Nexstar Media Group
WGRB-AM	iHeart Media
WIIL-FM	Connoisseur Media
WKSC-FM	iHeart Media
WLEY-FM	Spanish Broadcasting System
WLS-TV	ABC/Disney Company
WMAQ-TV	NBC Universal
WOJO-FM	Televisa Univision
WPPN-FM	Televisa Univision
WTMX-FM	Hubbard Broadcasting
WUSN-FM	Audacy
WVAZ-FM	iHeart Media
WXLC-FM	Connoisseur Media
YouTube	Google/Alphabet

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

Recommendation: Approve purchases with the vendors identified in the table above, in a not-to-exceed total amount of $600,000.00.

7.2. POLICY 302 – DUTIES AND RESPONSIBLITIES OF INSTRUCTORS – REVISED – SECOND READING

Policy 302 – Duties and Responsibilities of Instructors, is presented for a Second Reading. The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No changes were made for Second Reading.

Recommendation: Approve Policy 302 – Duties and Responsibilities of Instructors as revised.

302 DUTIES AND RESPONSIBLITIES OF FACULTY ~~INSTRUCTORS~~

Duties and responsibilities of full-time and part-time faculty shall be outlined in their respective job descriptions and will be subject to any related provisions of the appropriate collective bargaining agreement for faculty subject to an agreement.

~~An instructor for the College of Lake County has four (4) primary responsibilities: instruction of the student, assistance in the advisement process, participation in appropriate curricular and co-curricular assignments and functions, and performance of necessary administrative obligations. In carrying out these responsibilities, the instructor is required to:~~

~~01. Be familiar with the philosophy and objectives of the College.~~

~~02. Provide instruction and conduct classes in accordance with the philosophy of the College and within the scope of a defined course of study.~~

~~03. Cooperate in the development of curriculum, preparation of course outlines and the selection of textbooks, library materials, instructional materials, equipment, and supplies.~~

~~04. Evaluate student progress through regularly scheduled tests, examinations and by other appropriate methods.~~

~~05. Keep accurate records and submit all reports and records when required.~~

~~06. Assist in the advisement of students in cooperation with the Director of Counseling.~~

~~07. Refer to the counseling service any students whose scholastic or personal needs require special attention.~~

~~08. Meet all assigned classes and maintain an approved and posted schedule of conference hours.~~

~~09. Attend faculty meetings, department meetings, and all other meetings called by authorized personnel.~~

~~10. Assist in the registration and pre-registration of students.~~

~~11. Participate in co-curricular activities~~

~~12. Participate in college functions such as assemblies, convocations, and commencement exercises.~~

302 DUTIES AND RESPONSIBLITIES OF FACULTY ~~INSTRUCTORS~~(CONTINUTED)

~~13. Substitute for colleagues on a reciprocal basis for approved absences.~~

~~14. Assume the responsibility for keeping a credential file current by providing all evidence of professional growth.~~

~~15. Encourage reasonable conduct of students in classrooms and on the campus.~~

Adopted 02/26/1980
Amended

7. NEW BUSINESS

7.3. POLICY 303 FACULTY EVALUATION – REVISED – SECOND READING

Policy 303 – Faculty Evaluation is presented for a Second Reading. The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No changes were made for Second Reading.

Recommendation: Approve Policy 303 – Faculty Evaluation as revised.

303 FACULTY EVALUATION

Faculty members shall be evaluated on their teaching performance and achievements related to "Duties and Responsibilities of Faculty ~~the Instructor"~~ (Policy 302). The evaluation shall be conducted in accordance with written procedures, which will be available electronically~~, shall be distributed~~ to all faculty. Faculty evaluation will be subject to the related provisions of the appropriate collective bargaining agreement for full-time and eligible part-time faculty.

Adopted 02/26/1980
Amended

7.4. POLICY 928 – CLASSIFICATION OF EMPLOYEES – REVISED – SECOND READING

Policy 928 – Classification of Employees is presented for revised Second Reading. The revisions to this policy provide current and clearer definitions of employee classifications.

The policy revisions have been reviewed by the College's legal counsel and shared governance system.

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

Recommendation: Approve the revised Policy 928 – Classification of Employees.

928 CLASSIFICATION OF STAFF EMPLOYEES

The College classifies employees for the purposes of compensation, benefits administration, accounting and reporting procedures:

A. Regular employees

1. Regular employees may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. Regular employees may be professional, ~~or~~ administrative, classified or specialists.

2. Work year and schedule

~~a. Regular Employees may be employed in a year-round, nine month (36 work weeks) or ten month (40 weeks) position.~~

a. Regular employees may be full or part-time.

i. Full-time employees are scheduled to work at least 40 hours during the established work week. The full-time equivalency (FTE) is 1.00.

ii. Part-time employees are scheduled to work at least 20 hours on average per week but less than 40 hours on average per week during the established work week. The minimum full-time equivalency (FTE) is 0.50.

b. Regular employees may be employed in a twelve-month (52 weeks), ten month (40 weeks) or nine months (36 work weeks) position.

B. Other employees

1. Part-time under 20 ~~Flex~~ employees are scheduled to work (1) less than 20 hours per week on average during the established work week; or (2) on an as needed basis in academic, student or performing arts program support based on fluctuating academic, student, or program needs. Part-time under 20 ~~flex~~ employees are employed under at-will work arrangement. ~~pursuant to a notice of assignment.~~ The maximum full-time equivalency (FTE) is 0.475.

2. Temporary employees are hired and retained under at-will work arrangements ~~pursuant to a notice of assignment~~ for short-term special projects and seasonal work in accordance with the needs of the College. The College may utilize the services of temporary staffing agency workers in lieu of direct hiring temporary employees.

3. Grant-funded employees are hired for a specific period of time to complete special projects funded in whole or in part by an external agency for a specific and restricted purpose. Grant-funded employees may be administrative, professional, classified, or specialist personnel, and may be appointed by the Board of Trustees ~~or~~ and employed pursuant to a notice of assignment or at-will work arrangements based on full-time equivalency (FTE). A determination by the Board or the external agency discontinuing the grant funding for the applicable a project or program constitutes cause for the termination of the grant-funded Employee's employment. The College will provide written notice of termination of employment to all affected grant-funded employees.

4. Student workers are enrolled in College courses and are hired on a temporary short-term basis under guidelines established by the College. Student workers are employed under at-will work arrangements. ~~pursuant to a notice of assignment.~~

C. Eligibility for benefits

1. Regular employees

a. ~~Full-Time -~~ Full-time regular employees shall participate fully in all staff benefits. The accumulation of paid leave benefits, such as vacation, health leave and eligibility for holiday pay, is suspended during periods of non-employment, such as academic breaks and the summer months, for full-time nine- and ten-month employees.

b. ~~Part-Time -~~ Part-time regular employees shall participate in ~~these~~ staff paid leave benefits detailed in Board Policy 939 on a pro rata basis. ~~: vacation, health leave, and tuition waiver and reimbursement. Part-time regular employees are eligible for holiday pay on holidays that fall on days that they would otherwise be scheduled to work.~~ Part-time regular employees may participate in other staff benefit programs as detailed in the appropriate Board policies or in compliance with federal or state laws. Part-time regular employees shall not be eligible to participate in any ~~other~~ benefit programs at the College unless specifically directed by Board policy or law.

c. If benefit program eligibility for regular full-time or part-time employees is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to employees covered therein.

2. Other employees

a. ~~Part-Time Flex -~~ Part-time under 20 ~~Flex~~ employees shall participate in paid personal leave benefits by law. ~~are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.~~ Part-time under 20 ~~flex~~ employees are eligible to register for classes and programs at the College at the in-district rate. Part-time under 20 employees shall not be eligible to participate in any other benefit programs at the College unless specifically directed by Board policy or law.

b. ~~Temporary Employees -~~ Temporary employees are not eligible to participate in any benefit~~s~~ program~~s~~ at the College~~,~~ unless specifically directed by Board policy or law. ~~including tuition reimbursement, tuition waiver, health insurance or paid time off.~~

c. ~~Grant-Funded Employees -~~ Grant-funded employees are eligible to participate in ~~for salaries and~~ benefit~~s~~ programs based on FTE and as specifically directed by Board policy or law. ~~only as specified in their individual employment contract or notice of assignment.~~

d. ~~Student Workers -~~ Student workers are not eligible to participate in any benefit~~s~~ program~~s~~ at the College~~,~~ unless specifically directed by Board policy or law. ~~including tuition reimbursement, tuition waiver, health insurance or paid time off.~~

Adopted 03/21/1978
Amended 06/29/1979
Amended 04/26/2016
Amended XX/XX/2026