Regular Meeting

Tuesday, March 28, 2023 5:00 PM
Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
    1. Chair's Report
    2. President's Report
    1. Lakeshore Campus Update
    2. Enterprise Resource Planning Software System
5. **Consent Agenda (Action Items)**
    1. Approval of the Minutes
    1. Committee of the Whole Meeting Minutes of February 21, 2023
    2. Regular Meeting Minutes of February 28, 2023
    3. Closed Meeting Minutes of February 28, 2023
    2. Financial
    1. Resolution Approving Reimbursement of Business-Related Travel Expenses
    2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report
    3. Purchasing
    4. Human Resources
    1. New Hires
    2. Probationary Period Completion
    3. Promotions
    4. Personnel and Position Changes
    5. Faculty Employment Contracts
    6. Resignations and Retirements
    5. Contracts and Grants
    6. Other
6. **Presentment of Board Policies and Objectives (Information Items)**
7. **New Business (Action Items)**
    1. Enterprise Resource Planning (ERP) Software System
    2. Elevator Component Upgrade
    3. Anti-Racism Statement
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

5. CONSENT AGENDA 2. FINANCIAL

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

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

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for business-related travel expenses in the amount of $5,211.82 for the Association of Community College Trustees (ACCT) Community College National Legislative Summit, Achieving the Dream 19th Annual conference and Illinois Community College Trustees Association (ICCTA) monthly meeting.

PASSED this 28th day of March 2023 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.

5.2.2. RESOLUTION APPROVING AND RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING MONTHLY FINANCIAL REPORT

Lead Staff: Kevin Appleton, Vice President, 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 Approval of Bills for Payment Policy 713; and

WHEREAS, the full details of the monthly financial report are contained in this document and a summary is attached hereto; and

WHEREAS, no budget transfers exceeding the threshold of $25,000 are recommended to the Fiscal Year 2023 Budget;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and accepts the monthly financial report.

PASSED this 28th day of March 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving and ratifying bills, authorizing budget transfers and accepting monthly financial report.

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 66.7 percent of budgeted revenues through January 2023. At the end of January 2022, the College had received 60.3 percent of the amount budgeted.

As of January 31, 2023, the College had received revenues equal to $42.6 million in Fiscal Year 2023 for local taxes. Local tax revenue is budgeted at $77.4 million for Fiscal Year 2023.

Also, as of January 31, 2023, student enrollment reflected 92.8 percent of the tuition revenue. At the end of January 2022, the College had received 92.5 percent of the amount budgeted. Deferred tuition revenue for summer and fall 2022 was transferred into the appropriate revenue accounts in October 2022.

EXPENDITURES: The expenditures in the operating funds as of January 31, 2023, reflect 50.6 percent of budgeted expenditures for the year. In comparison, as of January 31, 2022, the College had expended 49.1 percent of the amount budgeted. The College is trending on track with the FY 2023 budget plan.

INVESTMENTS: Treasury yields rose in the very short term and fell across the rest of the curve in January. The 10-year saw a 37 basis points (bps) decrease in rates and the 30-year saw a decrease of 34 bps, while the 2- and 5-year rates decreased by 23 and 39 bps, respectively, leading to the Broad Treasury Index returning 2.59 percent for the month. The Bloomberg U.S. Aggregate Index (Aggregate) gained 3.08 percent in January. Investment-grade (IG) credit as a whole returned 3.81 percent, AAA-rated bonds returned 2.07 percent, AA-rated bonds returned 3.71 percent, A-rated bonds returned 3.78 percent and BBB-rated bonds returned 4.14 percent. High-yield corporate bonds also saw a gain of 3.81 percent during the month.

College of Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

January 31, 2023

March 28, 2023

Educational Fund
Balance Sheet
As of January 31, 2023

ASSETS

CASH	
Cash In Bank	11,782,846.47
Change Funds	8,800.00
INVESTMENTS	
Other Investments	61,998,242.25
RECEIVABLES	
Taxes Receivable - Current Levy	32,730,949.49
Corp PRS Property Replc Tax Rec	626,196.03
Allowance for Uncollectable Tuition	(2,150,974.14)
Student Tuition Receivable	14,606,467.92
ACCRUED REVENUE	
Accrued Interest	0.00
Accrued State Apportionment	0.00
Other Accrued Revenue	0.00
INTER-FUND RECEIVABLE	
Receivable From Education Fund	84,436.46
Receivable From Maintenance Fund	1,791.43
Receivable From O.B.M. Fund	2,235,950.09
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	98,101.82
Receivable From Restricted Purpose Fund	23,822,236.39
Receivable From Working Cash	0.00
Tuition Receivable From Financial Aid	0.00
Receivable From Other Funds	11,148,105.63
Deferred Expenses	
Deferred Expenses	36,027.50
TOTAL ASSETS	157,029,177.34

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	89,376.85
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	657,507.86
ACCRUED EXPENSES	
Accrued Expense	658,392.00
INTER-FUND PAYABLE	
Payable to Maintenance Fund	7,348.00
Payable to Education Fund	10,739,216.76
Payable to O. B. M. Funds	10,365,156.31
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	64,189.41
Payable to Restricted Purpose Fund	26,014,172.14
Payable to Working Cash Fund	0.00
Payable to Other Funds	25,145,254.10
DEFERRED REVENUES	
Property Taxes	29,418,910.42
OTHER LIABILITIES	
Other Liabilities	968,584.70
Vacation Accrual	2,807,342.68
FUND BALANCE	
Fund Balance	50,093,726.11
TOTAL FUND BALANCE	50,093,726.11
TOTAL LIABILITIES & FUND BALANCE	157,029,177.34

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: January 31, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	31,810,751.44	45.65%	27,295,192.71	43.75%
CPPRT Corp Pers Prop Repl Tax	2,426,644.13	3.48%	1,126,965.25	1.81%
ICCB Credit Hour Grants	5,804,303.13	8.33%	5,406,890.59	8.67%
Vocational Education	297,745.50	0.43%	287,786.00	0.46%
Tuition	25,478,948.69	36.56%	25,144,234.83	40.31%
Graduation Fees	195.00	0.00%	510.00	0.00%
Transcript Fees	43,400.08	0.06%	47,158.20	0.08%
On-line Course Fee	628,695.82	0.90%	983,886.69	1.58%
Laboratory Fees	382,565.94	0.55%	418,443.62	0.67%
Payment Plan Enrollment Fee	26,775.00	0.04%	26,760.00	0.04%
Credit By Exam Fees	350.00	0.00%	350.00	0.00%
Comprehensive Fees	4,041,833.72	5.80%	4,094,995.14	6.56%
Activity Fee Adjustment	(2,410,718.00)	-3.46%	(2,346,102.00)	-3.76%
Gain(Loss) on Investment	827,245.71	1.19%	(156,169.99)	-0.25%
Other Interest	121,910.28	0.17%	0.00	0.00%
Sweep Accounts	121,022.26	0.17%	1,314.23	0.00%
Library Fines	363.89	0.00%	279.19	0.00%
Miscellaneous Revenue	73,267.73	0.11%	41,450.37	0.07%
Other Revenue/Rebates	11,849.35	0.02%	10,161.26	0.02%
Over Short	0.00	0.00%	3.17	0.00%
Total Income	69,687,149.67	100%	62,384,109.26	100%

Percentages Rounded

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES				
Salaries	39,832,789.22	75%	39,717,825.51	77%
Employee Benefits	6,571,758.36	12%	5,767,175.27	11%
Contractual Services	3,067,955.30	6%	3,193,895.47	6%
General Material & Supplies	1,297,221.64	2%	1,376,885.51	3%
Travel/Conference Meeting Exp	311,153.68	1%	158,242.66	0%
Fixed Charges	782,612.09	1%	758,326.96	1%
Utilities	32,000.31	0%	30,196.91	0%
Capital Outlay	9,326.50	0%	52,120.20	0%
Other Expenditures	1,303,736.41	2%	702,018.35	1%
Total Expense	53,208,553.51	100%	51,756,686.84	100%
Beginning Fund Balance	38,721,962.95		35,908,206.69	
Add: Revenues	69,687,149.67		62,384,109.26	
Less: Expenses	(53,208,553.51)		(51,756,686.84)	
Operating Transfers	(5,106,833.00)		(5,942,906.00)	
Ending Fund Balance	50,093,726.11		40,592,723.11	

Percentages Rounded

Operations & Maintenance Fund
Balance Sheet
As of January 31, 2023

ASSETS

CASH	
Cash In Bank	16,436,612.99
INVESTMENTS	
Repurchase Agreements	0.00
Treasury Bills	0.00
Certificates of Deposit	0.00
RECEIVABLES	
Taxes Receivable - Current Levy	8,707,773.22
Vendor Receivables	15,842.05
ACCRUED REVENUE	
Accrued Interest	0.00
Other Accrued Revenue	0.00
INTER-FUND RECEIVABLE	
Receivable From Education Fund	16,433.00
Receivable From O.B.M. Fund	1,702,269.28
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Receivable From Restricted Purpose Fund	1,046,372.67
Receivable From Working Cash	0.00
Receivable From Other Funds	117,823.38
Deferred Expenses	
Deferred Expenses	204,422.50
TOTAL ASSETS	29,862,282.82

LIABILITIES AND FUND BALANCE

LIABILITIES	
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	1,005,154.69
ACCRUED EXPENSES	
Accrued Expense	0.00
INTER-FUND PAYABLE	
Payable to Education Fund	807,533.49
Payable to O. B. M. Funds	12,775,239.37
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	72.24
Payable to Restricted Purpose Fund	49,307.76
Payable to Working Cash Fund	0.00
Payable to Other Funds	0.00
DEFERRED REVENUES	
Property Taxes	7,826,646.59
Miscellaneous Deferred Revenues	0.00
OTHER LIABILITIES	
Other Liabilities	0.00
FUND BALANCE	
Fund Balance	7,398,328.68
TOTAL FUND BALANCE	7,398,328.68
TOTAL LIABILITIES & FUND BALANCE	29,862,282.82

RECONCILIATION	
BEGINNING FUND BALANCE	5,137,158.56
ADD: REVENUE	8,474,040.66
LESS:EXPENDITURES	(6,212,870.54)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	7,398,328.68

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: January 31, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,403,267.01	99.16%	7,261,548.94	98.38%
Building Rentals	62,408.36	0.74%	102,968.15	1.40%
Other Facility Rentals	0.00	0.00%	12,337.40	0.17%
Miscellaneous Revenue	8,365.29	0.10%	4,325.36	0.06%
Total Income	8,474,040.66	100%	7,381,179.85	100%
EXPENDITURES				
Salaries	2,660,200.77	43%	2,243,756.72	44%
Employee Benefits	816,345.53	13%	793,271.75	16%
Contactual Services	452,749.67	7%	480,053.52	9%
General Material & Supplies	465,160.58	7%	134,266.93	3%
Travel/Conference Meeting Exp	9,719.38	0%	4,062.81	0%
Fixed Charges	832,122.84	13%	232,823.85	5%
Utilities	898,300.11	14%	1,088,567.43	22%
Capital Outlay	77,351.87	1%	99,134.66	2%
Other Expenditures	919.79	0%	(13,607.29)	0%
Total Expense	6,212,870.54	100%	5,062,330.38	100%
Beginning Fund Balance	5,137,158.56		5,417,145.32	
Add: Revenues	8,474,040.66		7,381,179.85	
Less: Expenses	(6,212,870.54)		(5,062,330.38)	
Operating Transfers	0.00		(788,938.00)	
Ending Fund Balance	7,398,328.68		6,947,056.79	

5.4.1. NEW HIRES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Shell-Davis, Lautauscha	N/A	Administrator Position Number: 0013 Dean, Adult Education and English as a Second Language	N/A	D72 $118,500/ Exempt	3/27/2023	3/27/2023 - 6/30/2023
2	Garamoni, Michael	N/A	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	N/A	D61 $93,700/ Exempt	4/24/2023	4/24/2023 - 6/30/2023
Recommendation: Approve the above full-time employment.							

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-appointed positions, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialists.

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
1	Morris, John	Specialist Position Number: 0211 Head Women's Basketball Coach and Communications Coordinator, Athletic Administration	N/A	B32 $52,500/ Annual Exempt	N/A	Date of Probationary Completion: 2/25/2023	2/25/2023 - 6/30/2023
2	Osman Torio, Kunnain	Specialist Position Number: 1202 Technical Analyst, Student Records	N/A	C41 $52,000/ Annual Exempt	N/A	Date of Probationary Completion: 2/25/2023	2/25/2023 - 6/30/2023

Recommendation: Approve the above full-time employment.

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-appointed positions, in accordance with Board Policy 502 – Employment Practices and Procedures – Classified.

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
3	Dunn, Samantha	Classified Position Number: 1218 Enrollment Services Generalist, Welcome and One-Stop Center	N/A	B22 $16.88/Hour Non-exempt	N/A	Date of Probationary Completion: 2/25/2023	N/A
4	Tejeda, Brittany	Classified Position Number: 0335 Assistant Teacher, Children's Learning Centers, Lakeshore Campus	N/A	A13 $13.98/Hour Non-exempt	N/A	Date of Probationary Completion: 2/25/2023	N/A

Recommendation: Approve the above full-time employment.

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
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							
5	Ramirez, Cesar	Classified - Union Position Number: 0365 Lead Custodian, Custodial	N/A	$19.52/Hour Non-exempt	N/A	Date of Probationary Completion: 2/25/2023	N/A
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.							
6	Feger, Ward	Classified - Union Position Number: 0115 Police Officer, Police Department	N/A	$28.00/HourNon-exempt	N/A	Date of Probationary Completion: 2/25/2023	N/A

Recommendation: Approve the above full-time employment.

5.4.3. PROMOTIONS

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

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Castillo, Jenny	Classified Position Number: 0993 Office Assistant, Dental Hygiene	Classified Position Number: 0085 Senior Administrative Assistant, Biological and Health Sciences Division	A11 $13.00/ Hour Non-Exempt	B23 $18.59/ Hour Non-Exempt	4/3/2023	N/A
2	Kosberg, Becky	Classified Position Number: 1332 Office Associate, Access and Disability Resource Center	Specialist Position Number: 0870 Accessibility Coordinator, Access and Disability Resource Center	B21 $18.74/ Hour Non-Exempt	B32 $54,200/ Annual Exempt	4/3/2023	4/3/2023 - 6/30/2023
Recommendation: Approve the above actions.							

5.4.4. 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, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends the reassignment of a vacant classified position to Facilities Administration. The position change is funded through existing budget resources.								
1	Title, Job Grade	Vacant	Classified Position Number: 0348 Senior Administrative Assistant, Business Operations	Classified Position Number: 0348 Office Associate, Facilities Administration	B23 Non-exempt	B21 Non-exempt	3/29/2023	N/A
Administration recommends the reassignment of a vacant administrator position for Global Engagement. The position change is funded through existing budget resources.								
2	Title, Department	Vacant	Administrator Position Number: 1762 Director, Student Records and Global Engagement	Administrator Position Number: 1762 Director, Global Engagement	D61 Exempt	D61 Exempt	3/29/2023	TBD
Administration recommends a new specialist position for Community Programming, Urban Farm. This position will be grant funded.								
3	New Position	N/A	N/A	Specialist Position Number: TBD Laboratory Coordinator*, Urban Farm	N/A	B24 Non-exempt	3/29/2023	TBD
Recommendation: Approve the position changes, effective March 29, 2023.								

*Grant/externally funded position.

5.4.4. 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, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends the promotion of a current administrator to Assistant Vice President for Strategy, Planning and Support. The position change is funded through existing budget resources.								
4	Promotion to New Position	Branson, Nick	Administrator Position Number: 1763 Director Student Success Strategies, Student Success Strategy	Administrator Position Number: TBD Assistant Vice President, Strategy, Planning and Support	D71 $109,403/ Annual Exempt	E82 $135,000 Annual Exempt	3/29/2023	3/29/2023-6/30/2023
Recommendation: Approve the position changes, effective March 29, 2023.								

5.4.5. FACULTY EMPLOYMENT CONTRACTS

Per the 2022-2025 Collective Bargaining Agreement (CBA) between the Board of Trustees of the College of Lake County and the College of Lake County Federation of Teachers, Local No. 2394, AFT approved by the Board on February 28, 2023, the following full-time instructional and non-instructional faculty are employed for the 2022-2023 academic year (contract dates August 16, 2022 - May 13, 2023). These contracts are regular full-time load and do not include overload pay. These contracts have been made public with the public posting of the board meeting agenda.

	Last Name, First Name	Position Title
1	Abdallah, Mohammad	Instructor, Heating and Air Conditioning Engineering Technology
2	Ahchiyski, Vasil	Instructor, Mechatronics
3	Aichele, Kim	Instructor, Dental Hygiene
4	Aiossa, Elizabeth	Instructor, English
5	Albrecht, Kenneth	Instructor, Mechatronics
6	Alonso, Javier	Instructor, Criminal Justice
7	Alpert, Valerie	Instructor, Dance
8	Andersen, Eric	Instructor, Precision Machining Technology
9	Anderson, Diane	Librarian
10	Andrade, Francisco	Instructor, CAD
11	Andrews, Jeff	Instructor, Mathematics
12	Aquino, Tessa	Instructor, English
13	Arce, Kelly	Instructor, ESL
14	Ardito, Frank	Instructor, Physical Education
15	Audi, Ahmad	Instructor, Chemistry
16	Behling, Erika	Librarian
17	Beintema, Mark	Instructor, Mathematics
18	Belec-Olander, Ruth	Instructor, Certified Nursing Assistant
19	Benjamin, Nora	Instructor, Psychology

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
20	Benson, Perry	Instructor, Academic Success
21	Berkowitz, Eric	Instructor, Computer Information Technology Cybersecurity
22	Black, Kelly	Instructor, Reading
23	Bolton, David	Instructor, Art
24	Bonine, Mary	Instructor, Biology
25	Boyd, Riyanti	Instructor, Mathematics
26	Boyke, Kimberly	Instructor, Mathematics
27	Breen, Nathan	Instructor, English
28	Brown, Wendy	Instructor, Anthropology/Sociology
29	Bruellman, Jill	Instructor, ELI/TESOL/TESL
30	Brueske, Shari	Instructor, Psychology
31	Buckner, Mary	Instructor, Nursing
32	Burde, Jared	Instructor, Physics
33	Burgos, Douglas	Instructor, Heating and Air Conditioning Engineering Technology
34	Calderon Duran, Marcela	Instructor, Early Childhood/Elementary Education*
35	Carlson, Donna	Instructor, Mathematics
36	Cartwright, Kelly	Instructor, Biology
37	Carver, Mary Lynn	Instructor, ABE/GED Reading
38	Cash, Amanda	Instructor, English
39	Cashmore, Jason	Instructor, Biology
40	Casper, Natalia	Instructor, Mathematics
41	Cavazos, Octavio	Instructor, Automotive Collision Repair
42	Chapa, Michael	Instructor, Heating and Air Conditioning Engineering Technology
43	Chernaik, Anne	Librarian

*Grant/externally funded position.

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
44	Chessman, Nolan	Instructor, English
45	Chittal, Jay	Instructor, Accounting
46	Chmara, Joel	Instructor, Communication
47	Chu, Shanti	Instructor, Philosophy
48	Clark, Patty	Instructor, Business Administration
49	Colton, Cathy	Instructor, English
50	Cooling, Chris	Instructor, Communication
51	Coykendall, Mark	Instructor, Biology
52	Crews, Therese	Instructor, Dance
53	Cullen II, Mick	Instructor, Human Services
54	Cumpston, Ryan	Instructor, Earth Sciences
55	Cunningham, Ali	Instructor, Communication
56	Dameron, Kristi	Instructor, Biology
57	Dublis, Katie	Instructor, English
58	Durbha, Vara	Instructor, Psychology
59	Edwards, Jan	Instructor, Engineering
60	Eggler, Elliot	Instructor, Surgical Technology
61	Fasano, Lisa	Instructor, Medical Assisting
62	Faulk, Josie	Instructor, History
63	Filiatreault, Dory	Instructor, Sociology
64	Filicette, Teresa	Instructor, Academic Success
65	Finer, Evan	Instructor, Psychology
66	Fisher, Janet	Instructor, Academic Success
67	Flack, Michael	Instructor, Music
68	Folger, Tracie	Instructor, Theatre

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
69	Forsberg, Imelda	Instructor, Basic Nurse Assisting
70	Garcia Jr, David	Instructor, Automotive Collision Repair
71	George, Edwin	Instructor, Philosophy
72	Gifford, Fred	Instructor, Communication
73	Giordani, Tania	Instructor, ABE/GED Mathematics
74	Gollapudi, Lakshmi	Instructor, Biology
75	Gonder, Patrick	Instructor, English/Humanities
76	Gordon, Gregory	Instructor, History
77	Habeger, Hans	Instructor, Art
78	Harper, Lynn	Instructor, Communication
79	Hasbrouck, Jason	Instructor, Mathematics
80	Hasbrouck, Kim	Instructor, Mathematics
81	Hawarny, Becky	Instructor, Nursing
82	Hay, Marsha	Instructor, Biology
83	Henry, Michele	Instructor, Nursing (Term Limited)
84	Herzog, Kalyn	Instructor, Biology
85	Hester, Joseph	Instructor, ESL
86	Hines, Jeffrey	Instructor, Machine Tool Trade
87	Hobart, Laura	Instructor, Mathematics
88	Hodges, Terence	Instructor, Human Services
89	Hooper, David	Instructor, Hospitality and Culinary Management
90	Howell, Jeff	Instructor, Fire Science Technology/Emergency Management
91	Hulvat, Jen	Instructor, Criminal Justice
92	Hunt, Barb	Instructor, Nursing
93	Hunter, Byron	Instructor, Mathematics

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
94	Hutchinson, Frederic	Instructor, Sociology
95	Hwang, Saehan	Instructor, Mathematics
96	Illg, Karsten	Instructor, Welding Fabrication Technology
97	Iordan, Dunia	Instructor, Nursing
98	Jacobs, Mary	Instructor, Dental Hygiene
99	Jimenez, Miguel	Instructor, English
100	Jones, Malika	Instructor, Adult Basic Education Transitions
101	Jones, Shane	Instructor, Biology
102	Kahveci, Ajda	Instructor, Chemistry
103	Kaur Singh, Neeru	Instructor, Health Information Technology
104	Keesling, Derrek	Instructor, Automotive Technology
105	Kellerhals, Bill	Instructor, Photonics
106	Kikuchi, Ken	Instructor, Psychology
107	Kordik, Cheryl	Instructor, Chemistry
108	Kozien, Michael	Instructor, Digital Media and Design
109	Krachtus, Debbie	Instructor, Nursing
110	Krishnamurthy, Venkat	Instructor, Business Administration
111	Kumar, Sanjay	Instructor, Computer Information Technology
112	Kupetz, John	Instructor, Digital Media and Design
113	Kurbanov, Elbek	Instructor, Chemistry
114	Kurschner, Mike	Instructor, Industrial Technology*
115	Kurup, Shyam	Instructor, Mathematics
116	Kusiak, Kathy	Instructor, English
117	Lally, Martha	Instructor, Psychology
118	Latza, Michael	Instructor, English

*Grant/externally funded position.

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
119	LeFeber, Lindsey	Librarian
120	Ledvina, Holly	Librarian
121	Lee, Yoonill	Instructor, Electrical Engineering Technology
122	Leifheit, Cristen	Instructor, Art/Digital Media
123	Leiter, Derek	Instructor, Pharmacy Technician
124	Lenz, Steven	Instructor, Heating and Air Conditioning Engineering Technology
125	Liles, Ty	Instructor, Geography
126	Lossmann, Robert	Instructor, Art
127	Lozano, Christina	Instructor, Medical Imaging
128	MacDonald, Cindy	Instructor, Nursing
129	MacDonald, Lucia	Instructor, Nursing
130	Martin, Elisabeth	Instructor, Biology
131	Maslanka, Vasilka	Instructor, English
132	Mazilu, Ana	Instructor, Physics
133	Melnytschuk, Chris	Instructor, Health Information Technology
134	Meyer, Kathryn	Instructor, Business and Supply Chain Management
135	Micek, Alyssa	Instructor, ESL
136	Mikol, Carmella	Instructor, Nursing
137	Milburn, Colleen	Instructor, Nursing
138	Miller, Gayle	Instructor, Legal Studies
139	Mudrock, Jeff	Instructor, Mathematics
140	Mullinax, Stefan	Instructor, Economics
141	Munk, Rebecca	Instructor, Philosophy
142	Murphy, Timothy	Instructor, Political Science
143	Myers, Don	Instructor, Automotive Collision Repair

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
144	Nehring, Annette	Instructor, Mathematics
145	Nelson, Michele	Instructor, English
146	Norwood, Angela M	Instructor, Phlebotomy
147	Novinska, Teresa	Instructor, Hospitality and Culinary Management
148	O'Connell, Mary	Librarian
149	O'Grady, Liz	Instructor, Biology
150	Oliva, Sonia	Instructor, Sociology
151	Ott, Adina	Instructor, Chemistry and Pharmacy Technician
152	Otto, Laura	Instructor, English
153	Pabedinskas, Joana	Instructor, Health and Wellness Promotion
154	Palumbo, Scott	Instructor, Anthropology
155	Paterno, Cari	Instructor, Psychology (Term Limited)
156	Pitrello, Nina	Instructor, Anthropology
157	Pittman, Deidra	Instructor, Phlebotomy
158	Poma, Gladys	Instructor, Mathematics
159	Porter, Margie	Instructor, Mechanical Engineering
160	Priest, Eric	Instructor, Earth Sciences
161	Proctor, Michelle	Instructor, Education
162	Proft, Kari	Instructor, Communication
163	Pryga, Suzanne	Instructor, Sociology
164	Racina, Janet	Instructor, Nursing
165	Raman, Vasumathi	Instructor, Economics
166	Ramirez, Abel	Instructor, Hospitality and Culinary Management
167	Rasmussen, Matthew	Instructor, Psychology
168	Reed, Scott	Instructor, Mathematics

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
169	Remedi, Bob	Instructor, Biology
170	Rich, Craig	Instructor, Theatre
171	Rodgers, Jason	Instructor, Digital Media and Design
172	Rolli, William	Instructor, Mathematics
173	Roque, Rav	Instructor, Nursing
174	Rowe, Erick	Instructor, Art Photography
175	Ruiz-Velasco, Theresa	Instructor, Spanish
176	Schael, Diane	Instructor, Early Childhood/Elementary Education
177	Scheffler, Mary	Instructor, Nursing
178	Scherbaum, Robert	Instructor, Computer Information Technology
179	Schevera, Nicholas	Instructor, English
180	Scott, Lorri	Instructor, Legal Studies
181	Seitz, Jeanine	Instructor, Biology
182	Shireman, Herschell	Instructor, Welding Fabrication Technology
183	Simmons, Tara	Instructor, Chemistry
184	Smith, Mark	Instructor, Mathematics
185	Smith, Scott	Instructor, Business Administration
186	Soybel, Phyllis	Instructor, History
187	Sprague, Jon	Instructor, Mathematics
188	Staben, Jennifer	Instructor, English
189	Stahl, Esley	Instructor, English
190	Starzec, Kathryne	Instructor, English
191	Starzec, Larry	Instructor, English
192	Stegman, Patrick	Instructor, Accounting
193	Swain, Gina	Instructor, Business Administration/Management (Term Limited)

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
194	Swanson, Katherine	Instructor, Surgical Technology
195	Taha, Jack	Instructor, Medical Assisting
196	Tenuto, John	Instructor, Sociology
197	Thomas, John	Instructor, Mathematics
198	Thomas-George, Cindu	Instructor, Communication
199	Thompson, Danielle	Instructor, Dental Hygiene
200	Thornburgh, Stewart	Instructor, Mathematics
201	Toch, Uri	Librarian
202	Trimier, Jackie	Instructor, Philosophy/Humanities
203	Trombino, Cynthia	Instructor, Biology
204	Twardock, Rob	Instructor, Engineering
205	Utecht, Chris	Instructor, Criminal Justice
206	Valentine-French, Suzanne	Instructor, Psychology
207	Valtierra, Felipe	Instructor, Automotive Technology
208	Varblow, Jeff	Instructor, Accounting
209	Vena, William	Instructor, Hospitality and Culinary Management
210	Wakefield-Thorne, Heide	Instructor, Nursing
211	Wells, Theodore	Instructor, Automotive Technology
212	White, Tonitta	Instructor, Economics
213	Wiechert, Lynn	Instructor, Medical Imaging
214	Wilson, Beth	Instructor, Chemistry
215	Wismer, Carol	Instructor, Biology
216	Wolf, Page	Faculty Development Instructional Developer
217	Wooten, Dave	Instructor, Industrial Technology
218	Wu, Maggie	Instructor, Accounting

5.4.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
219	Wyniawskyj, Chris	Instructor, Mathematics
220	Xiang, Yang	Instructor, Digital Media and Design
221	Yanez, Olivia	Instructor, Spanish
222	Zahina-Ramos, John	Instructor, Horticulture
223	Zhai, Xiaoming	Instructor, Geology

Recommendation: Approve the above full-time instructional and non-instructional faculty contracts that have been posted on the College's website for public review for the 2022-2023 academic year.

5.4.6. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Datar, Sujata	Specialist – Part-time Position Number: 1543 Student Services Specialist*, TRiO - Student Support Services	3/6/2023
2	Resignation	Clark, Zachary	Administrator Position Number: 0320 Director, Student Activities and Inclusion	4/3/2023
3	Resignation	Kim, Kevin	Specialist Position Number: 1440 International Trade Specialist*, Small Business Development/International Trade Center	4/14/2023
4	Resignation	Hobson, Lindsey	Specialist Position Number: 0820 International Student Navigator, Global Engagement	6/12/2023
5	Retirement	Finer, Evan	Faculty Position Number: 1349 Instructor, Psychology	5/31/2023
6	Retirement – Revised Date	Harlan, Darryl	Professional Position Number: 0117 Lieutenant, Police Department	6/12/2023 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

*Grant/externally funded position.

5.5. ACCEPTANCE OF THE ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) MENTAL HEALTH EARLY ACTION ON CAMPUS GRANT

Grantor: Illinois Community College Board (ICCB)

Amount: $641,304.00 **Period**: 7/1/22 to 8/31/23

Type: Non-Competitive **Matching Funds**: None

Lead Staff: Karen Hlavin, Vice President of Student Development

Purpose: The Mental Health Early Action on Campus Act is intended to address gaps in mental health services on college campuses across Illinois through training, peer support and community-campus partnerships. Grant monies will be used to increase and improve support for students with mental health needs through the development and implementation of training plans for the CLC community, which includes peer-to-peer student support training. The funds will also be used to expand partnerships with local organizations to provide clinical support and public health programs that support wellness, expand existing mental health and student engagement software programs that provide students with evidence-based resources to support their mental wellness, and increase marketing and awareness of available mental health services.

Recommendation: Approve the acceptance of the ICCB Mental Health Early Action on Campus grant in the amount of $641,304.00.

5.6. ACADEMIC CALENDAR

The revisions to the 2023-2024 and 2024-2025 academic calendars (highlighted in yellow below) represent the work of the 2022-2023 Calendar Committee to align the dates of CLC's spring break with dates announced at this time by the majority of K-12 schools in Lake County, to include both fall and spring commencement dates, and to clarify observed holidays.

Recommendation: Approve the proposed revisions, highlighted below, to the 2023-2024 and 2024-2025 academic calendars.

2023-2024 ACADEMIC CALENDAR

2023 Fall Session

August 21	Classes Begin
September 4-5	Labor Day Recess (no classes)
October 16	Mid-Semester
November 22-26	Thanksgiving Recess (no classes)
December 9-15	Final Exams
December 14 (tentative)	Fall Commencement
December 15	Semester Ends

2024 Spring Session

January 15	Martin Luther King Jr. Day (no classes)
January 16	Classes Begin
March 11	Mid-Semester
March 25-31	Spring Break (no classes)
May 4-10	Final Exams
May 10	Semester Ends
May 11	Spring Commencement

2024 Intersession

May 14	Classes Begin
May 27	Memorial Day (no classes)
May 31	End of Session

2024 Summer Session

June 3	Classes Begin
June 19	Juneteenth National Freedom Day (no classes)
July 4	Independence Day (no classes)
July 25	End of Session

5.6. ACADEMIC CALENDAR (CONTINUED)

2024-2025 ACADEMIC CALENDAR

2024 Fall Session

August 19	Classes Begin
September 2-3	Labor Day Recess (no classes)
October 14	Mid-Semester
November 27-December 1	Thanksgiving Recess (no classes)
December 7-13	Final Exams
TBA	Fall Commencement
December 13	Semester Ends

2025 Spring Session

January 20	Martin Luther King Jr. Day (no classes)
January 21	Classes Begin
March 17	Mid-Semester
March 24-30	Spring Break (no classes)
May 10-16	Final Exams
May 16	Semester Ends
May 17	Spring Commencement

2025 Intersession

May 20	Classes Begin
May 26	Memorial Day (no classes)
June 6	End of Session

2025 Summer Session

June 9	Classes Begin
June 19	Juneteenth National Freedom Day (no classes)
July 3	Independence Day observed (no classes)
July 31	End of Session

7.1. NEW BUSINESS

7.1. ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SYSTEM

Lead Staff: Greg Kozak, Chief Information Officer

Funding Source: FY2021 Surplus

Bids	**Amount**
Precision Task Group, Inc.*	$12,592,324.00
Mythics, Inc.	$15,486,902.40

**Recommended*

Explanation of Purchase: This purchase is to replace the College's current PeopleSoft ERP system with Workday® software. The ERP system supports critical Student, HR, and Finance administrative operations of the College. The recommended solution will improve the student and staff experience, enhance the College's ability to use data to improve student and operational outcomes, and proactively replace PeopleSoft prior to the announced cessation of its support.

A resource allocation plan, as reviewed during the Board financial planning committee of the whole, is in place to fund the development, integration, transition and launch of the Workday® software system. Year 1 is funded through previously approved resources from FY2021 surplus. Through the transition phase, surplus and operational resources will be leveraged. Once transition to Workday® software is complete, annual costs will be covered through the standard operational budget for the enterprise resource system.

In addition to the ten-year subscription for the cloud-based solution, two years of training services are included. The payment schedule is as follows:

Total 10 Year Cost	**$12,592,324**

Software	
Payment Due Date	**Payment Amount**
Order Effective Date	$417,044
8/1/2023	$1,209,438
8/1/2024	$1,209,438
8/1/2025	$1,209,438
8/1/2026	$1,209,438
8/1/2027	$1,209,438
8/1/2028	$1,209,438
8/1/2029	$1,209,438
8/1/2030	$1,209,438
8/1/2031	$1,209,438
8/1/2032	$1,209,438
Total Payment Amount	**$12,511,424**

Training	
Payment Due Date	**Payment Amount**
Order Effective Date	$63,525
8/1/2023	$17,375
Total Payment Amount	**$80,900**

Recommendation: Approve purchase for a ten-year agreement from March 31, 2023, through March 30, 2033, with Precision Task Group, Inc. of Houston, TX, in a not-to-exceed amount of $12,592,324.00.

7. NEW BUSINESS

7.2. ELEVATOR COMPONENT UPGRADE

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: 2021 bonds

Bids	**Amount**
KONE Corporation*	$548,124.50

**Recommended*

Explanation of Purchase: This purchase is to upgrade elevator components located on the Grayslake and Lakeshore campuses. This project will maintain elevator safety. KONE Corporation was the only responsive and responsible bidder.

Recommendation: Approve a purchase with KONE Corporation of Chicago, IL in the amount of $498,295.00 with a 10% contingency of $49,829.50 for a not-to-exceed total of $548,124.50.

7.3. ANTI-RACISM STATEMENT – NEW – SECOND READING

The Statement has been reviewed by the College's legal counsel and vetted through CLC's shared governance system, which includes representation from faculty, staff, students, and the Board of Trustees. The Anti-Racism Statement is presented as a Second Reading for adoption.

Recommendation: Adopt the Anti-Racism Statement.

In Unity, as the College of Lake County Community:

We recognize racism as the systematic oppression of Black, Indigenous and People of Color (BIPOC) and historically marginalized racial groups that ~~racism~~ intersects with other prejudices creating and sustaining overlapping systems of oppression.

We acknowledge that the institution of higher education has a history of excluding marginalized racial groups.

We know that being in a position of power and remaining silent on the issue of racist practices is a disservice to our college community and our mission.

We stand in ~~solidarity~~ unity with all oppressed, marginalized, minoritized and targeted racial/ethnic groups against racism, bias and hate.

We support racial equality, racial equity and social justice.

We strive to disrupt and dismantle racism and ~~all other forms of systemic oppression,~~ to understand the impact of explicit and implicit biases~~., and to recognize the power and privilege in our services, policies and practices.~~

We commit to ~~impact the college's strategic initiatives and values to ensure~~ enact an anti-racist climate in which students, faculty and staff can flourish, that is free of barriers and is uniquely designed to support each member's self-actualization.

We vow to create a transformative anti-racist ~~learning and working~~ environment ~~by being~~through ~~increasingly~~ racially conscious ~~and engaging in learning about racial equity to~~ practices that foster ~~help us~~ understanding of how and when the use of power~~, and~~ white privilege and anti-Blackness ~~have~~ influence~~d our~~ institutional services, policies and practices.

We call upon every member of our community to ~~commit themselves to the college's anti-racism statement and to~~ refuse to accept the unjust treatment of ~~anyone in our community~~people.