Regular Meeting

Tuesday, August 22, 2023 5:00 PM
Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030

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. Student Trustee's Report
    3. President's Report
    1. Institutional Capacity Assessment Tool (ICAT) Survey Overview
    2. New Employee Onboarding and First Year Experience Program
5. **Consent Agenda**
    1. Approval of the Minutes
    1. Committee of the Whole Meeting Minutes of June 20, 2023
    2. Closed Committee of the Whole Meeting Minutes of June 20, 2023
    3. Regular Meeting Minutes of June 27, 2023
    4. Closed Meeting Minutes
    2. Financial
    1. Resolution Approving Reimbursement of Business-Related Travel Expenses
    2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report
    3. Purchasing
    1. 2024 Chevrolet Express Cargo Van (National Auto Fleet Group)
    2. Scissor Lift for Automotive Technology (Automotive Equipment Specialists)
    3. Architectural Consulting Services for Masonry Repairs (ARCON Associates, Inc.)
    4. Scheduling Software Maintenance (CollegeNET, Inc.)
    5. Elevator Maintenance Services (KONE Corporation)
    6. Business-to-Business Strategic Marketing (Sales Empowerment Group)
    7. Audiovisual Equipment/Grayslake Campus Conference Center (Mesa Electronics, Inc.)
    4. Human Resources
    1. New Hires
    2. Probationary Period Completion
    3. Personnel and Position Changes
    4. Promotions
    5. Resignations and Retirements
    5. Contracts and Grants
    1. Acceptance of the Illinois Green Economy Network (IGEN) Subcontract (Illinois Renewable Energy Trust Fund)
    6. Other
6. **Presentment of Board Policies and Objectives**
7. **New Business (Action Items)**
    1. Audiovisual Equipment/Lakeshore Student Services Center (Mesa Electronics, Inc.)
    2. Approval of Intergovernmental Agreement with the City of Waukegan
    3. Personnel and Position Changes
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**

10. **Adjournment**

College of Lake County
Community College District No. 532
Tuesday, August 22, 2023, 5:00 PM

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, August 22, 2023, at 5:00 PM, in **Grayslake Campus, Room A013, 19351 West Washington Street, Grayslake, IL 60030**. Virtual meeting access is available via YouTube live stream at: https://youtube.com/live/wa6Q_AaUyB4 and the agenda is posted on the College of Lake County website at: https://www.clcillinois.edu/aboutclc/board-of-trustees

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 PM on Tuesday, August 22, 2023**.** Individuals will be called to the podium when it is their time and provided three minutes 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. Institutional Capacity Assessment Tool (ICAT) Survey Overview
     - 4.3.2. New Employee Onboarding and First Year Experience Program
5. **Consent Agenda**
   - 5.1. Approval of the Minutes
     - 5.1.1. Committee of the Whole Meeting Minutes of June 20, 2023
     - 5.1.2. Closed Committee of the Whole Meeting Minutes of June 20, 2023
     - 5.1.3. Regular Meeting Minutes of June 27, 2023
     - 5.1.4. Closed Meeting Minutes
       No closed meeting during June 27, 2023, Board of Trustees Meeting
   - 5.2. Financial
     - 5.2.1. Resolution Approving Reimbursement of Business-Related Travel Expenses
     - 5.2.2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report
   - 5.3. Purchasing
     - 5.3.1. 2024 Chevrolet Express Cargo Van (National Auto Fleet Group)
     - 5.3.2. Scissor Lift for Automotive Technology (Automotive Equipment Specialists)
     - 5.3.3. Architectural Consulting Services for Masonry Repairs (ARCON Associates, Inc.)
     - 5.3.4. Scheduling Software Maintenance (CollegeNET, Inc.)
     - 5.3.5. Elevator Maintenance Services (KONE Corporation)
     - 5.3.6. Business-to-Business Strategic Marketing (Sales Empowerment Group)
     - 5.3.7. Audiovisual Equipment/Grayslake Campus Conference Center (Mesa Electronics, Inc.)

5.4. Human Resources
Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/contractsaugust2023.pdf

5.4.1. New Hires

5.4.2. Probationary Period Completion

5.4.3. Personnel and Position Changes

5.4.4. Promotions

5.4.5. Resignations and Retirements

5.5. Contracts and Grants

5.5.1. Acceptance of the Illinois Green Economy Network (IGEN) Subcontract (Illinois Renewable Energy Trust Fund)

5.6. Other (None)

6. Presentment of Board Policies and Objectives (None)

7. New Business (Action Items)

7.1. Audiovisual Equipment/Lakeshore Student Services Center (Mesa Electronics, Inc.)

7.2. Approval of Intergovernmental Agreement with the City of Waukegan

7.3. Personnel and Position Changes

8. Executive Session (Closed)

9. Other Matters for Information or Discussion

10. Adjournment

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 $12,749.22 for travel associated with the Association of Community College Trustees (ACCT), National Institute for Staff and Organizational Development (NISOD) and the Illinois Community College Trustees Association (ICCTA) meeting.

PASSED this 22nd day of August 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.

5.2.1 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, budget transfers in the amount of $85,220 are recommended to the Fiscal Year 2023 Budget and no budget transfers exceeding the threshold of $25,000 are recommended to the Fiscal Year 2024 Budget.

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided in the board portal, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of $85,220.

PASSED this 22nd day of August 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.

5. CONSENT AGENDA 2. FINANCIAL

FY 23 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	528000 01 00016 8060 01	Compensation & Benefits	Retirement Health Insurance	$ 55,000.00		Reimbursements for Employee CIP Insurance
	519000 01 00016 8060 01	Compensation & Benefits	Other Salaries		$ 55,000.00	
2)	536000 01 01008 8020 01	Office Services	Finance	$ 30,220.00		Temp Agency Staffing Coverage
	511001 01 01008 8020 01	Administrative Staff	Finance		$ 17,000.00	
	512006 01 01008 8020 01	Professional Staff	Finance		$ 6,420.00	
	544003 01 01008 8020 01	Postage	Finance		$ 5,000.00	
	553000 01 01008 8020 01	Travel/Out-of-District	Finance		$ 1,800.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 85,220.00	$ 85,220.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 74.7 percent of budgeted revenues through May 2023. At the end of May 2022, the College had received 68.6 percent of the amount budgeted.

As of May 31, 2023, the College had received revenues equal to $43.7 million in FY2023 for local taxes. Local tax revenue is budgeted at $77.4 million for Fiscal Year 2023.

Also, as of May 31, 2023, student enrollment reflected 92.6 percent of the tuition revenue. At the end of May 2022, the College had received 82.8 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 May 31, 2023, reflect 86.3 percent of budgeted expenditures for the year. In comparison, as of May 31, 2022, the College had expended 76.3 percent of the amount budgeted. The College is trending on track with the FY2023 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

May 31, 2023

August 22, 2023
Community College District 532

Educational Fund
Balance Sheet
As of May 31, 2023

ASSETS

CASH	
Cash In Bank	21,249,704.84
Change Funds	8,800.00
INVESTMENTS	
Other Investments	20,646,720.64
RECEIVABLES	
Taxes Receivable - Current Levy	32,730,949.49
Corp PRS Prty Replc Tax Rec	626,196.03
Allowance for Uncollectable. Tuition	(2,150,974.14)
Student Tuition Receivable	14,457,218.07
Other Receivables	1,123.07
INTER-FUND RECEIVABLE	(14,696,590.96)
Prepaid Expenses	
Prepaid Expenses	44,603.00
TOTAL ASSETS	72,917,750.04

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	77,639.13
ACCOUNTS PAYABLE	
Accounts Payable	889,008.92
ACCRUED EXPENSES	
Accrued Expense	658,392.00
INTER-FUND PAYABLE	
DEFERRED REVENUES	
Property Taxes	29,418,910.42
Total Tuition & Fees	10,521,897.87
OTHER LIABILITIES	
Other Liabilities	1,009,374.70
Vacation Accrual	2,963,550.33
FUND BALANCE	
Fund Balance	27,378,976.67
TOTAL FUND BALANCE	27,378,976.67
TOTAL LIABILITIES & FUND BALANCE	72,917,750.04

RECONCILIATION	
BEGINNING FUND BALANCE	38,721,962.95
ADD: REVENUE	78,468,612.63
LESS:EXPENDITURES	(84,704,765.91)
OPERATING TRANSFERS	(5,106,833.00)
ENDING FUND BALANCE	27,378,976.67

College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: May 31, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	34,538,895.85	44.02%	31,816,858.21	44.44%
T.I.F.A.	0.00	0.00%	92,670.46	0.13%
CPPRT Corp Pers Prop Repl Tax	3,986,018.07	5.08%	3,195,827.02	4.46%
ICCB Credit Hour Grants	8,573,169.69	10.93%	8,350,200.27	11.66%
Vocational Education	595,491.00	0.76%	575,571.00	0.80%
Tuition	25,664,481.97	32.71%	25,401,037.17	35.48%
Graduation Fees	330.00	0.00%	720.00	0.00%
Transcript Fees	74,423.40	0.09%	65,294.17	0.09%
On-line Course Fee	634,328.60	0.81%	995,952.99	1.39%
Laboratory Fees	555,995.83	0.71%	618,940.08	0.86%
Payment Plan Enrollment Fee	41,900.00	0.05%	40,405.00	0.06%
Credit By Exam Fees	650.00	0.00%	750.00	0.00%
Comprehensive Fees	4,070,786.49	5.19%	4,120,136.56	5.76%
Activity Fee Adjustment	(3,534,402.50)	-4.50%	(3,576,205.00)	-5.00%
Gain(Loss) on Investment	1,561,925.82	1.99%	(188,389.57)	-0.26%
Investment Fees	(57,509.09)	-0.07%	0.00	0.00%
Other Interest	1,541,398.10	1.96%	0.00	0.00%
Sweep Accounts	121,022.26	0.15%	9,323.91	0.01%
Library Fines	612.39	0.00%	516.44	0.00%
Miscellaneous Revenue	87,245.30	0.11%	63,110.73	0.09%
Other Revenue/Rebates	11,849.35	0.02%	9,272.49	0.01%
Over Short	0.00	0.00%	3.11	0.00%
Total Income	78,468,612.53	100%	71,591,995.04	100%

5. CONSENT AGENDA 2. FINANCIAL

Percentages Rounded

EXPENDITURES				
Salaries	63,250,770.48	75%	58,908,638.16	74%
Employee Benefits	10,443,360.22	12%	10,093,406.10	13%
Contractual Services	4,768,393.68	6%	4,623,898.48	6%
General Material & Supplies	2,219,402.67	3%	2,305,285.70	3%
Travel/Conference Meeting Exp	581,456.93	1%	332,124.99	0%
Fixed Charges	1,201,872.09	1%	1,146,190.54	1%
Utilities	47,316.53	0%	47,197.09	0%
Capital Outlay	69,645.82	0%	479,876.49	1%
Other Expenditures	2,122,547.49	3%	1,234,609.11	2%
Total Expense	84,704,765.91	100%	79,171,226.66	100%
Beginning Fund Balance	38,721,962.95		35,908,206.69	
Add: Revenues	78,468,612.53		71,591,995.04	
Less: Expenses	(84,704,765.91)		(79,171,226.66)	
Operating Transfers	(5,106,833.00)		(5,942,906.00)	
Ending Fund Balance	27,378,976.57		22,386,069.07	

Percentages Rounded

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

ASSETS

CASH	
Cash In Bank	10,633,301.36
RECEIVABLES	
Taxes Receivable - Current Levy	8,707,773.22
Vendor Receivables	733.71
INTER-FUND RECEIVABLE	(23,167,283.39)
Prepaid Expenses	
Prepaid Expenses	240,401.00
TOTAL ASSETS	12,478,982.82

LIABILITIES AND FUND BALANCE

LIABILITIES	
ACCOUNTS PAYABLE	
Accounts Payable	258,835.82
DEFERRED REVENUES	
Property Taxes	7,826,646.59
FUND BALANCE	
Fund Balance	4,393,500.41
TOTAL FUND BALANCE	4,393,500.41
TOTAL LIABILITIES & FUND BALANCE	12,478,982.82

RECONCILIATION	
BEGINNING FUND BALANCE	5,137,158.56
ADD: REVENUE	9,276,530.49
LESS:EXPENDITURES	(10,020,188.64)
ENDING FUND BALANCE	4,393,500.41

College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: May 31, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	9,123,827.36	98.35%	7,549,840.18	96.88%
T.I.F.A.	0.00	0.00%	24,556.42	0.32%
Building Rentals	136,667.62	1.47%	186,045.60	2.39%
Other Facility Rentals	0.00	0.00%	22,207.32	0.28%
Miscellaneous Revenue	16,035.51	0.17%	10,222.53	0.13%
Total Income	9,276,530.49	100%	7,792,872.05	100%
EXPENDITURES				
Salaries	4,173,173.17	42%	3,480,673.64	38%
Employee Benefits	1,292,589.21	13%	1,235,037.77	13%
Contractual Services	828,543.88	8%	842,822.48	9%
General Material & Supplies	663,422.73	7%	301,062.95	3%
Travel/Conference Meeting Exp	13,244.38	0%	7,121.15	0%
Fixed Charges	974,214.12	10%	885,326.50	10%
Utilities	1,849,260.45	18%	2,240,791.80	24%
Capital Outlay	221,103.35	2%	223,596.25	2%
Other Expenditures	4,637.35	0%	(16,093.07)	0%
Total Expense	10,020,188.64	100%	9,200,339.47	100%
Beginning Fund Balance	5,137,158.56		5,417,145.32	
Add: Revenues	9,276,530.49		7,792,872.05	
Less: Expenses	(10,020,188.64)		(9,200,339.47)	
Operating Transfers	0.00		(788,938.00)	
Ending Fund Balance	4,393,500.41		3,220,739.90	

5.3.1. 2024 CHEVROLET EXPRESS CARGO VAN (RATIFICATION)

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $47,583.88

Bids	Amount
National Auto Fleet Group	$47,583.88

Explanation of Purchase: This purchase is for a cargo van used to transport staff and equipment for maintenance and repairs to all campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcewell contract (#091521-NAF) for Cars, Trucks, Vans, SUVs, Cab Chassis, & Other Vehicles.

Recommendation: Ratify a purchase with National Auto Fleet Group of Watsonville, CA, in a not-to-exceed total amount of $47,583.88.

5.3.2 SCISSOR LIFT FOR AUTOMOTIVE TECHNOLOGY (RATIFICATION)

Lead Staff: Miguel Mireles, Acting Dean, Engineering, Mathematics & Physical Sciences

Funding Source: Workforce Equity Initiative (WEI) Grant

Funding Request: $43,945.91

Bids	Amount
Automotive Equipment Specialists	$43,945.91

Explanation of Purchase: This purchase is to replace an existing lift that is no longer functional for the Automotive Technology program at the Grayslake campus.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcewell contract (#013020-MRL)) for Mohawk lifts.

Recommendation: Ratify a purchase with Automotive Equipment Specialists of Hanover Park, IL, in a not-to-exceed total amount of $43,945.91.

5.3.3. ARCHITECTURAL CONSULTING SERVICES FOR MASONRY REPAIRS

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

Funding Source: 2022 general obligation bond

Funding Request: $39,380.00

Bids	Amount
ARCON Associates, Inc.	$39,380.00

Explanation of Purchase: This purchase is for architectural services to design masonry repairs for buildings located on the Grayslake and Lakeshore campuses.

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 ARCON Associates, Inc. of Lombard, IL, in a not-to-exceed total amount of $39,380.00.

5.3.4. SCHEDULING SOFTWARE MAINTENANCE (RATIFICATION)

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $38,540.40

Bids	Amount
CollegeNET, Inc.	$38,540.40

Explanation of Purchase: This purchase is for the annual maintenance of scheduling software used throughout all College campuses.

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: Ratify an agreement from July 1, 2023, to June 30, 2024, with CollegeNET, Inc. of Portland, OR, in a not-to-exceed total amount of $38,540.40.

5.3.5. ELEVATOR MAINTENANCE SERVICES (RATIFICATION)

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $65,000.00

Bids	Amount
KONE Corporation	$65,000.00

Explanation of Purchase: This purchase is for annual elevator maintenance and repair services across all campuses.

Pursuant to 110 ILCS 805/3-27.1 (e), contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent are exempt from the competitive bidding process.

Recommendation: Ratify an agreement from August 1, 2023, to July 31, 2024, with KONE Corporation of Chicago, IL, in a not-to-exceed total amount of $65,000.00.

5.3.6. BUSINESS-TO-BUSINESS STRATEGIC MARKETING (RATIFICATION)

Lead Staff: Roneida Martin, Executive Director, Community Programs

Funding Source: FY23 surplus

Funding Request: $175,000.00

Bids	Amount
Sales Empowerment Group*	$175,000.00

**Recommended*

Explanation of Purchase: This purchase is for a comprehensive marketing strategy for the business-to-business (B2B) market served by Business Solutions and the Small Business Development Center. The strategies and services include content development, market analysis, social media campaigns, analytics, lead generation, and an outside sales representative.

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: Ratify an agreement from July 1, 2023, to June 30, 2024, with Sales Empowerment Group of Chicago, IL, in a not-to-exceed total amount of $175,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. AUDIO VISUAL EQUIPMENT/GRAYSLAKE CAMPUS CONFERENCE CENTER (RATIFICATION)

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY22 surplus budget

Funding Request: $72,977.52

Bids	**Amount**
Mesa Electronics, Inc.*	$72,977.52

**Recommended*

Explanation of Purchase: This purchase is for audiovisual equipment for the Grayslake campus Conference Center. The items include sound and live-streaming equipment.

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 Mesa Electronics, Inc. of Lombard, IL, in a not-to-exceed total amount of $72,977.52.

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	Davidson, Jennifer	N/A	Administrator Position Number: 1886 Assistant Vice President of Education, Educational Affairs	N/A	E82 $161,100 Annual Exempt	9/25/2023	9/25/2023- 6/30/2024
2	Anderson, Sheila	N/A	Professional Position Number: 1887 ERP Project Manager**, Application Development	N/A	C45 $88,350/ Annual Exempt	8/28/2023	8/28/2023- 6/30/2024
Recommendation: Approve the above full-time employment.							

**Temporary full-time position.

5.4.1. NEW HIRES (CONTINUED)

	Reason	Proposed Job Classification, Position Number, Position Title, Department	Proposed Job Grade, FLSA	Contract Dates
Administration is requesting the authorization to make offers of full-time employment and set the start date prior to the September 26, 2023, Board meeting. These positions are funded in the FY24 budget. The proposed approvals are as follows:				
1	Administrative New Hire	Administrator Position Number: 0035 Director, Institutional Effectiveness, Planning and Research	D61 Exempt	TBD
2	Professional New Hire	Professional Position Number: 0093 Academic Operations Manager, Business and Social Sciences Division	C43 Exempt	TBD
3	Professional New Hire	Professional Position Number: 1256 Manager*, TRIO Student Support Services	C45 Exempt	TBD
Recommendation: Approve the authorization to make offers of full-time employment for the above positions, subject to Board approval of employment contracts at the September 26, 2023, Board meeting.				

*Grant/externally funded position.

5.4.2. PROBATIONARY PERIOD COMPLETION

	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 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.							
1	Castro, Itzel	Specialist Position Number: 0071 Student Success Coordinator* Adult Education	N/A	B32 $49,862/ Annual Exempt	N/A	Date of Probationary Completion: 6/3/2023	7/1/2023- 6/30/2024
2	Cordova Arteaga, Jennifer	Specialist Position Number: 1872 Early Childhood Education Program Coordinator* Early Childhood Education	N/A	B32 $51,857/ Annual Exempt	N/A	Date of Probationary Completion: 6/3/2023	7/1/2023- 6/30/2024
3	Seiller, Tracey	Specialist Position Number: 0312 Events and Engagement Specialist, Strategy, Planning and Support	N/A	B23 $20.67/Hour Non-exempt	N/A	Date of Probationary Completion: 6/3/2023	7/1/2023- 6/30/2024
4	Ransom, Miesha	Specialist Position Number: 1204 African American Student Outreach Programs Coordinator, Student Activities and Inclusion	N/A	B24 $50,400/ Annual Exempt	N/A	Date of Probationary Completion: 6/3/2023	7/1/2023- 7/16/2023
5	Zastrow, Ann	Specialist Position Number: 0051 Manager, Personal and Professional Development	N/A	C43 $73,149/ Annual Exempt	N/A	Date of Probationary Completion: 7/3/2023	7/3/2023- 6/30/2024

*Grant/externally funded position.

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.							
6	Cross, Rob	Classified - Union Position Number: 0378 Custodian, Custodial	N/A	$17.34/Hour Non-exempt	N/A	Date of Probationary Completion: 7/16/2023	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.							
7	Castillo, Rafael	Classified - Union Position Number: 1533 Police Officer, Police Department	N/A	$30.61/Hour Non-exempt	N/A	Date of Probationary Completion: 7/1/2023	N/A
Recommendation: Approve the above full-time employment.							

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, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends a change in title and pay grade to the position of Academic Coach and Events Coordinator, Lakeshore Campus. The position is funded through available FY24 budget resources.								
1	Title and Job Grade Change	Vacant	Specialist Position Number: 0243 Academic Coach and Events Coordinator, Lakeshore Campus	Specialist Position Number: 0243 Community Relations and Events Manager, Lakeshore Campus	B32 Exempt	C41 Exempt	8/23/2023	TBD
Recommendation: Approve the position changes with the effective date noted above and the search process and selection to occur prior to the next Board meeting.								

5.4.4. PROMOTIONS

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

	Employee Name	Current Job 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	Bataz, Frankie	Specialist Position Number: 1200 Lead Academic Success Advisor, Advising and Retention	Professional Position Number: 0313 Assistant Director Academic Operations, Educational Affairs	B32 $69,753/ Annual Exempt	C52 $85,000/ Annual Exempt	8/28/2023	8/28/2023-6/30/2024
2	Catalan, Carlos	Specialist Position Number: 1699 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1890 Lead Academic Success Advisor, Advising and Retention	B32 $54,450/ Annual Exempt	B32 $58,450/ Annual Exempt	8/28/2023	8/28/2023-6/30/2024
3	Davis, Erika	Specialist Position Number: 1782 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	B32 $55,621/ Annual Exempt	B32 $59,621/ Annual Exempt	8/28/2023	8/28/2023-6/30/2024
4	Husemoller, David	Specialist Position Number: 1177 Sustainability Manager, Capital, Sustainability and Construction Management Services	Professional Position Number: 1172 Director*, Illinois Green Economy Network-IGEN	C43 $97,569/ Annual Exempt	C52 $105,000/ Annual Exempt	7/24/2023	7/24/2023-6/30/2024

*Grant/externally funded position.

5.4.4. PROMOTIONS (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
5	Padilla-Gaytan, Cynthia	Professional Position Number: 1875 Manager, Student Success	Administrator Position Number: 1763 Director, Student Success Strategy, Strategic Advancement	C45 $83,096/ Annual Exempt	D61 $95,600/ Annual Exempt	7/24/2023	7/24/2023-6/30/2024
6	Parra, Karen	Part-time Specialist Position Number: 0262 Accessibility Coordinator, Access and Disability Resource Center	Professional Position Number: 1845 Student Conduct Coordinator, Student Affairs	B32 $33.66/Hour Non-exempt	C43 $74,214/ Annual Exempt	8/7/2023	8/7/2023-6/30/2024
7	Parsons, Jim	Part-time Classified Position Number: 1459 Telecommunicator, Police Department	Full-time Classified - Union Position Number: 0779 Telecommunicator, Police Department	B23 $19.71/Hour Non-exempt	$22.47/Hour Non-exempt	8/28/2023	N/A
8	Perez, Edith Marie	Specialist Position Number: 1723 Digital Content Coordinator, Public Relations and Marketing	Specialist Position Number: 1895 Web Design/Content Manager, Public Relations and Marketing	B32 $55,734/ Annual Exempt	C43 $70,000/ Annual Exempt	8/28/2023	8/28/2023-6/30/2024
9	Pizano, Melissa	Part-time Classified Position Number: 1219 Office Assistant, Student Services, Lakeshore Campus	Full-time Classified Position Number: 0993 Office Assistant, Dental Hygiene, Lakeshore Campus	A11 $17.66/Hour Non-exempt	A11 $17.66/Hour Non-exempt	8/28/2023	N/A

5.4.4. PROMOTIONS (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
10	Ransom, Miesha	Specialist Position Number: 1204 African American Student Outreach Student Programs Coordinator, Student Activities and Inclusion	Administrator Position Number: 0320 Director, Student Activities and Inclusion	B24 $50,400/ Annual Exempt	D61 $90,400/ Annual Exempt	7/17/2023	7/17/2023-6/30/2024
11	Storm, Jelina	Classified – Union Position Number: 0367 Custodian, Custodial	Classified – Union Position Number: 0367 Lead Custodian, Custodial	$18.39/Hour Non-exempt	$20.59/Hour Non-exempt	Date of Promotion: 4/3/2023 Probationary Period Completed: 6/2/2023	N/A
12	Ware, Liliana	Professional Position Number: 0093 Academic Operations Manager, Business and Social Sciences Division	Professional Position Number: 0170 Assistant Director, Academic Planning, Educational Affairs	C43 $105,758/ Annual Exempt	C52 $112,103/ Annual Exempt	7/31/2023	7/31/2023-6/30/2024
13	Wilcox, Ed	Classified – Union Position Number: 0903 Maintenance Engineer, Maintenance	Classified – Union Position Number: 0841 Facilities Lead, Southlake Campus	$24.25/Hour Non-exempt	$27.32/Hour Non-exempt	Date of Promotion: 4/17/2023 Probationary Period Completed: 6/16/2023	N/A
Recommendation: Approve the above actions.							

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
1	Resignation	Zarinana, Dulce	Part-time Specialist Position Number: 1718 Outreach and Recruitment Coordinator* Community Education	7/3/2023
2	Resignation	Rodriguez, Carolina	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	7/7/2023
3	Resignation	Pozo Pacheco, Jorge	Specialist Position Number: 1336 Academic Success Advisor, Advising and Retention	7/14/2023
4	Resignation	McNabb, Matt	Specialist Position Number: 1153 Patron Service Coordinator, James Lumber Center for the Performing Arts	7/17/2023
5	Resignation	Flemming, Abby	Specialist Position Number: 0086 Laboratory Specialist, Biology	7/21/2023
6	Resignation	Anderson, Diane	Faculty Position Number: 1750 Librarian, Library	8/8/2023
7	Resignation	Gonzalez, Jessica	Specialist Position Number: 1031 Financial Aid Specialist, Financial Aid	8/12/2023

*Grant/externally funded position.

5.4.5. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
8	Resignation	Dahlstrom, Lynn	Part-time Classified-Union Position Number: 1536 Office Assistant, Campus Services	8/13/2023
9	Resignation	Johnson, Angela	Specialist Position Number: 1847 Apprenticeship Program Navigator, Career and Job Placement Center	8/16/2023
10	Retirement	Hartshorne, Tom	Classified-Union Position Number: 1048 Custodian, Southlake Campus	7/14/2023
11	Retirement	Kallieris, Nick	Administrator Position Number: 0040 Director, Resource Development and Legislative Affairs	7/14/2023 Eligible for Policy 925
12	Retirement	Hernandez, Teresa	Classified-Union Position Number: 0383 Custodian, Grayslake Campus	7/31/2023
13	Retirement	Halsey, Annette	Classified Position Number: 0125 Workforce Associate, Career and Job Placement Center	7/23/2026 Eligible for Policy 925 and 930

Recommendation: Approve the above actions.

5.5.1. ACCEPTANCE OF THE ILLINOIS GREEN ECONOMY NETWORK SUBCONTRACT (RATIFICATON)

Grantor:	Illinois Renewable Energy Trust Fund – Illinois Environmental Protection Agency
Amount:	**$168,895.00**
Type:	Non-Competitive
Matching:	No
Lead Staff:	**Kevin Appleton, Vice President of Business Services and Finance/CFO**

Purpose: The Illinois Green Economy Network (IGEN) has been awarded funding through the Illinois Renewable Energy Trust Fund. Grant monies will be used by the College of Lake County to provide for personnel, travel, supplies and indirect costs for the administration of the statewide Illinois Green Economy Network, a consortium of Illinois community colleges working to grow the green economy. The grant period is from July 24, 2023, to June 30, 2024, and no matching funds are required.

Recommendation: Approve the acceptance of the **Illinois Green Economy Network Subcontract** in the amount of **$168,895.00** from the Illinois Renewable Energy Trust Fund.

7. NEW BUSINESS

7. 1. AUDIOVISUAL EQUIPMENT/LAKESHORE CAMPUS STUDENT CENTER

Lead Staff: Greg Kozak, Chief Information Officer

Funding Source: Capital Development Board Project Trust

Funding Request: $876,468.80

Bids	**Amount**
Mesa Electronics, Inc.*	$ 876,468.80
22 Tones/BIP66, LLC	$ 908,846.00
Taza Construction DBA Tiles in Style, LLC	$1,114,069.66

**Recommended*

Explanation of Purchase: This purchase is for an audiovisual (AV) integrator, AV equipment, installation, and commissioning for the Student Center on the Lakeshore campus. This equipment will be used for student engagement and instructional spaces. The AV design process lagged behind the building construction to ensure the technology was state of the art and met the instructional needs of faculty and students.

Recommendation: Approve a purchase with Mesa Electronics, Inc. of Lombard, IL in a not-to-exceed total amount of $876,468.80.

7.2. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH CITY OF WAUKEGAN

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

Funding Source: Not Applicable

Background or Rationale: CLC's Board of Trustees approved a five-year IGA with the City of Waukegan (City) on December 20, 2016, for policing, landscaping and ground maintenance of the Madison Street Mall and surrounding alleys (Mall) that the City has jurisdiction over, operates and maintains. This agreement expired in December 2021; however, five extensions were executed with the last ending on October 3, 2023. The College wishes to enter into a new five-year agreement with the City that expands the scope of the IGA to include the Children's Learning Center outdoor playground and a new monument sign, as well as authorization to beautify and improve the Mall.

Recommendation: Approve a five-year intergovernmental agreement with the City of Waukegan for policing, landscaping and ground maintenance of the Madison Street Mall and surrounding alleys.

7.3. 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, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration proposes a reorganization of Strategic Advancement due to an employee retirement to realign resources, increase capacity and advance effectiveness in grants, legislative affairs and internal student communication and their digital experience.								
1	Title and Job Grade Change	Vacant	Administrator Position Number: 0040 Director, Resource Development and Legislative Affairs, Strategic Advancement	Specialist Position Number: 0040 Grants Program Manager, Strategic Advancement	D71 Exempt	C43 Exempt	8/23/2023	TBD
2	Promotion	Dikelsky, Carol	Professional Position Number: 1175 Assistant Chief of Staff, Strategic Advancement	Professional Position Number: 1175 Director, Communications and Engagement	C45 $81,988/ Annual Exempt	C52 $91,850/ Annual Exempt	8/28/2023	8/28/2023– 6/30/2024
3	New Position	TBD	N/A	Specialist Position Number: TBD Student Communications Coordinator, Communications and Engagement	N/A	B32 Exempt	8/23/2023	TBD
Recommendation: Approve the proposed position changes with the effective dates noted above.								