Regular Meeting

Tuesday, February 27, 2024 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. CLC Leadership Academy
    2. Flexible Work Arrangement Policy Assessment
    3. Mid-Year Financial Accountability and Investment Report
5. **Consent Agenda (Action Items)**
    1. Approval of the Minutes
        1. Regular Meeting Minutes of January 23, 2024
        2. Closed Meeting Minutes of January 23, 2024
    2. Financial
        1. Reimbursement of Business-Related Travel Expenses
        2. Approving and Ratifying Bills, Authorizing Budget Transfers
        3. Purchasing
        1. Grayslake Campus Conference Center A011 Chairs
        2. Building Automation System Controls
        3. Lakeshore Campus Hydroponics Systems
        4. Wellness Kiosks
        5. X-Ray Machine Maintenance
        6. Sign Language Interpretation Vendors
        7. Customer Relationship Management Software and Support
    4. Human Resources
        1. New Hires
        2. Probationary Period Completion
        3. Promotions
        4. Transfers
        5. Resignations and Retirements
6. **Presentment of Board Policies and Objectives (Information Items)**
    1. Policy 939 - Revised - First Reading
    2. Policy 942 - Revised - First Reading
7. **New Business (Action Items)**
    1. Sabbatical Leaves of Absence
    2. Tenure Employment Status
    3. Fiscal Year 2025 Tuition and Comprehensive Fees
    4. Academic Year 2024-2025 Credit Course Fees
    5. Part-Time Faculty Bargaining Agreement
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 approve the reimbursement for business-related travel expenses in the amount of $11,360.52 for travel associated with Association of Community College Trustees meetings.

PASSED this 27th day of February 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS

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

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

WHEREAS, budget transfers in the amount of $40,547.48 are recommended to the Fiscal Year 2024 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves or ratifies and authorizes the Treasurer to make budget transfers in the amount of $40,547.48.

PASSED this 27th day of February 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills and Authorizing Budget Transfers.

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

FY 24 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	512001 50 50090 6040 01	Athletics & Physical Activity	Specialist Staff, Full-time	$ 31,000.00		Head Athletic Trainer Salary
	539000 50 50090 6040 01	Athletics & Physical Activity	Other Contractual Services		$ 31,000.00	
	541009 50 50041 6040 01	Bowling Athletics	Bowling-Other Supplies	$ 9,547.48		Start-up Supplies for Bowling Program
	519000 50 50040 6040 01	Cross Country-Athletics	Cross County Other Salaries		$ 6,004.91	
	553000 50 50040 6040 01	Cross Country-Athletics	Cross Country Travel		$ 2,042.57	
	599000 50 50040 6040 01	Cross Country-Athletics	Cross Country-Other Expenditures		$ 1,500.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 40,547.48	$ 40,547.48	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 64 percent of budgeted revenues through December 2023. At the end of December 2022, the College had received 62.4 percent of the amount budgeted.

As of December 31, 2023, the College had received revenues equal to $41.8 million in FY2024 for local taxes. Local tax revenue is budgeted at $81.8 million for Fiscal Year 2024.

Also, as of December 31, 2023, student enrollment reflected 96.7 percent of the tuition revenue. At the end of December 2022, the College had received 85 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded. The adjustment to move the majority of these fees to other funds will be reflected in the March 2024 financial report.

EXPENDITURES: The expenditures in the operating funds as of December 31, 2023, reflect 47 percent of budgeted expenditures for the year. In comparison, as of December 31, 2022, the College had expended 44 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

December 31, 2023

Educational Fund
Balance Sheet
As of December 31, 2023

ASSETS

CASH	
Cash In Bank	27,650,142.64
Change Funds	8,800.00
INVESTMENTS	
Other Investments	31,094,549.22
RECEIVABLES	
Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(4,277,905.33)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	18,959,283.43
Vendor Receivables	22,242.78
INTER-FUND	(12,020,097.45)
Prepaid Expenses	
Prepaid Expenses	44,603.00
TOTAL ASSETS	93,648,179.70

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		95,177.20
ACCOUNTS PAYABLE		
Accounts Payable		467,383.81
ACCRUED EXPENSES		
Accrued Expense		585,000.00
DEFERRED REVENUES		
Property Taxes		31,102,837.32
OTHER LIABILITIES		
Other Liabilities		1,009,186.70
Vacation Accrual		3,083,130.79
TOTAL LIABILITIES	$	36,342,715.82
FUND BALANCE		
Fund Balance		57,305,463.88
TOTAL FUND BALANCE	$	57,305,463.88
TOTAL LIABILITIES & FUND BALANCE	$	93,648,179.70

RECONCILIATION

BEGINNING FUND BALANCE	47,293,093.93
ADD: REVENUE	70,351,898.64
LESS:EXPENDITURES	(49,006,765.69)
OPERATING TRANSFERS	(11,332,763.00)
ENDING FUND BALANCE	57,305,463.88

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

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	32,185,899.46	45.75%	31,810,751.44	49.06%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	784,559.22	1.12%	1,817,346.17	2.80%
ICCB Credit Hour Grants	4,966,693.00	7.06%	4,536,814.50	7.00%
Vocational Education	310,237.50	0.44%	297,745.50	0.46%
Tuition	25,812,106.40	36.69%	23,099,196.95	35.62%
Graduation Fees	0.00	0.00%	195.00	0.00%
Transcript Fees	68,430.55	0.10%	10,947.18	0.02%
On-line Course Fee	519,377.35	0.74%	553,432.94	0.85%
Laboratory Fees	328,271.89	0.47%	353,288.94	0.54%
Payment Plan Enrollment Fee	21,709.30	0.03%	30,535.00	0.05%
Credit By Exam Fees	200.00	0.00%	300.00	0.00%
Comprehensive Fees	4,061,913.00	5.77%	3,675,542.54	5.67%
Activity Fee Adjustment	(2,203,200.00)	-3.13%	(2,410,718.00)	-3.72%
Gain(Loss) on Investment	716,621.97	1.02%	865,446.72	1.33%
Other Interest	2,747,770.18	3.91%	23,704.95	0.04%
Sweep Accounts	17,037.50	0.02%	95,496.14	0.15%
Library Fines	362.25	0.00%	353.14	0.00%
Miscellaneous Revenue	7,316.63	0.01%	73,215.75	0.11%
Other Revenue/Rebates	6,583.44	0.01%	11,849.35	0.02%
Over Short	9.00	0.00%	0.00	0.00%
Total Income	70,351,898.64	100%	64,845,444.21	100%

EXPENDITURES				
Salaries	36,532,729.94	75%	35,243,724.77	75%
Employee Benefits	5,885,372.30	12%	5,411,969.03	12%
Contractual Services	2,315,162.06	5%	2,623,660.61	6%
General Material & Supplies	1,266,756.78	3%	1,181,794.28	3%
Travel/Conference Meeting Exp	271,270.72	1%	260,490.45	1%
Fixed Charges	689,862.32	1%	703,664.44	2%
Utilities	24,816.36	0%	27,682.71	0%
Building Maintenance	342.08	0%	0.00	0%
Capital Outlay	2,366.52	0%	8,026.11	0%
Other Expenditures	2,018,086.61	4%	1,422,093.86	3%
Total Expense	49,006,765.69	100%	46,883,106.26	100%
Beginning Fund Balance	47,293,093.93		38,721,962.95	
Add: Revenues	70,351,898.64		64,845,444.21	
Less: Expenses	(49,006,765.69)		(46,591,446.92)	
Operating Transfers	(11,332,763.00)		(5,395,588.98)	
Ending Fund Balance	57,305,463.88		51,580,371.26	

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

ASSETS

CASH		
Cash In Bank	$	7,118,353.40
INVESTMENTS		
Other Investments		24,158,624.44
RECEIVABLES		
Taxes Receivable - Current Levy		8,580,051.36
Allowance Uncollectible Taxes		(78,305.04)
ACCRUED REVENUE		
INTER-FUND		
INTER-FUND subtotal:	$	(22,507,365.32)
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	17,511,759.84

LIABILITIES AND FUND BALANCE

LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable	$	84,035.21
DEFERRED REVENUES		
Property Taxes		8,217,410.78
)TAL LIABILITI	$	8,301,445.99
FUND BALANCE		
Fund Balance		9,210,313.85
TOTAL FUND BALANCE	$	9,210,313.85
TOTAL LIABILITIES & FUND BALANCE		17,511,759.84

RECONCILIATION

BEGINNING FUND BALANCE	9,731,221.32
ADD: REVENUE	8,633,074.83
LESS:EXPENDITURES	(5,446,526.30)
OPERATING TRANSFERS	(3,707,456.00)
ENDING FUND BALANCE	9,210,313.85

CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: December 31, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,503,678.99	99%	8,403,267.01	100%
Building Rentals	111,093.45	1%	1,225.00	0%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	18,302.39	0%	7,185.12	0%
Total Income	8,633,074.83	100%	8,411,677.13	100%
EXPENDITURES				
Salaries	2,619,198.29	48%	2,275,927.41	48%
Employee Benefits	711,704.31	13%	698,360.71	15%
Contractual Services	402,546.74	7%	263,285.64	6%
General Material & Supplies	325,990.82	6%	371,384.49	8%
Travel/Conference Meeting Exp	9,160.72	0%	6,335.45	0%
Fixed Charges	207,935.88	4%	231,082.66	5%
Utilities	1,134,011.18	21%	705,721.98	15%
Capital Outlay	72,534.12	1%	43,179.31	1%
Other Expenditures	(36,555.76)	-1%	141,560.10	3%
Total Expense	5,446,526.30	100%	4,736,837.75	100%
Beginning Fund Balance	9,731,221.32		5,137,158.56	
Add: Revenues	8,633,074.83		8,411,677.13	
Less: Expenses	(5,446,526.30)		(4,736,837.75)	
Operating Transfers	(3,707,456.00)		0.00	
Ending Fund Balance	9,210,313.85		8,811,997.94	

5.3.1. GRAYSLAKE CAMPUS CONFERENCE CENTER A011 CHAIRS

Lead Staff: Katie Sweeney, Director, Human Resources

Funding Source: FY22 surplus

Funding Request: $36,328.00

Vendor	Amount
Allsteel, Inc. c/o Midwest Office Interiors, Inc.	$ 36,328.00

Explanation of Purchase: This purchase is for conference room chairs to be used in the Grayslake Campus Conference Center.

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 Omnia contract (CDA #30003736) for furniture and design services.

Recommendation: A purchase with Allsteel, Inc. c/o Midwest Office Interiors, Inc. of Chicago, IL in a not-to-exceed amount of $36,328.00.

5.3.2. BUILDING AUTOMATION SYSTEM CONTROLS

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $43,033.00

Vendor	Amount
Delta Controls Chicago, Inc.	$ 43,033.00

Explanation of Purchase: This purchase is for the replacement of obsolete building automation system controls for Building E.

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: Approve a purchase with Delta Controls Chicago, Inc. of Lombard, IL in a not-to-exceed amount of $43,033.00.

5.3.3. LAKESHORE CAMPUS HYDROPONICS SYSTEMS

Lead Staff: James Connell, Executive Director, Community Programs

Funding Source: Illinois Green Economy Network (IGEN) grant

Funding Request: $41,610.00

Bids	Amount
Babylon Micro-Farms, Inc.	$ 41,610.00

Explanation of Purchase: This purchase is for hydroponics systems and services to serve as a demonstration of technology that will be available in the future Urban Farm Center. The indoor growing equipment will be installed at Lakeshore Campus Student Center and will fulfill the IGEN grant requirement. Babylon Micro-Farms, Inc. was the only responsive and responsible bidder.

Recommendation: Approve a purchase with Babylon Micro-Farms, Inc. of Richmond, VA for a total not-to-exceed amount of $41,610.00.

5.3.4. WELLNESS KIOSKS

Lead Staff: Karen Hlavin, Vice President, Student Development

Funding Source: FY24 budget

Funding Request: $54,150.00

Vendor	Amount
SimpliChek, Inc.	$54,150.00

Explanation of Purchase: This purchase is for a lease agreement for wellness vending machines on all campuses to comply with Illinois Public Act 103-0465. The agreement includes monthly rental fees, delivery and re-stocking charges.

Recommendation: Approve a lease agreement from April 1, 2024, to March 31, 2026, with SimpliChek, Inc. of Coeur d'Alene, ID for a total not-to-exceed amount of $54,150.00.

5.3.5. X-RAY MACHINE MAINTENANCE

Lead Staff: Jeet Saini, Dean, Biological and Health Sciences Division

Funding Source: FY24 budget

Funding Request: $164,935.81

Vendor	Amount
G.E. Healthcare	$164,935.81

Explanation of Purchase: This purchase is for equipment and software maintenance for the GE X-ray machines in the radiology lab used by students in the Medical Imaging program at the Grayslake Campus.

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: Approve an agreement from March 1, 2024, through February 28, 2028, with G.E Healthcare of Arlington Heights, IL in a not-to-exceed amount of $164,935.81.

5.3.6. SIGN LANGUAGE INTERPRETATION VENDORS (RATIFICATION)

Lead Staff: Karen Hlavin, Vice President, Student Development

Funding Source: FY23 surplus, FY24 budget

Funding Request: $127,719.50

Vendors	Amount
Various (See chart below)	$127,719.50

Explanation of Purchase: This purchase is for sign language interpreting and communication access real-time translation (CART) services for deaf/hard-of-hearing students through the Access and Disability Resource Center.

Sign Language Interpretation Vendors
Kristin Goebeler
Randi Ralph
Melinda Nelson
5 Star Interpreting Chicago, LLC
HRI-Cart, LLC

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 purchases with the vendors listed above in the cumulative not-to-exceed amount of $54,719.50 and future FY24 costs of $73,000, for a total not-to-exceed of $127,719.50.

5.3.7. CUSTOMER RELATIONSHIP MANAGEMENT SOFTWARE & TECHNICAL SUPPORT (RATIFICATION)

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY24 budget

Funding Request: $220,014.00

Vendor	Amount
TargetX, LLC	$220,014.00

Explanation of Purchase: This purchase is to continue utilization of TargetX Student Recruitment and Onboarding Customer Relationship Manager (CRM) software to manage prospective student inquiries, applicants, onboarding activities and associated communications.

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 February 11, 2024, through February 10, 2027, with TargetX, LLC of Philadelphia, PA in a not-to-exceed amount of $220,014.00.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	Alim, Troy	Administrator Position Number: 1892 Director of Budget and Risk Management, Finance	3/11/2024	3/11/2024-6/30/2024
2	McConoughey, Jim	Professional Position Number: 1897 Director of Manufacturing Alliance*, Community and Workforce Partnerships	3/11/2024	3/11/2024-6/30/2024
Recommendation: Approve the above full-time employment.				

*Grant/externally funded position.

5.4.2. PROBATIONARY PERIOD COMPLETION

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-approved positions, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialist.

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Davis, Katrina	Specialist Position Number: 0247 Recruitment Specialist, Lakeshore Campus	1/6/2024	1/6/2024-6/30/2024
2	Filwett, Troy	Specialist Position Number: 1322 Senior IT Technician, Technology Support	1/6/2024	1/6/2024-6/30/2024
3	Gutierrez, Michelle	Specialist Position Number: 1784 College and Career Navigator*, Student Recruitment and Onboarding	1/6/2024	1/6/2024-6/30/2024
4	Sluga, Hillary	Specialist Position Number: 0326 Lead Teacher II, Children's Learning Centers, Lakeshore Campus	1/13/2024	1/13/2024-6/30/2024
5	Streightiff, Alicia	Specialist Position Number: 0269 Library Services Coordinator, Library	1/13/2024	1/13/2024-6/30/2024

Recommendation: Approve the above full-time employment.

*Grant/externally funded position.

5.4.2. PROBATIONARY PERIOD COMPLETION

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.

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Davis, Dennis	Classified-Union Position Number: 0115 Police Officer, Police Department	1/27/2024

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	Effective Date	Contract Dates
1	Diwan, Divya	Classified – Part-time Position Number: 0868 Testing Assistant, Testing	Specialist – Part-time Position Number: 1145 Testing Specialist, Testing	3/4/2024	N/A
2	Newsome, Jianni	Classified – Part-time Position Number: 1128 Box Office Assistant, James Lumber Center for the Performing Arts	Classified Position Number: 0330 Administrative Assistant, Student Activities and Inclusion	3/4/2024	N/A

Recommendation: Approve the above action.

5.4.4. TRANSFERS

The following employees have applied for and selected for a transfer 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	Effective Date	Contract Dates
1	Harrell, Curt	Classified – Union Position Number: 1898 Custodian, Custodial Lakeshore Campus	Classified – Part-time Position Number: 0249 Office Assistant, Lakeshore Campus	2/12/2024	N/A
2	Ramirez, Cesar	Classified – Union Position Number: 0365 Lead Custodian, Custodial	Classified – Union Position Number: 0963 Custodian, Custodial	2/5/2024	N/A

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
1	Resignation	Hernandez, Giovani	Classified – Union Position Number: 1725 Groundsperson, Grounds	1/16/2024
2	Resignation	Drinkwine, Britney	Classified Position Number: 0293 Payroll Associate, Finance	2/8/2024
3	Retirement	Blanchard, Bob	Specialist Position Number: 0899 Accessibility Coordinator, Accessibility and Disability Resource Center	2/29/2024
4	Resignation	Seiller, Tracey	Specialist Position Number: 0312 Events and Engagement Specialist, Communications and Engagement	5/15/2024
5	Retirement - Revised Date	MacDonald, Cindy	Full-time Faculty Position Number: 0438 Instructor, Nursing Biological and Health Sciences Division	7/31/2024 Post Retirement Payment Program Years in Program: 4 Years of Service: 20
Recommendation: Approve the above actions.				

6. 1. NON-BARGAINING UNIT EMPLOYEES' EMPLOYMENT, COMPENSATION AND BENEFITS – REVISED – FIRST READING

Policy 939 Non-Bargaining Unit Employees' Employment, Compensation and Benefits, is presented for a first reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023 and February 13, 2024. The adoption and implementation of the policy changes, with a proposed effective date of July 1, 2024, align with the Strategic Plan and the Total Rewards Philosophy.

The policy changes have been reviewed by the College's legal counsel and employee input obtained through CLC's shared governance system, which includes staff representation.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

939 NON-BARGAINING UNIT ~~EMPLOYEES' EMPLOYMENT,~~ STAFF COMPENSATION AND BENEFITS

~~The College will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and College processes. To achieve this goal, the College shall endeavor to attract and retain a diverse, talented and dedicated workforce through its employment, compensation and benefits programs~~. The College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified and diverse workforce to serve our students and our community. To this end, staff compensation and benefit plans will reflect its Total Rewards Philosophy. These ~~programs~~ plans will be administered by ~~the College's~~ Human Resources ~~Department~~ where applicable, follow~~ing~~ procedures authorized by the President or ~~his or her~~ their designee and comply with all applicable federal and state regulations. Any changes in the level of benefits will be subject to approval by the Board of Trustees.

A. ~~**Salary Ranges**~~**Staff Pay Schedule** - ~~Salary ranges~~ The pay schedule will undergo market analysis on a routine schedule and pay ranges shall be reviewed annually by the Board of Trustees.

B. **Placement on Staff ~~Salary~~ Pay Schedule** - Staff jobs are evaluated and placed on the ~~Salary~~ pay ~~S~~schedule by job grade using professionally accepted compensation administration principles. ~~The College of Lake County's~~ Human Resources ~~Department~~ is responsible for conducting ~~this~~ position evaluation and for the ultimate placement of jobs in the staff pay schedule. ~~Job descriptions are the primary source of information for the evaluation of jobs. Relevant internal and external market surveys and information will also be a source of information for the evaluation of jobs. Supervisors are responsible for assuring that current job descriptions are in place for all jobs in their areas of responsibility.~~

C. ~~**Salary**~~ **Staff Pay Increases** - ~~Salary~~ Annual pay increases shall not be automatic. Pay increase amount(s) and effective date(s) shall be determined by the Board of Trustees at its discretion. ~~Salary Increases will normally be effective each July 1, except for personnel who are initially employed by the College after April 1. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step. For contract personnel, salary increases will occur on the effective date of the contract/grant under which they are employed, except for personnel who are employed less than ninety (90) days prior to the start of the contract year. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step.~~

~~D. Full-time employees hired prior to July 1, 2007 and who have been continuously employed in a full-time capacity receiving the Discretionary Allowance (DAL) shall have this amount added to their base salary, effective July 1, 2019, and applied after any across-the-board increase awarded for Fiscal Year 2020. This will be the employee's base salary amount in which any salary increase will be applied going forward. The DAL will sunset after it is added to base salary.~~

~~E~~D. ~~**Supplemental** **Insurance** **Benefits**

1. **Medical Insurance** - The ~~Board~~ College shall make available a group ~~major~~ medical insurance policy for all ~~regular~~ Board-appointed, full-time ~~non-bargaining unit employees.~~ staff in compliance with the Affordable Care Act and all other applicable federal and state regulations.

2. **Dental Insurance** – The College shall make available a group dental insurance policy for all Board-appointed, full-time staff.

3. **Vision Insurance** – The College shall make available a group vision insurance policy for all Board-appointed, full-time staff.

4. **Life/Accidental Death and Dismemberment (AD&D) Insurance**- The College shall make available a group term life/AD&D insurance policy for all Board-appointed, full-time staff.

~~2. **Life Insurance** - The College is paying the premium for a basic group term life insurance policy for each full-time non-bargaining unit employee in an amount equal to two (2) times the annual salary rounded to the nearest thousand dollars, including an equal amount of coverage for Group term life insurance and accidental death and dismemberment. The terms of the Group Term Life and Accidental Death and Dismemberment Insurance Plan Document shall dictate.~~

5. **Long-Term Disability** ~~**Income**~~ **Insurance** - The College shall make available a group long-term disability insurance policy for all Board-appointed, full-time staff. ~~The College is paying the premium for a group long-term disability insurance policy. This plan pays a monthly benefit, which is designed to partially replace income lost during periods of total disability due to covered injury, sickness, or pregnancy, that extends beyond the qualifying period of six months~~

~~of disability. The scheduled amount of monthly benefit is an amount equal to 60 percent of monthly earnings to a maximum amount as listed in the LTD Plan document as of the elimination period start date. The terms and conditions of the LTD Insurance Plan document shall dictate, unless otherwise provided by the Board of Trustees.~~

6. Voluntary Insurance Benefits - The College may make available additional voluntary insurance benefits for all Board-appointed, full-time staff. The premiums for these benefits are fully funded by the employee through post-tax payroll deductions. Benefit plans may include, but are not limited to, hospital indemnity, critical illness and identity protection.

~~4.~~ E. ~~**Cafeteria** **Flexible Spending Account** **Plans**~~ – The ~~Board of Trustees~~ College shall provide ~~a~~ the opportunity for pre-tax flexible spending account (FSA) plan contributions defined as ~~a~~ "cafeteria plans" under Section 125 of the Internal Revenue Code to all Board-appointed, full-time staff. Subject to plan terms, participants may elect to set aside pre-tax dollars into healthcare, dependent care and/or transportation reimbursement FSA account(s). ~~Subject to the terms of the plan, participants may choose to reduce their compensation by allocating funds to a healthcare flexible spending account, dependent care flexible spending account, and/or a transportation flexible spending account. This plan also allows for pre-tax premium contributions to College-provided medical, dental and/or vision insurance plans.~~

F. **Holidays** - ~~Each regular~~ Board-appointed, full-time staff ~~, non-bargaining unit employee~~ shall be granted the day off with pay on each of the following holidays. ~~Regular~~ Board-appointed, part-time~~, non-bargaining unit employees~~ staff are eligible for this benefit on a prorated ~~rata~~ basis. ~~Employees working less than the fiscal year shall be entitled to the holidays that fall within their work year.~~

01. New Year's Day (January 1)
02. Martin Luther King, Jr.'s Birthday
03. Memorial Day
04. Juneteenth National Freedom Day (June 19)
05. Independence Day (July 4)
06. Labor Day
07. Thanksgiving Day
08. Thanksgiving Friday
09. Christmas Eve Day (December 24)

10. Christmas Day (December 25)
11. New Year's Eve Day (December 31)
12-14. Three (3) winter holidays between Christmas Day and New Year's Eve Day ~~other special holidays shall be granted by the Board of Trustees on an annual basis to make a full complement of fourteen (14) holidays per annum.~~

~~Any holiday falling on a Saturday will normally be observed on the preceding Friday. Similarly, any holiday falling on a Sunday will normally be observed on the following Monday. However, the College may set the schedule for a Saturday or Sunday Holiday each year on a weekday that best meets the needs of students and the community, at its discretion.~~

Other days may be declared special holidays for a given year if they are recognized in the official academic calendar for that year.

When a holiday falls on a Saturday or Sunday, the College, at its discretion, will determine the weekday and date that the holiday will be observed that best meets the needs of students and the community.

Any holiday falling within a~~n employee's~~ vacation leave shall be considered a holiday ~~leave~~ and shall not be deducted from the ~~employee's~~ staff's vacation bank.

G. **Personal Leave** – The College shall grant personal leave, with pay, in accordance with the following provisions:

1. Personal Leave Eligibility: ~~Each regular~~ Board-appointed, full-time~~, non-bargaining unit employee~~ staff shall be ~~allowed~~ granted ~~four (4) days, or thirty-two (32) hours, of~~ paid personal leave ~~per~~ each fiscal year (July 1) in compliance with the Paid Leave for All Workers Act (PLAWA). ~~Regular p~~Part-time ~~employees~~ staff who are employed on the first day of the fiscal year (July 1) and who are eligible for paid time-off under PLAWA ~~will receive~~ shall be granted personal leave hours on a prorated ~~rata~~ basis. ~~based on the number of hours worked. Employees hired into eligible positions after the start of a new fiscal year shall accrue paid personal leave on a pro rata basis dependent on the time of the fiscal year the employee is hired. Personal leave shall be subject to the prior approval of an employee's immediate supervisor. Personal leave must be used in the year earned and will not carry over. Unused personal leave will not be paid out upon separation.~~

2. Personal Leave Year: The personal leave year is the fiscal year (July 1 through June 30).

3. Personal Leave Benefit: Full-time staff who are employed on the first date of each fiscal year (July 1) shall be granted 40 hours of personal leave for request and use in that fiscal year. Eligible part-time staff and staff with a starting date of hire or appointment in an eligible position after July 1 shall be granted personal leave on a prorated basis. Personal leave must be used within each fiscal year and does not carryover. Unused personal leave will not be paid out upon separation.

~~Personal leave requested in excess of available time remaining shall be deducted from accumulated vacation leave.~~

H. **Vacation Leave** - The College ~~of Lake County~~ shall grant vacation~~s,~~ with pay, to ~~regular~~ Board-appointed, ~~non-bargaining unit employees~~ staff in accordance with the following provisions:

1. Vacation Leave Eligibility: ~~All regular~~ Board-appointed, full-time ~~non-bargaining unit employees~~ staff shall earn paid vacation leave ~~on a monthly basis from~~ based on the starting date of ~~employment~~ hire or appointment in an eligible position. Board-~~approved~~ appointed part-time ~~non-bargaining unit employees~~ staff shall ~~earn and accrue~~ vacation on a prorated ~~rata~~ basis. ~~Employees~~ Staff may ~~elect~~ request and be approved to use accumulated vacation leave after they have completed their initial probationary period with the ~~c~~College.

2. Vacation Leave Year: The ~~employee's~~ vacation year ~~shall consist of the time from his/her~~ is established as the staff member's ~~starting~~ date of hire or appointment in an eligible position to ~~his/her~~ their anniversary date one (1) year later. ~~Employees starting on or before the fifteenth day of the month shall be considered as having a start date of the first of the month. Those starting on the sixteenth day or later shall be considered as having a start date of the first day of the following month.~~

3. ~~Length of~~ Vacation Leave Benefit: ~~Employees~~ Board-appointed, full-time staff shall earn vacation leave in accordance with the following schedule:

Years of Service	Total Hours Bi-Weekly	Total Hours Monthly	Total Per Year	Vacation Carry-Over Maximum Per Year
0 - 9 years	6.15 hours	13.34 hours	160 hours (20 days)	200 hours (25 days)
10 years & above	6.77 hours	14.67 hours	176 hours (22 days)	240 hours (30 days)

Board-appointed, part-time staff shall earn vacation leave on a prorated basis.

The vacation leave earn timing may be changed from monthly to bi-weekly at the College's discretion.

Staff are encouraged to use their earned vacation in a timely manner to foster health and wellness. Vacation hours in excess of the carry-over maximum shall be removed at the end of the period containing the staff member's anniversary date annually.

~~Full-time Full Fiscal Year rates of earning are as follows:~~

~~Administrators and Professionals:~~
~~Years 0-10 of service: 20 days per year/1.67 days per month (160 hours per year/13.34 hours per month) 35 days (280 hours) carry-over cap~~

~~Years 10+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 38 days (304 hours) carry-over cap~~

~~Vacation time for Administrators and Professionals, accrued in one anniversary year, may be carried over to the following anniversary year, provided all accumulated vacation leave carried over from the previous anniversary year in excess of 280 hours for Administrative and Professional employees with ten (10) or less years of service or 304 hours for employees with eleven (11) or more years of service, is taken by the last day of the anniversary year. Unused vacation time in excess of the foregoing shall not accumulate.~~

~~Classified and Specialist Employees:~~

~~Years 0-5 of service: 17 days per year/1.42 days per month (136 hours per year /11.34 hours per month) 22 days (176 hours) carry-over cap~~

~~Years 6-10 of service: 20 days per year/1.67 days per month (160 hours per year /13.34 hours per month) 25 days (200 hours) carry-over cap~~

~~Years 11+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 27 days (216 hours) carry-over cap~~

~~04. Use of Vacation Leave:~~

~~a) Vacation leave earned in one (1) vacation year may not be carried forward beyond the end of the following vacation year.~~

~~b) Unused vacation leave shall be paid out upon separation at the salary rate being paid immediately prior to separation.~~

~~c) Vacations shall be staggered to ensure a reasonable staffing level. Time preference shall be based on seniority whenever practical.~~

~~d) Vacation leave shall be approved by the immediate supervisor and verified by the Executive Director of Human Resources or designee.~~

~~e) Vacation leave cannot be utilized as the final day of employment for an employee who retires or resigns from the College.~~

I. **Health Leave** – The College shall grant health leave, with pay, in accordance with the following provisions:

1. Health Leave Eligibility: ~~Regular~~ Board-appointed, full-time ~~employees~~ staff ~~in non-bargaining unit positions~~ shall ~~accrue~~ earn health leave ~~to a maximum established by the Board.~~ Based on their starting date of hire or appointment in an eligible position. ~~Regular~~ Board-appointed, part-time ~~employees~~ staff ~~in non-bargaining unit positions~~ shall ~~accrue~~ earn health leave on a pro~~rated rata~~ basis~~, depending on the number of hours worked and according to the length-of-service provisions in effect for full-time, non-bargaining unit employees to a maximum established by the Board~~.

2. Health Leave Year: The health leave year is established as the staff member's date of hire or appointment in an eligible position to their anniversary date one (1) year later.

3. Health Leave Benefit: Board-appointed, full-time staff shall earn health leave in accordance with the following schedule:

Years of Service	Total Hours Bi-weekly	Total Hours Monthly	Total Per Year	Health Bank Maximum During Career
0 – 9 years	6.15 hours	13.34 hours	160 hours (20 days)	3,120 hours (390 days/ 78 weeks)
10 years & above	7.38 hours	16.00 hours	192 hours (24 days)	

Board-appointed, part-time staff shall earn health leave on a prorated basis.

The health leave earn timing may be changed from monthly to bi-weekly at the College's discretion.

~~Full-time Full Fiscal Year rates of earning are as follows:~~

~~Administrator and Professional Employees:~~
~~23 days per year/1.92 days per month~~
~~(184 hours per year/15.34 hours per month)~~

~~Classified and Specialist Employees:~~
~~Years 0-5 of service: 15 days per year/1.25 days per month~~
~~(120 hours per year/10 hours per month)~~

~~Years 6 - 19 of service: 18 days per year/1.50 days per month~~
~~(144 hours per year/12 hours per month)~~

~~Years 20 + of service: 24 days per year/2 days per month~~
~~(192 hours per year/16 hours per month)~~

~~Maximum accrual of health leave for Classified and Specialist employees shall not exceed 435 days (3,480 hours). Accrued leave shall not be compensable in any form upon termination of employment.~~

~~Health leave is intended for medical and dental appointments and those times when the employee or his or her immediate family member has an illness or injury that prevents the employee from meeting work obligations. For purposes of the health leave provision, family members include spouse or domestic partner, child, parent, sibling, grandparent, grandchild, legal guardians and step and in-law relations of the same. Employees shall make a reasonable effort to schedule medical and dental appointments for days and times that are least disruptive to the employees' schedule and department operations. When the pattern of use of health leave has become unusual, the employee will be notified in writing of this fact by his or her supervisor or administrator, and may be required to provide medical documentation for future absences during a specified period of time period. Employees who miss five (5) workdays may be required to provide timely medical documentation while on health leave and upon returning to work. Any cost involved in procuring such a doctor's certificate shall be the responsibility of the employee.~~

~~In the case of extended illness, earned vacation time will be utilized after the expiration of earned health leave. Employees must call their supervisor promptly upon determining the illness will prevent them from performing their regularly assigned duties. If possible, the employee shall notify his/her supervisor by the end of the first day of illness indicating when he/she will be able to report again for duty, and supporting medical documentation may be requested.~~

During the time an eligible full- or part-time ~~employee~~ staff member is on paid health leave, the benefits to which the ~~category of employee~~ staff member is entitled shall continue to ~~accrue~~ be earned and be in full force.

~~Employees starting after the first of the month shall, on or before the fifteenth day of the month be considered as having a starting date of the first of the month for purposes of health leave accumulation. Those starting on the sixteenth day or later shall be considered as having a starting day of the first day of the following month.~~

Unused health leave shall be reported to State Universities Retirement System (SURS) at the time of ~~an employee's~~ staff member's retirement, resignation or termination of employment.

J. **Supplement~~aryal~~ Health Leave** - The College shall grant a total of ~~20 days~~ one-hundred and sixty (160) hours~~)~~ of supplement~~aryal~~ ~~paid~~ health leave with pay to ~~each~~ Board-appointed, full-time ~~employee~~ staff with one year of continuous service to the College in a ~~regular, non-bargaining unit~~ full-

time position. Such leave shall be accessible to ~~the employee~~ staff in accordance with the following provisions ~~only under the following conditions~~:

1. Staff may request supplemental health leave if they are prevented by their injuries or illness from performing their essential job functions and/or meeting work obligations for a period of at least 10 (ten) consecutive scheduled workdays.

2. Staff may request supplemental health leave for the birth of a child (available to the birthing or non-birthing parent or spouse/domestic partner) or placement of a child with the staff for adoption or foster care and/or to care for a child, spouse/domestic partner, or parent who has a serious health condition concurrent with Family and Medical Leave (FMLA) or Post-FMLA during which time the staff is unable to perform their essential job functions and/or meet work obligations for a period of at least 10 (ten) consecutive scheduled workdays.

3. Supplemental health leave hours are awarded once in the career of an eligible staff member. Unused supplemental health leave shall be reported to SURS with any unused health leave (section H) at the time of the staff member's retirement, resignation or termination.

~~01. The employee must first exhaust all of the following forms of paid health leave: regular paid health leave, vacation leave and paid personal leave.~~

~~02. The employee is afflicted with an illness or injury which will verifiably prohibit the employee from performing the duties of his/her job for a period of at least 10 working days. For the purposes of this policy, verification refers to the requirement that the incapacitated employee provide written medical documentation specifying the number of days that the employee will be unable to perform the duties of the job.~~

~~The Administration may, at its discretion, require the employee to obtain a second medical opinion, at the College's expense. The College shall select the physician asked to render the second opinion. In cases where the medical opinion provided in the first and second certifications conflict, the College may require the employee to obtain a third certification, at the College's expense. The third physician shall be selected jointly by the College and the employee. In cases where a third physician is consulted, the College~~

~~shall review all certifications received before rendering a decision as to whether supplementary health leave shall be paid.~~

~~03. Employees who receive benefits from SURS or who are absent due to a work-related injury compensable under the Illinois Worker's Compensation Act may not avail themselves supplementary health leave.~~

~~04. Unused supplementary health leave shall be reported to SURS with any unused regular health at the time of the employee's retirement, resignation or termination.~~

K. **Bereavement Leave** – The College may grant bereavement leave in accordance with the following provisions:

1. Staff may request up to ten (10) days due to the death of an immediate family member-which includes spouse/domestic partner, parent, grandparent, child, grandchild, great-grandchild, sibling, corresponding in-law or step relations, any person for whom the staff is a legal guardian-or for any other qualifying reason under the Family Bereavement Leave Act. The leave should be completed within one-hundred and eighty (180) days of the loss.

2. Staff may request up to five (5) days due to the death of a non-immediate family member. The leave should be completed within one-hundred and eighty (180) days of the loss.

3. In accordance with the Family Bereavement Leave Act, staff may request an unpaid leave of up to six (6) weeks in the event of the death of more than one (1) immediate family member in a twelve-month period. The leave of absence must be completed within sixty (60) days of the immediate family member's death.

4. In accordance with the Child Extended Bereavement Leave Act, staff who are parents may request an unpaid leave of up to twelve (12) weeks in the event of a loss of a child by suicide or homicide. The leave may be taken continuously or intermittently (in increments no less than four (4) hours). The leave of absence must be completed within one (1) year of notifying the College of the child's death.

5. Pay for bereavement leave is available through a staff member's health leave bank.

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

Adopted	06/23/2015
Amended	04/26/2016
Amended	06/28/2016
Amended	10/25/2016
Amended	09/19/2017
Amended	07/01/2019
Amended	03/15/2022
Amended	

6. 2. STIPENDS FOR TEMPORARY ASSIGNMENTS – REVISED – FIRST READIING

Policy 942, Stipends for Temporary Assignments, is presented for a first reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023 and February 13, 2024. The adoption and implementation of the policy changes, with a proposed effective date of April 1, 2024, align with the Strategic Plan and the Total Rewards Philosophy.

The policy changes have been reviewed by the College's legal counsel and employee input obtained through CLC's shared governance system, which includes staff representation.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

942 STIPENDS FOR ~~STAFF~~ TEMPORARY ASSIGNMENTS

The College acknowledges that, under certain circumstances, it may be advantageous to assign an employee ~~individual employed in a Board established position~~ to assume all of the duties of a higher-level position for a temporary, specified period of time (while the higher-level position is vacant). Such temporary assignments shall be limited to a specific period of time (normally fewer than twelve [12] months in duration) with no expectation of employment in the temporary position beyond the period of time specified.

Employees ~~shall be~~ who are appointed to ~~such temporary~~ interim or acting assignments ~~and~~ shall be eligible for additional ~~remuneration~~ pay for the performance of such assignments provided each of the following conditions have been satisfied:

~~01.~~1. The employee appointed to the temporary assignment shall perform the essential functions and duties of a position in a higher salary range for a period of at least four (4) weeks.

~~02.~~2. The appropriate ~~vice president~~ College Leadership Team member shall ~~initiate~~ approve the temporary assignment and the resulting pay. ~~compensation adjustment by forwarding a written request to the Director of Personnel, and ensuring that all conditions, as stated above, have been satisfied.~~

Employees satisfying the conditions, as stated herein, shall be eligible for additional ~~remuneration~~ pay for the temporary assignment in accordance with the greater of the following:

~~01.~~ An increase of ~~6%~~ 4.50% over the employee's base rate of compensation immediately preceding the temporary assignment.

OR

~~02.~~ The ~~salary~~ range ~~job~~ pay grade ~~range~~ minimum of the position to which the employee has been temporarily assigned.

OR

The market-based pay range minimum of the position to which the employee has been temporarily assigned.

Normally, stipends for temporary assignments shall not be retroactive.

This policy pertains to eligible non-bargaining staff. ~~administrative, professional,~~

~~specialist and non- unionized classified personnel.~~

Adopted 01/11/95
Amended

7. NEW BUSINESS

7.1. SABBATICAL LEAVES OF ABSENCE

In accordance with Article 45, Sabbatical Leaves, of the collective bargaining agreement between the Board of Trustees and the College of Lake County Federation of Teachers, Local No. 2394 AFT, sabbatical leaves may be granted for the purpose of improving the quality of services provided to the constituents of the College of Lake County. The Sabbatical Leave Committee reviewed submitted proposals by faculty meeting the eligibility requirements within the criteria defined in Article 45 and submits the following recommendation for FY 2025:

	Name	Title	Duration of Leave	Summary
1	Bruellman, Jill	ELI and TESOL Instructor	One full semester (spring of 2025)	**Purpose:** To conduct a research project to evaluate the effectiveness of direct self-placement methods for Multilingual Learners (MLLs) within the College of Lake County. Research for this project will include a review of literature sources along with surveys and interviews with MLL students to create best practices and determine if direct self-placement options enhance students' academic success and overall college experience. Professor Bruellman intends to use the findings to inform her dissertation at Northern Illinois University.
2	Palumbo, Scott	Anthropology Instructor	One full academic year	**Purpose:** To complete an English and Spanish-language monograph for an academic press, to create a set of educational materials requested by Indigenous communities in Costa Rica, and to gather archaeological samples from Panama to be analyzed by future students in the Field Museum. The monograph, detailing archaeological literature, methods and interpretations, will synthesize the results from a 2016-2018 National Science Foundation project that Professor Palumbo directed in Costa Rica.

Recommendation: Approve the sabbatical leaves of absence for faculty members as indicated above.

7.2. TENURE EMPLOYMENT STATUS OF FACULTY FOR 2024-2025

The following individuals are eligible for initial placement on tenure status effective in the Fall 2024 semester pursuant to Article 35 of the collective bargaining agreement with the College of Lake County Federation of Teachers.

Division	Faculty
Adult Education	Alyssa Micek
Biological and Health Sciences	Kalyn Herzog Katherine Swanson John Zahina-Ramos
Business and Social Sciences	Terence Hodges David Hooper Abel Ramirez Scott Smith Maggie Wu
Engineering, Math and Physical Sciences	Jared Burde Doug Burgos Herschell Shireman

Recommendation: Approve tenure status for the individuals named above, effective August 12, 2024.

7.3. FISCAL YEAR 2025 TUITION AND COMPREHENSIVE FEES

In follow-up to the Financial Planning Committee of the Whole meeting on February 13, 2024, the proposed tuition and comprehensive fee changes for FY25 are outlined below. The in-district tuition will increase by $1.00 per credit hour, which is 20% of the December 3.4% Consumer Price Index.

The proposed change to comprehensive fees includes a $1.50 increase in instructional equipment and the merge of two College fee structures. The $1.50 instructional equipment fee increase is proposed to support updated learning equipment in classrooms and labs. This fee has not been increased in more than a decade. The merge of the existing $8.00 online fee to the existing comprehensive technology fee is proposed to streamline College fee structures for greater transparency for students and align actual utilization of resources with the fee structure.

The total increase of $10.50 per credit hour for tuition and comprehensive fees is made up of a $1.00 per credit hour change in tuition and a $1.50 increase in comprehensive fees for a total increase of $2.50. The integration of the existing $8.00 online fee with the existing technology fee of $5.55 holds both fees flat at the FY24 rates. The range of increase for students in tuition and comprehensive fees per credit hour will range from 1% to 7% depending on the modalities of delivery.

In-District Tuition and Fees

Item	FY 2024	Proposed FY 2025
In-District Tuition	**$136.96**	**$137.96**
Comprehensive Fees		
Technology	$5.55	$13.55
Instructional Equipment	$2.00	$3.50
James Lumber Center	$0.50	$0.50
Student Senate	$3.65	$3.65
Student Activity	$2.55	$2.55
Master Plan	$3.00	$3.00
Parking Lot/Site Improvement	$3.39	$3.39
CLC Student Success	$2.50	$2.50
Operating	$0.40	$0.40
Total Comprehensive Fees	**$23.54**	**$33.04**
Total Tuition and Fees	**$160.50**	**$171.00**

7.3. FISCAL YEAR 2025 TUITION AND COMPREHENSIVE FEES (CONTINUED)

Additionally, per the Illinois Community College Board (ICCB), out-of-district tuition is a minimum of 1.5 times the highest in-district tuition rate of any neighboring contiguous districts and out-of-state tuition is set at a minimum of 1.67 times the in-district tuition rate. The College's FY2025 out-of-district and out-of-state tuition meets these guidelines.

Out-of-District Tuition

Item	FY 2024	Proposed FY 2025
Out-of-District Tuition	**$352.57**	**$355.14**

Out-of-State Tuition

Item	FY 2023	Proposed FY 2024
Out-of-State Tuition	**$477.76**	**$481.25**

Recommendation: Approve in-district credit hour tuition rate and fee rate of $171.00, out-of-district credit hour tuition rate of $355.14, and out-of-state credit hour tuition rate of $481.25 for FY2025.

7. NEW BUSINESS

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES

Per Board Policy 420.1 Course Fees, the College follows a credit course fee change process using defined, consistent, and fiscally responsible guidelines to develop, increase, or decrease course fees. Course fees are applied to the costs of materials and suppliesdirectly associated with classroom and lab learning.

A comprehensive audit of all course fees was conducted, including a review of any course fee updates that occurred within the last ten years. Of the credit courses that will be offered in Academic Year (AY) 2024-2025, 542 have an associated course fee. Of these 542 courses, it is recommended that the course fees for 451 remain unchanged and 91 course fees be modified. Within the 91 courses, 90 existing courses have an increased fee and one course has a reduced fee. Nine existing courses and one new course will have a new course fee.

The proposed changes will result in an estimated $150,000 in additional fee revenue based on enrollment in these courses over the past year.

EXISTING CREDIT COURSES WITH PROPOSED FEE INCREASES

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	ACR 110	Introduction to ACR	65.00	85.00	Flat	Offsets cost of instructional supplies.
2	ACR 112	Non-Structural Repair I	65.00	85.00	Flat	Offsets cost of instructional supplies.
3	ACR 115	Automotive Welding	65.00	95.00	Flat	Offsets cost of instructional supplies.
4	ACR 119	Paintless Dent Removal	65.00	85.00	Flat	Offsets cost of instructional supplies.
5	ACR 131	Automotive Refinishing I	65.00	95.00	Flat	Offsets cost of instructional supplies.
6	ACR 132	Automotive Refinishing II	65.00	95.00	Flat	Offsets cost of instructional supplies.
7	ACR 137	Automotive Mechanical Systems	65.00	85.00	Flat	Offsets cost of instructional supplies.
8	ACR 138	Automotive Electrical Systems	65.00	85.00	Flat	Offsets cost of instructional supplies.
9	ACR 212	Non-Structural Repair II	65.00	95.00	Flat	Offsets cost of instructional supplies.
10	ACR 215	Automotive Detailing	65.00	95.00	Flat	Offsets cost of instructional supplies.
11	ACR 230	Structural Repair	65.00	95.00	Flat	Offsets cost of instructional supplies.

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES (CONTINUED)

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
12	ACR 233	Automotive Refinishing III	65.00	95.00	Flat	Offsets cost of instructional supplies.
13	ACR 234	Refinishing IV/Custom Painting	65.00	95.00	Flat	Offsets cost of instructional supplies.
14	ACR 235	Damage Analysis & Shop Procedures	65.00	95.00	Flat	Offsets cost of instructional supplies.
15	ARM 151	Mechanical Systems I	20.00	45.00	Flat	Purchase of licenses.
16	ARM 156	Electrical Systems I	25.00	40.00	Flat	Purchase of licenses.
17	ARM 174	Automation IV	10.00	45.00	Flat	Purchase of licenses.
18	ARM 181	Industrial Robot Programming a	25.00	35.00	Flat	Offsets cost of instructional supplies.
19	ARM 196	Automation, Robotics, and Mech	10.00	40.00	Flat	Purchase of licenses.
20	ART 226	Ceramics I	50.00	75.00	Flat	Offsets cost of consumables.
21	ART 246	Ceramics II	50.00	75.00	Flat	Offsets cost of consumables.
22	ART 247	Ceramics III	50.00	75.00	Flat	Offsets cost of consumables.
23	BIO 120	Environmental Biology	20.00	25.00	Flat	Added cost of in-house lab manual.
24	BIO 123	Principles of Biology	25.00	30.00	Flat	Added cost of in-house lab manual.
25	BIO 161	General Biology I	25.00	30.00	Flat	Added cost of in-house lab manual.
26	BIO 162	General Biology II	30.00	35.00	Flat	Added cost of in-house lab manual.
27	BIO 246	Microbiology	30.00	35.00	Flat	Added cost of in-house lab manual.
28	CHM 222	Organic Chemistry I	45.00	75.00	Flat	Offsets cost of instruments and consumables.
29	CHM 223	Organic Chemistry II	45.00	60.00	Flat	Offsets cost of instruments and consumables.
30	CIT 120	Introduction to Computers	25.00	40.00	Flat	Offsets software license and technology upgrades.
31	CIT 130	Operating Systems for A+ Cert	20.00	40.00	Flat	Offsets software license and technology upgrades.
32	CIT 134	Intro to Programming Concepts	20.00	40.00	Flat	Offsets software license and technology upgrades.
33	CIT 139	CCNA I: Introduction to Networks	20.00	50.00	Flat	Upgrades equipment and cloud-based labs.

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES (CONTINUED)

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
34	CIT 159	CCNA II: Switching Routing & Wireless	20.00	50.00	Flat	Upgrades equipment and cloud-based labs.
35	CIT 218	CCNA III: Enterprise Networking	20.00	50.00	Flat	Upgrades equipment and cloud-based labs.
36	ECE 116	Creative Activities	20.00	30.00	Flat	Offsets cost of materials.
37	ECE 117	Creative Activities - Infants & Toddlers	20.00	30.00	Flat	Offsets cost of materials.
38	HCM 111	Culinary Principles I	125.00	140.00	Flat	Offsets cost of ingredients.
39	HCM 112	Culinary Principles II	150.00	160.00	Flat	Offsets cost of ingredients.
40	HCM 151	American Regional Cuisine	125.00	140.00	Flat	Offsets cost of ingredients.
41	HCM 152	European Cuisine	125.00	140.00	Flat	Offsets cost of ingredients.
42	HCM 153	Latin American Cuisine	125.00	140.00	Flat	Offsets cost of ingredients.
43	HCM 154	Italian Regional Cuisine	125.00	140.00	Flat	Offsets cost of ingredients.
44	HCM 155	French Regional Cuisine	125.00	140.00	Flat	Offsets cost of ingredients.
45	HCM 170	Patisserie I	125.00	140.00	Flat	Offsets cost of ingredients.
46	HCM 171	Culinary Principles III	250.00	275.00	Flat	Offsets cost of ingredients.
47	HCM 172	Patisserie II	175.00	180.00	Flat	Offsets cost of ingredients.
48	HCM 173	Patisserie III	175.00	225.00	Flat	Offsets cost of ingredients.
49	HCM 174	Advanced Pastry	175.00	225.00	Flat	Offsets cost of ingredients.
50	HCM 176	Yeast Breads	100.00	140.00	Flat	Offsets cost of ingredients.
51	HCM 177	Advanced Yeast Breads	125.00	140.00	Flat	Offsets cost of ingredients.
52	HCM 178	Special Diets and Healthful Ba	175.00	225.00	Flat	Offsets cost of ingredients.
53	HCM 179	Cake Decorating	125.00	160.00	Flat	Offsets cost of ingredients.
54	HCM 185	Garde Manger	225.00	240.00	Flat	Offsets cost of ingredients.
55	LGL 270	Legal Stud Assessment Seminar	50.00	135.00	Flat	Offsets cost of testing.

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES (CONTINUED)

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
56	MOA 111	Clinical Medical Asst I	40.00	45.00	Flat	Offsets cost of instructional supplies.
57	MOA 112	Basic Med. Office Admin. Skill	15.00	20.00	Flat	Offsets cost of instructional supplies.
58	MOA 115	Insurance and Bill Med. Asst.	15.00	20.00	Flat	Offsets cost of instructional supplies.
59	MOA 211	Clinical Medical Assisting II	40.00	85.00	Flat	Offsets cost of instructional supplies & CPR training.
60	MOA 212	Medical Assisting Externship	10.00	15.00	Flat	Offsets cost of instructional supplies.
61	MOA 213	Seminar in Medical Assisting	50.00	55.00	Flat	Offsets cost of instructional supplies.
62	NUR 133	Foundational Concepts of Nursing Practice	55.00	80.00	Per Credit	Offsets cost of instructional materials.
63	NUR 134	Medical Surgical Nursing	55.00	80.00	Per Credit	Offsets cost of instructional materials.
64	NUR 232	Mental Health Nursing	55.00	80.00	Per Credit	Offsets cost of instructional materials.
65	NUR 233	Family-Centered Nursing Care	55.00	80.00	Per Credit	Offsets cost of instructional materials.
66	NUR 234	Complex Medical, Surgical & Leadership	55.00	80.00	Per Credit	Offsets cost of instructional materials.
67	PHM 201	Pharmacy Community Clinical	35.00	45.00	Flat	Offsets cost of accreditation.
68	PHM 202	Pharmacy Hospital Clinical	35.00	45.00	Flat	Offsets cost of accreditation.
69	PHY 120	Practical Aspects of Physics	10.00	15.00	Flat	Offsets cost in lab equipment.
70	PHY 121	General Physics I	10.00	15.00	Flat	Offsets cost in lab equipment.
71	PHY 122	General Physics II	10.00	15.00	Flat	Offsets cost in lab equipment.
72	PHY 123	Physics for Science & Engineering I	10.00	15.00	Flat	Offsets cost in lab equipment.
73	PHY 124	Physics for Science & Engineering II	10.00	15.00	Flat	Offsets cost in lab equipment.
74	SRG 110	Intro to Surgical Technology	30.00	50.00	Flat	Offsets cost of instructional materials.
75	SRG 111	Princ of Practice & Intro to Surgical Procedures	40.00	70.00	Flat	Offsets cost of surgical educational video.
76	SRG 112	Surgical Procedures I	40.00	65.00	Flat	Offsets cost of surgical educational video.
77	SRG 113	Surgical Procedures II	40.00	60.00	Flat	Offsets cost of membership and exam items.

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES (CONTINUED)

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
78	SRG 114	Surgical Procedures III	20.00	50.00	Flat	Offsets cost of surgical educational video.
79	WFT 117	Applied Welding Fabrication I	75.00	85.00	Flat	Catching up with consumable materials.
80	WFT 170	General Welding	75.00	85.00	Flat	Catching up with consumable materials.
81	WFT 171	Gas Weld Brazing and Cutting	75.00	85.00	Flat	Catching up with consumable materials.
82	WFT 172	Shielded Metal Arc Welding I	75.00	85.00	Flat	Catching up with consumable materials.
83	WFT 175	Gas Metal Arc Welding I	75.00	85.00	Flat	Catching up with consumable materials.
84	WFT 176	Welding Cert and Testing	75.00	85.00	Flat	Catching up with consumable materials.
85	WFT 178	Gas Tungsten Arc Welding I	75.00	85.00	Flat	Catching up with consumable materials.
86	WFT 217	Applied Welding Fabrication II	75.00	85.00	Flat	Catching up with consumable materials.
87	WFT 270	General Welding II	75.00	85.00	Flat	Catching up with consumable materials.
88	WFT 272	Shielded Metal Arc Welding	75.00	85.00	Flat	Catching up with consumable materials.
89	WFT 275	Gas Metal Arc Welding II	75.00	85.00	Flat	Catching up with consumable materials.
90	WFT 278	Gas Tungsten Arc Welding II	75.00	85.00	Flat	Catching up with consumable materials.

EXISTING CREDIT COURSE WITH PROPOSED FEE REDUCTIONS

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	ESC 121	Physical Geology	25.00	10.00	Flat	Use of more digital instructional supplies.

7. NEW BUSINESS

7.4. ACADEMIC YEAR 2024-2025 CREDIT COURSE FEES (CONTINUED)

EXISTING CREDIT COURSES WITH PROPOSED NEW FEE

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	ARM 115	Photonics for Mechatronics	0.00	30.00	Flat	Offsets cost of consumable materials.
2	EGR 140	How to Make Almost Anything	0.00	40.00	Flat	Offsets cost of consumable materials.
3	INT 110	Preventative & Periodic Maintenance	0.00	55.00	Flat	Offsets cost of consumable materials.
4	INT 114	Mechatronics Measurement & Quantitative Skills	0.00	55.00	Flat	Offsets cost of consumable materials.
5	HCM 180	Chocolate and Confections	0.00	225.00	Flat	Offsets cost of ingredients.
6	MOA 119	Pharmacology Math and Medication Administration for Medical Assistants	0.00	25.00	Flat	Offsets cost of instructional supplies.
7	MOA 210	Clinical Laboratory Procedures	0.00	45.00	Flat	Offsets cost of instructional supplies.
8	SRG 115	Surgical Technology Internship	0.00	40.00	Flat	Offsets cost of specialized software.
9	THE 126	Stagecraft	0.00	65.00	Flat	Offsets cost of consumable materials.

NEW CREDIT COURSE WITH PROPOSED FEE
(Courses first offered AY 2024-2025)

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	MET 120	Machining for Technology Students	0.00	50.00	Flat	Use of consumable materials

Recommendation: Approve the proposed schedule of credit course fees for Academic Year 2024-2025.

7. 5. APPROVAL OF 2023-2027 AGREEMENT WITH THE COLLEGE OF LAKE COUNTY ADJUNCT FACULTY ORGANIZATION, FEDERATION OF TEACHERS, LOCAL NO.504, IFT-AFT/AFL-CIO

The Board of Trustees' negotiating team and the College of Lake County Adjunct Faculty Organization, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO reached a tentative agreement on January 4, 2024. The tentative agreement terms were ratified by the bargaining unit membership.

The successor agreement is for a four-year period effective from 2023-2024 through 2026-2027.

Recommendation: Approve the proposed 2023-2027 collective bargaining agreement between the Board of Trustees and the adjunct faculty union (that is the College of Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO) and authorize the execution of the Agreement.