



# REPORT TO THE BOARD OF TRUSTEES

AUGUST 23, 2022



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## MISSION

The College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities we serve.

## VISION

The College of Lake County is a leader in providing innovative education and workforce solutions.

## STRATEGIC PILLARS

Access and Success for Students  
Equity and Inclusion  
Teaching and Learning Excellence  
Community and Workforce Partnerships  
Collaborative Culture  
Strategic Use of Resources



**College of Lake County**  
**Community College District No. 532**  
**August 23, 2022, 5:00 PM**  
**Room A011**  
**19351 W. Washington St., Grayslake, IL**

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a regular meeting on Tuesday, August 23, 2022, at 5:00 PM, in Room A011, 19351 W. Washington St., Grayslake, Illinois. **This meeting will be in person.** For purposes of convenience or for those who do not wish to attend the meeting in person, the College will live stream the meeting via YouTube at: <https://youtu.be/EPlkiqYlqVw>.

Members of the public will be offered an opportunity to address the Board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to [president@clcollinois.edu](mailto:president@clcollinois.edu) by 3:00 PM on the date of the meeting. Individuals will be called to the podium when it is their time to address the Board.

All individuals attending the Board meeting in person must follow the COVID-19 protocols established by the College at the time and date of the meeting. Face coverings are recommended, but not required, if you are attending the Board meeting in person. Individuals entering any College building or facility are representing to the College that they are not experiencing any COVID-19 symptoms and that they are not under a quarantine protocol related to COVID-19.

## Agenda for Regular Meeting of August 23, 2022

### AGENDA

01. Board Convenes the Regular Meeting
  - 1.1 Call to Order and Roll Call
  - 1.2 Board Chair Comments
  - 1.3 Approval of Agenda
02. Approval of Minutes
  - \*2.1 Regular Meeting of June 28, 2022
03. Receipt of Notices, Communications, Hearings, and Petitions
04. Chair's Report
  - 4.1 Student Trustee Report
  - 4.2 Resolution Honoring Student Trustee Daniel Blaine
  - 4.3 Resolution Honoring John and Kathleen Schreiber
05. President's Report
  - 5.1 Lake County Partners [2022 Comprehensive Economic Development Strategy](#) (CEDS)
  - 5.2 First Year Experience Redesign Update
06. Approval of Board Policies and Objectives
  - \*6.1 Policy 420 – Tuition and Fees – First Reading and Waiver of Second Reading (pp. 1-3)
  - \*6.2 Policy 422 – Transcripts and Fees – First Reading and Waiver of Second Reading (pp. 4-5)
  - \*6.3 Policy 443 – Medical and Catastrophic Incident Withdrawal – First Reading and Waiver of Second Reading (pp. 6-7)
07. Approval of Financials
  - \*7.1 Resolution Approving Reimbursement of Business-Related Travel Expenses (p. 9)
  - \*7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 10-20)
08. Approval of Purchasing
  - \*8.1 Biddable Items
    - Products
      - Monument Signage for Lakeshore and Southlake Campuses (North Shore Sign Company) (p. 21)
      - Furniture for Lakeshore Campus Student Center (Krueger International, Inc.) (p. 22)
      - Furniture for Lakeshore Campus Student Center (Midwest Office Interiors, Inc.) (p. 23)
    - Services
      - Automotive Technology Lab Floor Restoration (CCI Flooring, Inc.) (p. 24)

## Agenda for Regular Meeting of August 23, 2022

### \*8.2 Non-Biddable Items

- Products
  - Lease, Delivery and Installation of Copier Machines (Konica Minolta Business Solutions U.S.A., Inc.) (p. 25)
  - 2023 Ford Transit Cargo Van (National Auto Fleet Group LLC) (p. 26)
- Services
  - Advanced Technology Center Construction Manager at Risk Services (Power Construction Company, LLC) (p. 27)
  - Law Enforcement Agencies Data System (Illinois Department of Innovation Technology) (p. 28)
  - Internal Network Cybersecurity Assessment (CDW Government LLC) (p. 29)
  - Process Development Risk Strategy (CDW Government LLC) (p. 30)
  - Website and Student Portal Support (Hawksearch by Bridgeline) (p. 31)
  - Workflow Tool to Enhance Student Portal Experience (Nintex USA, Inc.) (p. 32)
  - SiteFinity Software Renewal (Progress Software Corporation) (p. 33)
  - Support for College Student Portal and Public Website (MarksNelson LLC) (p. 34)
  - Executive Search Consulting (Pauly Group, Inc.) (p. 35)
  - Financial Aid Consulting (Blue Icon Advisors LLC) (p. 36)
  - Judicial Services (Various Vendors) (p. 37)
  - Scheduling Software Maintenance (CollegeNET, Inc.) (p. 38)
  - WPDI Training and Coaching Services (Various Vendors) (pp. 39-40)
  - Project Management Services (Cotter Consulting, Inc.) (p. 41)

### 09. Approval of Contracts and Grants

### 10. Approval of Programs

- \*10.1 Resolution [Endorsing Lake County Partner's 2022 CEDS](#) (pp. 43-44)

### 11. Approval of Human Resources Recommendations

- \*11.1 Resignations and Retirements (pp. 45-46)

- \*11.2 Personnel and Position Changes (pp. 47-49)

- \*11.3 Full-Time Employment (pp. 50-56)

- Faculty Hires (p. 50-51)
- Probationary Period Completed (pp. 51-55)
- Administrative Hire (p. 56)

*Note: Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/contractsaugust2022.pdf> or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.*

- \*11.4 Promotions and Transfers (pp. 57-58)

11.5 Staff Benefits

11.6 Other

### 12. Closed Meeting

### 13. Other Matters for Information, Discussion or Action

Agenda for Regular Meeting of August 23, 2022

14. Adjournment

\* Report Enclosed

AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

**6.1 TUITION AND FEES: Policy 420 – Revised – First Reading and Waiver of Second Reading**

Policy 420 – Tuition and Fees is presented for revision to align this policy with [Illinois Public Act 102-0800](#), amending the Public Community College Act Section 6-4. The amendment to the Public Community College Act is effective beginning with the 2022-2023 academic year. Other changes were made to remove content not relevant to this policy and to incorporate the content in 420.1 into 420.

The policy has been reviewed by the College’s legal counsel.

The proposed policy changes are highlighted in red and are presented as the First Reading. The College’s Administration recommends that the Board of Trustees waive a Second Reading and approve the policy as revised.

**Recommendation:** Waive Second Reading and approve revised policy 420 - Tuition and Fees.

## AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

### 420 TUITION AND FEES

Tuition and fees for all students will be established by the Community College Board of District No. 532.

~~Effective Fall Semester 1989, a~~ All residents of Community College District 532 who are 60 years of age or older at the time of registration may enroll in credit courses offered by the College at one-half the regular tuition rate with all other fees remaining unchanged. Residents who are 65 years of age or older at the time of registration and who qualify financially according to the ~~Illinois Senate Bill 338~~ Illinois Community College Board Administrative Rules may enroll in credit courses offered by the College without paying tuition or ~~activity comprehensive~~ fees.

~~The College may enter into written agreement with an in-district business, industry, or agency to provide instruction as a part of that organization's in-service development program. Individual students enrolling under such an agreement will be subject to the current in-district tuition rate including the prevailing activity fee.~~

~~This written agreement will be renewable on an annual basis (August 1) of each year. The College reserves the right to cancel any such agreement if situations indicate the participating business, industry, or agency is in violation of the agreement.~~

A student for whom special services, e.g., portfolio development, ~~may be required~~, may be assessed a service fee in addition to tuition, ~~activity, comprehensive~~ and laboratory fees.

~~Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), Military servicemembers personnel who are citizens of the United States and who are on extended-active military duty in one (1) of the uniformed services of the United States and who are stationed and present in Community College District 532 in connection with that service, will be subject to the current in-district tuition rate including the prevailing activity fee by displaying a valid United States uniformed services identification card.~~

~~Spouses and children of such military servicemembers personnel who are on active military duty and are stationed and present in Community College District 532 in connection with their service are also eligible for the in-district tuition rate.~~

~~Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), students who are entitled to assistance as described in 38 U.S.C. 3679(c) will be subject to the current in-district tuition rate by providing their certificate of eligibility or other documentation provided by the US Department of Veterans Affairs to the financial aid department.~~



AGENDA ITEM 6.1 – BOARD POLICIES AND OBJECTIVES

**420 TUITION AND FEES (Continued)**

~~**420.1 COURSE FEES POLICY STATEMENT:**~~

In the establishment of course fees, the College shall adjust fees to a level that approximates actual course costs. The determination of fees shall include such items as supplies, consumable materials, equipment maintenance, lab assistance, and amortization of equipment. Review on a course-by-course basis shall be made annually by each division with recommendations forwarded to the Vice President for Educational Affairs by February 1. The Board shall consider any fee adjustments in connection with tuition review.

Adopted	11/26/1968
Amended	04/28/1970
Amended	08/27/1974
Amended	03/25/1975
Amended	03/25/1980
Amended	07/26/1983
Amended	03/21/1989
Amended	06/20/1989
Amended	01/22/1991
<b>Amended</b>	

## 6.2 BOARD POLICIES AND OBJECTIVES

### **TRANSCRIPTS AND FEES: Policy 422 – Revised – First Reading and Waiver of Second Reading**

Policy 422 – Transcripts and Fees, is presented for revision to align this policy with [Illinois Public Act 102-0998, the Student Debt Assistance Act](#). The Student Debt Assistance Act took effect upon becoming law on May 27, 2022.

The Student Debt Assistance Act requires colleges to release official transcripts to current or prospective employers, even if the student owes a debt to the institution. The College is recommending that official transcripts not be withheld due to debt owed to the institution. In addition to obtaining employment, students request transcripts in order to transfer to another institution to complete their studies or to continue their studies with an advanced degree. Releasing transcripts for any of these reasons puts the student in a better position to repay any debt owed to the college. Further, releasing the transcript does not impact the amount of debt owed to the College. The College will continue to follow up with the student on repayment after the transcript is released.

The policy has been reviewed by the College’s legal counsel.

The proposed changes are highlighted in red and are presented as the First Reading. The College’s Administration recommends that the Board of Trustees waive a Second Reading and approve the policy as revised.

**Recommendation:** Waive Second Reading and approve revised Policy 422 – Transcripts and Fees.

AGENDA ITEM 6.2 – BOARD POLICIES AND OBJECTIVES

**422 TRANSCRIPTS AND FEES**

Students can access an unofficial transcript through the College of Lake County website at any time free of charge. A transcript service fee will be charged for official transcripts requested by the student. ~~Official transcripts will not be released if a student has an outstanding financial obligation to the College.~~

Adopted 12/18/1968

Amended 03/25/1975

Amended 08/23/2016

~~Amended~~

## AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

### 6.3 BOARD POLICIES AND OBJECTIVES

#### **MEDICAL AND CATASTROPHIC INCIDENT WITHDRAWAL: Policy 443 – Revised – First Reading and Waiver of Second Reading**

Policy 443 – Medical and Catastrophic Incident Withdrawal is presented for revision to align this policy with [Illinois Public Act 102-0998, the Student Debt Assistance Act](#). The Student Debt Assistance Act took effect upon becoming law on May 27, 2022.

The Student Debt Assistance Act (Act) requires colleges to have a financial or physical hardship withdrawal process in place for the 2022-2023 school year. The College's existing Medical and Catastrophic Incident Withdrawal policy met many of the types of hardships identified in the Act, but needs to be modified to include financial circumstances. Associated procedures to equitably evaluate these additional situations are being developed through a cross-functional task force. Per the Act, this policy will be published on the College's website and will be included in new student orientation modules.

The policy has been reviewed by the College's legal counsel.

The proposed changes are highlighted in red and are presented as the First Reading. The College's Administration recommends that the Board of Trustees waive a Second Reading and approve the policy as revised.

**Recommendation:** Waive Second Reading and approve revised Policy 443 – Medical and Catastrophic Incident Withdrawal.

AGENDA ITEM 6.3 – BOARD POLICIES AND OBJECTIVES

**443 MEDICAL, ~~AND~~ CATASTROPHIC INCIDENT ~~AND~~ FINANCIAL HARDSHIP WITHDRAWAL**

The College, upon request and with appropriate documentation, may administratively withdraw a student due to serious illness or related medical issues that prohibit ~~the student from completing his/her classes~~ the completion of classes by the student. Documentation will be required from a physician or licensed medical professional.

The ~~C~~college, upon request and with appropriate documentation, may administratively withdraw a student due to catastrophic circumstances that prohibit ~~the student from completing his/her classes~~ the completion of classes by the student. Documentation will be required from a government agency, social service organization, first responder or similar entity.

~~The College, upon request and with appropriate documentation, may administratively withdraw a student due to a significant financial hardship that prohibits the completion of classes by the student. Documentation will be required from the student that shows the circumstances were out of the student's reasonable control.~~

The request for withdrawal and relevant documentation must be received no later than 60 days after the end of the ~~semester term~~ for which the student is seeking a withdrawal. This policy will be administered by the Office of the Vice President of Student Development.

Adopted 05/21/2013

~~Amended~~

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AGENDA ITEM 7.1 – FINANCIAL

**7.1 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 \$2,461.37 for registration and travel associated with the Illinois Community Colleges Trustees Association (ICCTA) annual convention.

PASSED this 23rd day of August 2022 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.

AGENDA ITEM 7.2 – FINANCIAL

**7.2 RESOLUTION APPROVING AND RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING MONTHLY FINANCIAL REPORT**

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

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

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

WHEREAS, budget transfers in the amount of \$251,486.02 are recommended to the Fiscal Year 2022 Budget and budget transfers in the amount of \$103,200.00 are recommended to the Fiscal Year 2023 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$354,686.02.

PASSED this 23th day of August 2022 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 the monthly financial report.



AGENDA ITEM 7.2 – FINANCIAL

**FY 22 BUDGET TRANSFERS**

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	592000 27 27001 9010 01	Student Support/Comp Fee-SD	Student Grants and Scholarships	\$ 62,894.00		Fund College Scholars Scholarships for FY22
	518000 27 27589 9010 01	College Scholars	Student employees		\$ 50,350.00	
	551000 27 27589 4040 01	College Scholars	Conference/Meeting Expense		\$ 2,375.00	
	592000 27 27589 9010 01	College Scholars	Student Grants and Scholarships		\$ 10,006.00	
	513008 27 27589 9010 01	College Scholars	Faculty Stipends & Misc./FT		\$ 163.00	
2)	574000 02 00076 7060 01	Plant Utilities	Water Sewage	\$ 155,894.00		Increased Water Usage Charges, Jul-Sept 2021
	512001 02 00002 7010 01	HVAC	Specialist Staff Full-Time		\$ 55,894.00	
	517001 02 00022 7020 01	Custodial LSC	Custodial Maintenance Staff/FT		\$ 30,000.00	
	517001 02 00027 7020 01	Custodial SLC	Custodial Maintenance Staff/FT		\$ 10,000.00	
	517001 02 00071 7010 01	Maintenance	Custodial Maintenance Staff/FT		\$ 25,000.00	
	517001 02 00072 7020 01	Custodial	Custodial Maintenance Staff/FT		\$ 35,000.00	
3)	532000 57 00901 4020 01	Talent Development Services	Consultants	\$ 32,698.02		Pay Pending Talent Development Expenses
	512001 57 00901 4020 01	Talent Development Services	Specialist Staff/FT		\$ 32,698.02	
	<b>TOTAL TRANSFERS - ALL FUNDS</b>			<u>\$ 251,486.02</u>	<u>\$ 251,486.02</u>	

AGENDA ITEM 7.2 – FINANCIAL

**FY 23 BUDGET TRANSFERS**

	<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	535000 01 00091 8050 01	Board of Trustees	Legal Services	\$ 60,000.00		Increase Legal Expense Budget
	601000 01 00092 8060 01	Institutional	Contingency		\$ 60,000.00	
2)	539000 01 01034 3040 01	Financial Aid	Other Contractual Services	\$ 43,200.00		Administrative Coaching and Compliance
	511001 01 01034 3040 01	Financial Aid	Administrative Staff		\$ 7,660.00	Support
	512001 01 01034 3040 01	Financial Aid	Specialist Staff		\$ 10,000.00	
	511001 01 01055 3090 01	Student Recruitment & Onboarding	Administrative Staff		\$ 25,540.00	
<b>TOTAL TRANSFERS - ALL FUNDS</b>				<u>\$ 103,200.00</u>	<u>\$ 103,200.00</u>	

**Operating Funds**  
**Financial Highlights**

**REVENUE:** The revenues in the operating funds reflect 68.6 percent of budgeted revenues through May 2022 as compared to 66.7 percent in May 2021.

As of May 31, 2022, the College had received revenues equal to \$38.4 million in FY 2022 for local taxes. On September 7, 2021, the second installment of the 2020 tax levy was due to the Lake County Treasurer’s Office. The first installment for the 2021 tax levy was mailed out in early May 2022 with a due date of early June 2022. Local tax revenue is budgeted at \$75.0 million for FY 2022.

Also, as of May 31, 2022, student enrollment reflected 82.8 percent of the tuition revenue as compared to 83.9 percent in May 2021. The timing of when students enroll impacts when tuition revenue is recorded. Comprehensive fees are initially recorded in the Education Fund. The adjustment to move the majority of these fees to other funds is reflected in this May 31, 2022, financial report.

Interest rates, for investment purposes, are averaging 1.93 percent for all investments as compared to 0.31 percent at this time last year.

**EXPENDITURES:** The expenditures in the operating funds as of May 31, 2022, reflect 76.3 percent of budgeted expenditures for the year as compared to 77.2 percent in May 2021. The College is trending on track with the FY 2022 budget plan.



**Monthly Financial Report**

***FOR THE MONTH ENDED***

**May 31, 2022**

**Educational Fund 01  
Balance Sheet  
As of May 31, 2022**

**ASSETS**

**CASH**

Cash In Bank	17,885,775.77
Change Funds	7,300.00

**INVESTMENTS**

Other Investments	31,709,966.55
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**RECEIVABLES**

Allowance for Uncoll. Tuition	(1,961,906.33)
Student Tuition Receivable	11,836,072.15
Vendor Receivables	61,638.11

**INTER-FUND RECEIVABLE**

Receivable from Education Fund	84,436.46
Receivable from Maintenance Fund	1,791.43
Receivable from O.B.M. Fund	2,132,158.59
Receivable from Auxiliary Fund	92,781.82
Receivable from Restricted Purpose Fund	33,860,613.89
Receivable from Other Funds	7,414,225.08

**Deferred Expenses**

Deferred Expenses	36,434.00
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**TOTAL ASSETS**

103,161,287.52

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable 2,724.95

**ACCOUNTS PAYABLE**

Accounts Payable 686,928.84

**ACCRUED EXPENSES**

Accrued Expense 554,960.00

**INTER-FUND PAYABLE**

Payable to Maintenance Fund 7,348.00

Payable to Education Fund 9,578,646.37

Payable to O. B. M. Funds 9,055,664.38

Payable to Auxiliary Fund 63,764.41

Payable to Restricted Purpose Fund 21,937,873.34

Payable to Other Funds 25,145,254.10

**DEFERRED REVENUES**

Total Tuition & Fees 10,297,645.53

**OTHER LIABILITIES**

Other Liabilities 594,887.25

Vacation Accrual 2,838,275.99

**FUND BALANCE**

Fund Balance 22,397,314.36

**TOTAL FUND BALANCE**

22,397,314.36

**TOTAL LIABILITIES & FUND BALANCE**

103,161,287.52

**RECONCILIATION**

BEGINNING FUND BALANCE 35,908,206.69

ADD: REVENUE 71,591,995.04

LESS: EXPENDITURES (79,159,981.37)

OPERATING TRANSFERS (5,942,906.00)

ENDING FUND BALANCE 22,397,314.36

**College of Lake County**  
**CLC\_Comparison\_Fund\_01**  
**Statement of Changes in Fund Balance**  
**Month Ending: May 31, 2022**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	31,816,858.21	44.44%	30,268,441.23	44.43%
T.I.F.A.	92,670.46	0.13%	87,052.10	0.13%
CPPRT Corp Pers Prop Repl Tax	3,195,827.02	4.46%	1,436,966.05	2.11%
ICCB Credit Hour Grants	8,350,200.27	11.66%	7,685,373.77	11.28%
Vocational Education	575,571.00	0.80%	275,358.50	0.40%
Tuition	25,401,037.17	35.48%	25,867,069.89	37.97%
Graduation Fees	720.00	0.00%	405.00	0.00%
Transcript Fees	65,294.17	0.09%	85,368.38	0.13%
On-line Course Fee	995,952.99	1.39%	1,281,164.64	1.88%
Laboratory Fees	618,940.08	0.86%	429,573.81	0.63%
Payment Plan Enrollment Fee	40,405.00	0.06%	61,845.00	0.09%
Credit By Exam Fees	750.00	0.00%	1,400.00	0.00%
Comprehensive Fees	4,120,136.56	5.76%	4,298,443.63	6.31%
Activity Fee Adjustment	(3,576,205.00)	-5.00%	(3,733,954.00)	-5.48%
Gain(Loss) on Investment	(188,389.57)	-0.26%	14,400.59	0.02%
Sweep Accounts	9,323.91	0.01%	8,558.72	0.01%
Library Fines	516.44	0.00%	61.00	0.00%
Miscellaneous Revenue	63,110.73	0.09%	28,430.48	0.04%
Other Revenue/Rebates	9,272.49	0.01%	34,603.65	0.05%
Over Short	3.11	0.00%	(395.00)	0.00%
<b>Total Income</b>	<b>71,591,995.04</b>	<b>100%</b>	<b>68,130,167.44</b>	<b>100%</b>

**College of Lake County**  
**CLC\_Comparison\_Fund\_01**  
**Statement of Changes in Fund Balance**  
**Month Ending: May 31, 2022**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>EXPENDITURES</u></b>				
Salaries	58,908,638.16	74%	60,048,263.84	75%
Employee Benefits	10,088,859.48	13%	9,213,918.28	12%
Contractual Services	4,623,898.48	6%	3,739,265.58	5%
General Material & Supplies	2,301,623.38	3%	2,069,311.18	3%
Travel/Conference Meeting Exp	332,124.99	0%	210,452.08	0%
Fixed Charges	1,146,190.54	1%	1,113,708.10	1%
Utilities	47,197.09	0%	459,414.24	1%
Capital Outlay	476,840.14	1%	539,140.72	1%
Other Expenditures	1,233,436.46	2%	2,197,135.32	3%
Total Expense	79,158,808.72	100%	79,590,609.34	100%
Beginning Fund Balance	35,908,206.69		36,924,947.72	
Add: Revenues	71,591,995.04		68,130,167.44	
Less: Expenses	(79,158,808.72)		(79,590,609.34)	
Operating Transfers	(5,942,906.00)		(7,451,014.73)	
Ending Fund Balance	22,398,487.01		18,013,491.09	



AGENDA ITEM 7.2 – FINANCIAL

**Operations & Maintenance Fund  
Balance Sheet  
As of May 31, 2022**

**ASSETS**

**CASH**

Cash In Bank	12,289,146.18
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**INVESTMENTS**

Other Investments	1,606,059.00
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**RECEIVABLES**

Vendor Receivables	733.71
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**INTER-FUND RECEIVABLE**

Receivable from Education Fund	16,433.00
Receivable from O.B.M. Fund	1,679,851.92
Receivable from Restricted Purpose Fund	964,180.61
Receivable from Other Funds	115,496.94

**Deferred Expenses**

Deferred Expenses	198,249.00
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**TOTAL ASSETS**

	16,870,150.36
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**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCOUNTS PAYABLE**

Accounts Payable	139,215.08
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**INTER-FUND PAYABLE**

Payable to Education Fund	730,761.08
Payable to O. B. M. Funds	12,717,359.87
Payable to Auxiliary Fund	72.24
Payable to Restricted Purpose Fund	48,778.53

**FUND BALANCE**

Fund Balance	3,233,963.56
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**TOTAL FUND BALANCE**

	3,233,963.56
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**TOTAL LIABILITIES & FUND BALANCE**

	16,870,150.36
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**RECONCILIATION**

BEGINNING FUND BALANCE	5,417,145.32
ADD: REVENUE	7,792,872.05
LESS: EXPENDITURES	(9,187,115.81)
OPERATING TRANSFERS	(788,938.00)
ENDING FUND BALANCE	3,233,963.56

Agenda Item 7.2  
August 23, 2022

**College of Lake County**  
**CLC\_Comparison\_Fund\_02**  
**Statement of Changes in Fund Balance**  
**Month Ending: May 31, 2022**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	7,549,840.18	96.88%	8,052,412.00	97.38%
T.I.F.A.	24,556.42	0.32%	23,158.72	0.28%
Building Rentals	186,045.60	2.39%	162,561.67	1.97%
Other Facility Rentals	22,207.32	0.28%	28,228.20	0.34%
Miscellaneous Revenue	10,222.53	0.13%	2,559.31	0.03%
Total Income	<u>7,792,872.05</u>	<u>100%</u>	<u>8,268,919.90</u>	<u>100%</u>
<b><u>EXPENDITURES</u></b>				
Salaries	3,480,673.64	38%	3,623,113.81	41%
Employee Benefits	1,235,037.77	13%	1,325,902.29	15%
Contractual Services	833,272.48	9%	617,317.73	7%
General Material & Supplies	300,062.95	3%	349,739.17	4%
Travel/Conference Meeting Exp	7,121.15	0%	842.52	0%
Fixed Charges	885,326.50	10%	771,458.48	9%
Utilities	2,240,791.80	24%	2,007,890.32	23%
Capital Outlay	220,922.59	2%	153,773.67	2%
Other Expenditures	(16,093.07)	0%	6,202.34	0%
Total Expense	<u>9,187,115.81</u>	<u>100%</u>	<u>8,856,240.33</u>	<u>100%</u>
Beginning Fund Balance	5,417,145.32		6,387,107.12	
Add: Revenues	7,792,872.05		8,268,919.90	
Less: Expenses	(9,187,115.81)		(8,856,240.33)	
Operating Transfers	(788,938.00)		(1,871,183.00)	
Ending Fund Balance	<u>3,233,963.56</u>		<u>3,928,603.69</u>	

AGENDA ITEM 8.1 - PURCHASING

**8.1 BIDDABLE ITEM**

**Products:** Monument Signage for Lakeshore and Southlake Campuses

**Lead Staff:** Anne O’Connell, Director of Public Relations and Marketing

**Funding Source:** FY 2020 surplus

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
North Shore Sign Company*	\$106,970.00
Complete Signs	\$115,475.00
The Holland Design Group	\$127,131.23
Olympik Signs	\$143,287.00
Doyle Signs, Inc.	\$146,829.00
Parvin-Clauss Sign Co., Inc.	\$150,950.00
Correct Digital Displays	\$153,663.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for the fabrication and installation of two monument signs to be placed on the Lakeshore and Southlake Campuses.

**Recommendation:** Approve a purchase with North Shore Sign Company of Libertyville, IL for \$106,970.00 and a 10% contingency of \$10,697.00 in a not-to-exceed total amount of \$117,667.00.

AGENDA ITEM 8.1 - PURCHASING

**8.1 BIDDABLE ITEM**

**Products:** Furniture for Lakeshore Campus Student Center (Ratification)

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

**Funding Source:** Capital Development Board Project Trust

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
Krueger International, Inc.*	\$342,184.71

*\*Recommended*

**Explanation of Purchase:** This purchase is for furniture to be used by Student Services and Adult Education for the new Lakeshore Campus Student Center. Krueger International, Inc. was the single, responsible, and responsive bidder for the items awarded.

**Recommendation:** Ratify a purchase with Krueger International, Inc. of Green Bay, WI in a not-to-exceed total amount of \$342,184.71.

AGENDA ITEM 8.1 - PURCHASING

**8.1 BIDDABLE ITEM**

**Products:** Furniture for Lakeshore Campus Student Center (Ratification)

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

**Funding Source:** Capital Development Board Project Trust

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
Midwest Office Interiors, Inc.*	\$567,746.24

*\*Recommended*

**Explanation of Purchase:** This purchase is for furniture to be used by Student Services and Adult Education for the new Lakeshore Campus Student Center. Midwest Office Interiors, Inc. was the single, responsible and responsive bidder for the items awarded.

**Recommendation:** Ratify a purchase with Midwest Office Interiors, Inc. of Woodridge, IL in a not-to-exceed total amount of \$567,746.24.

AGENDA ITEM 8.1 - PURCHASING

**8.1 BIDDABLE ITEM**

**Services:** Automotive Technology Lab Floor Restoration

**Lead Staff:** Christian Roldán-Johnson, Acting Dean, Engineering, Math and Physical Sciences Division

**Funding Source:** FY 2022 surplus

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
CCI Flooring, Inc.*	\$128,500.00
Tiles in Style LLC, DBA Taza Construction	\$185,714.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for the restoration of the automotive technology lab floor to be used by the Automotive Technology department. The awarded contractor will remove the finish on the existing automotive technology lab floor and complete a full restoration of a new Poly-Crete shop floor finish with Armor Top. The project also includes the internal classrooms and storage room located within the lab space.

**Recommendation:** Approve a purchase with CCI Flooring, Inc. of Crest Hill, IL for \$128,500.00 and a 10% contingency of \$12,850.00 in a not-to-exceed total amount of \$141,350.00.

AGENDA ITEM 8.2 – PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Products:** Lease, Delivery and Installation of Copier Machines

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
Konica Minolta Business Solutions U.S.A., Inc.*	\$ 87,317.40

*\*Recommended*

**Explanation of Purchase:** This expenditure is for the lease, delivery and installation of 14 copy machines at the Advanced Technology Center, Lakeshore Student Center and Grayslake campus in support of the College’s managed print initiative.

Pursuant to 110 ILCS 805/3-27.1 (g), contracts for duplicating machines and supplies are exempt from the competitive bidding process.

**Recommendation:** Approve a lease from September 30, 2022, through September 29, 2027, with Konica Minolta Business Solutions U.S.A., Inc. of Ramsey, NJ in the amount of \$87,317.40.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Product:** 2023 Ford Transit Cargo Van (Ratification)

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
National Auto Fleet Group LLC*	\$44,142.82

*\*Recommended*

**Explanation of Purchase:** This purchase was for a 2023 Ford Transit Cargo Van to be used by the Facilities department. The vehicle will be utilized to transport staff, tools and equipment between campus locations.

This cooperative purchase is pursuant to 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcewell Cooperative Contract # 091521-NAF for light duty trucks, cars, vans, SUVs, cab chassis, electric vehicles with all upfitting.

**Recommendation:** Ratify a purchase to National Auto Fleet Group of Watsonville, CA in the not-to-exceed amount of \$44,142.82.



AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Advanced Technology Center Construction Manager at Risk Services (Ratification)

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

**Funding Source:** 2022 general obligation bond

**Funding Request:** n/a

<b>Bids</b>	<b>Amount</b>
Power Construction Company, LLC*	\$225,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for construction management services to be used by the Advanced Technology Center (ATC) in Gurnee, IL. Due to supply chain delays, the project has been extended past the original substantial completion date of May 2022 resulting in additional general condition costs to manage the project through completion.

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 a purchase with Power Construction Company, LLC of Chicago, IL in a not-to-exceed total amount of \$225,000.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Law Enforcement Agencies Data System (LEADS) Broadband Services

**Lead Staff:** Brian Henry, Chief of Police

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Illinois Department of Innovation and Technology*	\$29,708.28

*\*Recommended*

**Explanation of Purchase:** This purchase is for monthly access to the Law Enforcement Agencies Data System (LEADS) to be used by the Police department. LEADS is utilized by law enforcement agencies throughout Illinois to collect vital data as it relates to crime and law enforcement sensitive information. LEADS also interfaces with the National Crime Information Center (NCIC) for investigative and other vital information.

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 from September 1, 2022, through August 31, 2025, to Illinois Department of Innovation and Technology of Springfield, IL in a total not-to-exceed amount of \$29,708.28.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Internal Network Cybersecurity Assessment

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2021 surplus

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
CDW Government LLC *	\$38,800.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for expert services to be used by the Information Technology department cybersecurity team in assessing the College’s internal network, identifying any cybersecurity exposures and providing guidance on how to address them.

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 to CDW Government LLC of Vernon Hills, IL in a not-to-exceed amount of \$38,800.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Process Development Risk Strategy

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2021 surplus

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
CDW Government LLC*	\$75,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for professional services to be used by the Information Technology department cybersecurity team in creating processes used to perform risk assessments of the College’s infrastructure, applications, endpoints, and third-party solutions and to manage any cybersecurity risks that are discovered according to the National Institute of Standards and Technology Risk Management Framework (NIST RMF).

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 to CDW Government LLC of Vernon Hills, IL in a not-to-exceed amount of \$75,000.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Website and Student Portal Support

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2019 surplus

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Hawksearch by Bridgeline *	\$40,595.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for an embedded search tool that will assist users with easily finding information on the new student portal and public website.

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 from September 1, 2022, through August 31, 2025, to Hawksearch by Bridgeline of Rosemont, IL in a total not-to-exceed amount of \$40,595.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Workflow Tool to Enhance Student Portal Experience (Ratification)

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2019 Surplus

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Nintex USA, Inc.*	\$30,007.21

*\*Recommended*

**Explanation of Purchase:** This purchase is for a workflow tool to be used on the new student portal. The tool will guide students through the steps toward completion of their goals.

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 a purchase from July 31, 2022, through July 30, 2023, to Nintex USA, Inc. of Bellevue, WA in a not-to-exceed amount of \$30,007.21.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** SiteFinity Software Renewal (Ratification)

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Progress Software Corporation*	\$69,606.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for the renewal of software to be used by the Information Technology department on the College’s existing and future public website along with the new student portal. The software manages site content so that common phrasing and images are used in a consistent manner across the site.

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 a purchase from July 20, 2022, through July 19, 2025, to Progress Software Corporation of Burlington, MA in a total not-to-exceed amount of \$69,606.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Support for College Student Portal and Public Website (Ratification)

**Lead Staff:** Greg Kozak, Chief Information Officer, Information Technology

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
MarksNelson LLC *	\$25,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for services to support the College’s new student portal and public website to be used by the Information Technology department.

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 a purchase from July 1, 2022, through June 30, 2023, to MarksNelson LLC of Kansas City, MO in not-to-exceed amount of \$25,000.00.



AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Executive Search Consulting (Ratification)

**Lead Staff:** Sue Fay, Chief Human Resources Officer

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Pauly Group, Inc.*	\$40,500.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for search firm services for the Vice President of Education. The search firm specializes in working exclusively with community and technical college clients and provides professional consulting services to identify, recruit, screen, and interview qualified candidates for the position of Vice President of Education.

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, this purchase is exempt from the competitive bidding process.

**Recommendation:** Ratify a purchase to Pauly Group, Inc. of Springfield, IL in a not-to-exceed amount of \$40,500.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Financial Aid Consulting

**Lead Staff:** Erin Fowles, Dean, Enrollment Services

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Blue Icon Advisors LLC*	\$43,200.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for financial aid consulting services which will include leadership coaching, administrative guidance and additional support in the development of policies and procedures in the Financial Aid department.

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

**Recommendation:** Approve a purchase from August 24, 2022, through August 23, 2023, to Blue Icon Advisors LLC of Washington, D.C. in a not-to-exceed amount of \$43,200.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Judicial Services Vendors (Ratification)

**Lead Staff:** Roneida Martin, Executive Director Community Programs

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

Bid	Amount
Various (see chart below)*	\$445,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for the Circuit Court of Lake County Driver Safety and Family Parenting programs to be used by the Community Programs department. The vendors listed provide services that allow the College to carry out training and educational services for the court.

Driver Safety Program		
Vendor	Description	Estimated Spend FY 2023
National Safety Council	Driver safety training classes in-person and online	\$157,000.00
Alliance Against Intoxicated Motorists	Content and speakers for Live Victim Impact Panels	\$ 58,000.00
W.C. Dorsey and Associates	Proprietary system management, maintenance and software license	\$ 88,000.00
<i>Driver Safety Program Totals</i>		<b><i>\$303,000.00</i></b>

Family Parenting Program		
Vendor	Description	Estimated Spend FY 2023
Children First Foundation	In-person and online curriculum	\$ 72,000.00
19 <sup>th</sup> Circuit Court Family Case Coordination	Coordination services	\$ 70,000.00
<i>Family Parenting Program Totals</i>		<b><i>\$142,000.00</i></b>

Pursuant to 110 ILCS 805/3-27.1 (k), contracts for goods or services procured from another governmental agency, this purchase is exempt from the competitive bidding process.

**Recommendation:** Ratify a purchase to various contractors as noted above in a not-to-exceed amount of \$445,000.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Scheduling Software Maintenance (Ratification)

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
CollegeNET, Inc.*	\$36,019.08

*\*Recommended*

**Explanation of Purchase:** This purchase is for the maintenance of scheduling software used throughout all College campuses. Integration with PeopleSoft provides automation in scheduling academic spaces and is used as an integration tool for HVAC.

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 a purchase from July 1, 2022, through June 30, 2023, to CollegeNET, Inc. of Portland, OR in a not-to-exceed amount of \$36,019.08.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Workforce & Professional Development Institute (WPDI) Independent Contractors (Ratification)

**Lead Staff:** Eric Kurtz, Executive Director, Workforce & Professional Development

**Funding Source:** FY 2023 budget

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Various (see chart below) *	\$756,000.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for independent contractors to deliver training and coaching programs to be used by Workforce and Professional Development Institute (WPDI). The expenses incurred for the use of independent contractors who partner with WPDI are covered by the revenue received from corporate clients and professional development tuition.

<b>Independent Contractor</b>	<b>Description</b>	<b>Estimated Spend FY 2023</b>
Sean Bailey	Soft skills and leadership program development, facilitation and coaching for corporate clients.	\$60,000.00
Andy Kaufman	Soft skills, leadership and project management program development, facilitation and coaching for corporate clients and professional development students.	\$136,000.00
Brad Kolar	Data analysis skills program development, facilitation and coaching for corporate clients.	\$25,000.00
Fransico Vidal Pulgar	Quality skills program development, facilitation and coaching for corporate clients and professional development students.	\$25,000.00
Michael Sugarman	Soft skills and leadership program development, facilitation and coaching for corporate clients.	\$75,000.00

AGENDA ITEM 8.2 - PURCHASING

Vasyl Kuchernyuk	Hands-on CDL Truck Driver 160-hour classroom and behind-the-wheel basic training course for professional development students, meeting all state and federal requirements.	\$300,000.00
Mike Wasowicz	Forensic skills program development, facilitation and coaching for professional development students and their employers.	\$55,000.00
Michael McMahon	Coaching and workshop facilitation for marketing for corporate clients.	\$55,000.00
Marvin Bemby	Soft skills and leadership program development, facilitation and coaching for corporate clients.	\$25,000.00
		\$756,000.00

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, this purchase is exempt from the competitive bidding process.

**Recommendation:** Ratify a purchase from July 1, 2022, through June 30, 2023, to various independent contractors as noted above in a not-to-exceed amount of \$756,000.00.

AGENDA ITEM 8.2 - PURCHASING

**8.2 NON-BIDDABLE ITEM**

**Services:** Project Management Services

**Lead Staff:** Pat Argoudelis, Director of Business Operations

**Funding Source:** FY 2022 surplus

**Funding Request:** n/a

<b>Bid</b>	<b>Amount</b>
Cotter Consulting, Inc.*	\$131,040.00

*\*Recommended*

**Explanation of Purchase:** This purchase is for project management services to be used by the Facilities department in providing assistance in the completion of deferred maintenance and capital and surplus projects.

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

**Recommendation:** Approve a purchase to Cotter Consulting, Inc. of Burr Ridge, IL in a not-to-exceed amount of \$131,040.00.

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**10.1 RESOLUTION ENDORSING THE LAKE COUNTY PARTNER’S 2022 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)**

**Lead Staff:** Ali O’Brien, Vice President for Community & Workforce Partnerships

**Summary**

Lake County Partners (LCP) is requesting the College of Lake County Board’s endorsement of the [2022 Comprehensive Economic Development Strategy](#) (CEDS). The CEDS is an action-oriented, five-year economic development strategy that builds upon existing efforts and offers a roadmap for building prosperity in Lake County. LCP convened Lake County business, education, workforce development and civic leaders to collaboratively align economic priorities across the region and complete a new CEDS. The CEDS development included engagement with a variety of stakeholders through a Steering Committee, individual interviews, roundtable discussions, opportunity workshops, various community presentations and a 30-day public comment period. The CEDS will be forwarded to the Economic Development Administration for certification. Having a certified CEDS is required to receive federal funding for projects under the federal Economic Development Administration.

**Recommendation:** Approve the resolution endorsing Lake County Partners 2022 Comprehensive Economic Development Strategy.

AGENDA ITEM 10.1 – PROGRAMS

**10.1 RESOLUTION ENDORSING THE LAKE COUNTY PARTNER’S 2022 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CONTINUED)**

WHEREAS, Lake County Partners is a nonprofit economic development organization with the mission to maintain and improve the quality of life and economic vitality of Lake County; and,

WHEREAS, Lake County Partners received a grant from the Economic Development Administration to fund a Comprehensive Economic Development Strategy; and,

WHEREAS, Lake County Partners formed a Strategy Committee consisting of community leaders from the public and private sectors to provide direction and input to the Comprehensive Economic Development Strategy; and,

WHEREAS, the process to create the Comprehensive Economic Development Strategy involved significant community engagement; and,

WHEREAS, the Comprehensive Economic Development Strategy includes an in-depth analysis of the County’s human and economic assets; and,

WHEREAS, the Comprehensive Economic Development Strategy provides an action plan focused on Competitive Positioning, Transformational Redevelopment and Community Engagement; and,

WHEREAS, Lake County Partners will use the Comprehensive Economic Development Strategy as an economic roadmap to encourage equitable growth that ensures a vibrant and resilient economy.

NOW, THEREFORE, BE IT RESOLVED, that the Lake County Partners 2022 Comprehensive Economic Development Strategy is endorsed by this College of Lake County Board of Trustees;

AND BE IT FURTHER RESOLVED that CLC supports Lake County Partners in facilitating the execution of this five-year economic development strategy to build long-term prosperity for all of Lake County.

PASSED this 23rd Day of August 2022.

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Chair, Board of Trustees  
Community College District 532  
County of Lake, State of Illinois

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Secretary, Board of Trustees  
Community College District 532  
County of Lake, State of Illinois

AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

**11.1 RESIGNATIONS AND RETIREMENTS**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date</b>
1	Resignation	Zerkel, Rob	Classified - Union Position Number: 1743 Campus Services Lead, Campus Services	6/24/2022
2	Resignation	Rosiles, Elizabeth	Professional Position Number: 0079 Academic Operations Manager, Biological and Health Sciences Division	7/12/2022
3	Resignation	Burns, Tammy	Specialist Position Number: 1405 Women's Student Outreach Program Coordinator, Student Activities and Inclusion	7/22/2022
4	Resignation	Johnson, Dyllon	Classified - Union Position Number: 0963 Custodian, Custodial	7/25/2022
5	Resignation	Urcino, Angela	Classified Position Number: 0244 Office Manager, Lakeshore Campus	7/26/2022
6	Resignation	Wiegold, Jordan	Specialist Position Number: 1101 Academic Success Advisor, Advising and Retention	7/29/2022
7	Resignation	Boettle, Deidre	Specialist Position Number: 0325 Lead Teacher II, Children's Learning Centers, Lakeshore Campus	8/2/2022
8	Resignation	Benning, Hannah	Specialist Position Number: 1605 Business Analyst, Institutional Effectiveness, Planning and Research	8/5/2022

AGENDA ITEM 11.1 - HUMAN RESOURCES RECOMMENDATIONS

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date</b>
9	Resignation	Duron, Daniel	Classified Position Number: 1585 Help Desk Support, Technology Support	8/5/2022
10	Resignation	Kasten, Ken	Classified - Union Position Number: 0388 Custodian, Custodial	8/5/2022
11	Resignation	Anguiano, Jackie	Part-time Classified Position Number: 0268 Testing Assistant, Testing	8/8/2022
12	Resignation	McIntire, Lisa	Part-time Classified Position Number: 0299 Accounting Associate, Finance Department	8/9/2022
13	Resignation	Lombardi, Megan	Professional Position Number: 0238 Assistant Director, Institutional Effectiveness, Planning and Research	8/26/2022
14	Retirement	Kravitz, Connie	Administrator Position Number: 1307 Controller, Finance Department	9/2/2022
15	Retirement	Soucy, Michael	Classified - Union Position Number: 0118 Police Officer, Police Department	11/30/2024 Eligible for Policy 925 and Post-Retirement Award
16	Retirement	Kallieris, Nick	Administrator Position Number: 0040 Director, Resource Development/ Legislative Affairs	6/30/2026 Eligible for Policies 925 and 930
17	Retirement - Revised Date Request	Phelps, Beverly	Specialist Position Number: 1204 African American Student Outreach Programs Coordinator, Student Activities and Inclusion	8/26/2022 Eligible for Policy 925
<b>Recommendation:</b> Approve the above actions.				

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

**11.2 PERSONNEL AND POSITION CHANGES**

In June 2022, the Board accepted the Illinois Community College Board’s Early Childhood Access for Equity grant award. The purpose of this grant is to provide holistic institutional responsiveness to incumbent workers in Early Childhood Education (ECE) including policy and process enhancements to increase enrollment, persistence, completion and transfer; advance racial equity; expand ECE course offerings through the Illinois Community Colleges Online (ILCCO) and establish coaches/mentors for students in the ECE program. Administration requests four (4) staff positions which will be fully grant-funded in FY 2023 and FY 2024.

The proposed position approvals are as follows:

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current Job Grade, Salary, FLSA</b>	<b>Proposed Job Grade, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	New Position	N/A	N/A	Full-time Specialist Position Number: TBD ECE Program Manager*, Business and Social Sciences Division	N/A	C41 Exempt	8/24/2022	TBD
2	New Position	N/A	N/A	Full-time Specialist Position Number: TBD ECE Program Coordinator*, Business and Social Sciences Division	N/A	B32 Exempt	8/24/2022	TBD
3	New Position	N/A	N/A	Full-time Specialist Position Number: TBD ECE Program Coordinator*, Business and Social Sciences Division	N/A	B32 Exempt	8/24/2022	TBD

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

	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
4	New Position	N/A	N/A	Part-time Specialist (25 hours/week) Position Number: TBD ECE Program Coordinator*, Business and Social Sciences Division	N/A	B32 Non- exempt	8/24/2022	N/A
<p><b>Recommendation:</b> Approve the proposed new grant-funded positions, effective August 24, 2022.</p>								

\*Grant/externally funded position.

AGENDA ITEM 11.2 - HUMAN RESOURCES RECOMMENDATIONS

**11.2 PERSONNEL AND POSITION CHANGES**

Administration requests approval to create a temporary professional position and reassign a current employee to Student Success Strategy to meet resource needs to support ongoing and new student success efforts and manage high-priority projects in FY 2023. The temporary reassignment will also provide an experiential professional learning opportunity for a current employee. The temporary position is funded in the FY 2023 budget.

The proposed position changes are as follows:

	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
1	Title, Funding Change	Padilla-Gaytan, Cynthia	Professional Position Number: 1256 Manager*, TRiO-Student Support Services	Professional Position Number: TBD Manager, Student Success Strategy	C45 \$75,639 Exempt	C45 \$75,639 Exempt	9/1/2022	9/1/2022 – 6/30/2023

**Recommendation:** Approve the proposed temporary position and reassignment, effective September 1, 2022.

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – LIMITED-TERM FACULTY HIRE**

	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
1	Limited-term Faculty Hire	Paterno, Cari	N/A	Faculty Limited-term Position Number: 1779 Instructor, Psychology, Business and Social Sciences Division	N/A	Band C (Row 10) \$80,292/ Annual Exempt	8/15/2022	8/15/2022-5/13/2023

**Recommendation:** Approve the full-time limited-term faculty employment as budgeted.



AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – FACULTY HIRES**

	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
1	Full-time Faculty New Hire	Kahveci, Ajda	N/A	Faculty Position Number: 0424 Instructor, Chemistry, Biological and Health Sciences Division	N/A	Band F (Row 12) \$96,795/ Annual Exempt	8/15/2022	8/15/2022-5/13/2023
2	Full-time Faculty New Hire	Pittman, Deidra	N/A	Faculty Position Number: 1693 Instructor, Phlebotomy, Biological and Health Sciences Division	N/A	Band A(2) (Row 2) \$62,199/ Annual Exempt	8/15/2022	8/15/2022-5/13/2023

**Recommendation:** Approve the full-time faculty employment as budgeted.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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 – Appointment and Status of Employment.

	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
1	Probationary Period Completed	Hodge, Demontray	Specialist Position Number: 0179 Student Services Specialist II*, Educational Talent Search Grants	N/A	B32 \$23.97/ Hour Non-exempt	N/A	Date of Hire: 1/5/2022  Date of Probationary Completion: 7/4/2022	7/1/2022-6/30/2023
2	Probationary Period Completed	Miranda, Alma	Specialist Position Number: 1319 Accountant, Finance Department	N/A	C41 \$53,379/ Annual Exempt	N/A	Date of Hire: 12/6/2021  Date of Probationary Completion: 6/4/2022	7/1/2022-6/30/2023
3	Probationary Period Completed	Mrozinski, Jamilynn	Specialist Position Number: 1482 Academic Success Advisor, Advising and Retention	N/A	B32 \$51,857/ Annual Exempt	N/A	Date of Hire: 1/18/2022  Date of Probationary Completion: 7/17/2022	7/1/2022-6/30/2023

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

	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
4	Probationary Period Completed	Overton, Crystal	Specialist Position Number: 1734 Career Program Manager*, Lakeshore Campus	N/A	C41 \$53,379/ Annual Exempt	N/A	Date of Hire: 1/5/2022  Date of Probationary Completion: 7/4/2022	7/1/2022- 6/30/2023
5	Probationary Period Completed	Wainwright, Sophia	Specialist Position Number: 1499 Talent Development Coordinator, Human Resources	N/A	B32 \$60,900/ Annual Exempt	N/A	Date of Hire: 12/6/2021  Date of Probationary Completion: 6/4/2022	7/1/2022- 6/30/2023
<b>Recommendation:</b> Approve the above full-time employment.								

\*Grant/externally funded position.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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

	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
1	Probationary Period Completed	De Keyser, Olivia	Classified Position Number: 0278 Library Services Assistant, Library	N/A	A13 \$14.68/Hour Non-exempt	N/A	Date of Hire: 1/5/2022  Date of Probationary Completion: 7/4/2022	N/A
2	Probationary Period Completed	Vasquez, Alex	Classified Position Number: 0246 Office Associate, Lakeshore Campus	N/A	B21 \$15.93/Hour Non-exempt	N/A	Date of Hire: 1/18/2022  Date of Probationary Completion: 7/17/2022	N/A
<p><b>Recommendation:</b> Approve the above full-time employment.</p>								

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – PROBATIONARY PERIOD COMPLETED**

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 the collective bargaining agreement between the Board and the College of Lake County Staff Council, LCFT, Local 504.

	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
1	Probationary Period Completed	Douglas, Kenneth	Classified - Union Position Number: 0399 Custodian, Custodial Lakeshore Campus	N/A	\$15.62/Hour Non-exempt	N/A	Date of Hire: 1/18/2022  Date of Probationary Completion: 7/17/2022	N/A
2	Probationary Period Completed	Johnson, Mike	Classified - Union Position Number: 1039 Maintenance Mechanic, Maintenance Southlake Campus	N/A	\$17.79/Hour Non-exempt	N/A	Date of Hire: 1/18/2022  Date of Probationary Completion: 7/17/2022	N/A

**Recommendation:** Approve the above full-time employment.

AGENDA ITEM 11.3 - HUMAN RESOURCES RECOMMENDATIONS

**11.3 FULL-TIME EMPLOYMENT – ADMINISTRATIVE HIRE**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Current Job Grade, Salary, FLSA</b>	<b>Proposed Job Grade, Salary, FLSA</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Administrative New Hire	Gonzalez, Rey	N/A	Administrative Position Number: 0031 Director, Financial Aid	N/A	D61 \$91,000/ Annual Exempt	8/24/2022	8/24/2022 – 6/30/2023
<p><b>Recommendation:</b> Approve the above full-time employment.</p>								

AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS

**11.4 PROMOTIONS AND TRANSFERS**

The following employee(s) applied for and have been selected for a promotion or transfer in Board-approved positions, noted below.

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Promotion	Carrillo, Armando	Specialist Position Number: 0083 Laboratory Specialist, Chemistry	Specialist Position Number: 1032 Laboratory Manager, Biological and Health Sciences Division	B22 \$24.88/Hour Non-exempt	C43 \$64,100/ Annual Exempt	8/29/2022	8/29/2022-6/30/2023
2	Promotion	Dymchuk, Anastasiia	Classified Position Number: 0950 Office Associate, Southlake Campus	Classified Position Number: 0198 Enrollment Services Generalist, Welcome and One Stop Center	B21 \$15.93/Hour Non-exempt	B22 \$17.64/Hour Non-exempt	8/29/2022	N/A
3	Promotion	Pecoraro, Diane	Classified Position Number: 1514 Senior Administrative Assistant, Enrollment Services	Specialist Position Number: 1861 Technical Analyst, Financial Aid	B23 \$20.55/Hour Non-exempt	C41 \$52,000/ Annual Exempt	8/29/2022	8/29/2022-6/30/2023
4	Promotion	Walker, Marietta	Specialist Position Number: 1035 Financial Aid Specialist, Financial Aid	Specialist Position Number: 1069 Compliance Officer, Financial Aid	B32 \$24.49/Hour Non-exempt	C43 \$60,000/ Annual Exempt	8/29/2022	8/29/2022-6/30/2023
5	Promotion	Yaguana, Miguel	Classified Position Number: 1398 Help Desk Support, Technology Support	Specialist Position Number: 1860 Senior IT Technician, Technology Support	B21 \$15.93/Hour Non-exempt	B23 \$18.59/Hour Non-exempt	8/29/2022	8/29/2022-6/30/2023

AGENDA ITEM 11.4 - HUMAN RESOURCES RECOMMENDATIONS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
6	Transfer	Guzman, Norma	Specialist Position Number: 1178 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1544 Dual Credit College Readiness Program Coordinator*, P-20 Educational Partnerships	B32 \$54,526/ Annual Exempt	B32 \$54,526/ Annual Exempt	8/29/2022	8/29/2022-6/30/2023
<b>Recommendation:</b> Approve the above actions.								

\* Grant/externally funded position.