

**College of Lake County
Community College District No. 532
Tuesday, February 25, 2025, 5:00 PM**

BOARD OF TRUSTEES MEETING

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Board of Trustees Meeting on Tuesday, February 25, 2025, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at:

<https://youtube.com/live/P45CqAsrTgY?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcollinois.edu by 3:00 p.m. on Tuesday, February 25, 2025. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. Equity in Student Retention Strategy 4
 - 4.3.2. New Leader Orientation 34
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of January 28, 2025
 - 5.1.2. Closed Meeting Minutes of January 28, 2025
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses

5.2.2. Ratifying Bills, Authorizing Budget Transfers, and Accepting the Monthly Financial Report	48
5.3. Purchasing	
5.3.1. Grayslake Campus Flooring Replacement	59
5.3.2. Grayslake Campus Outdoor Sports Complex Construction Mgr. Services	60
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5.4. Human Resources	
Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsFebruary2025.pdf	at
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5.4.3. Promotions	66
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6. Presentment of Board Policies and Objectives (Information Items)	
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7. New Business (Action Items)	
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7.2. Lakeshore Campus Urban Farm Center Steel and Miscellaneous Metals	76
7.3. Fiscal Year 2026 Tuition and Comprehensive Fees	77
7.4. Academic Year 2025-2026 Credit Course Fees	78
7.5. Sabbatical Leaves of Absence	80
7.6. Tenure Employment Status of Faculty for 2025-2026	81
7.7. Resolution Authorizing Dismissal of Non-Tenured Faculty Member	82
7.8. Separation of Employment Specialist Personnel	83
7.9. Separation of Employment Specialist Personnel	84
8. Executive Session (Closed)	
Closed Session requested under 5 ILCS 120, Sections 2(c)(1), 2(c)(2), and 2(c)(11).	
9. Other Matters for Information or Discussion	
10. Adjournment	

Equity in Student Retention Strategy

Board of Trustees Meeting

February 25, 2025



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion





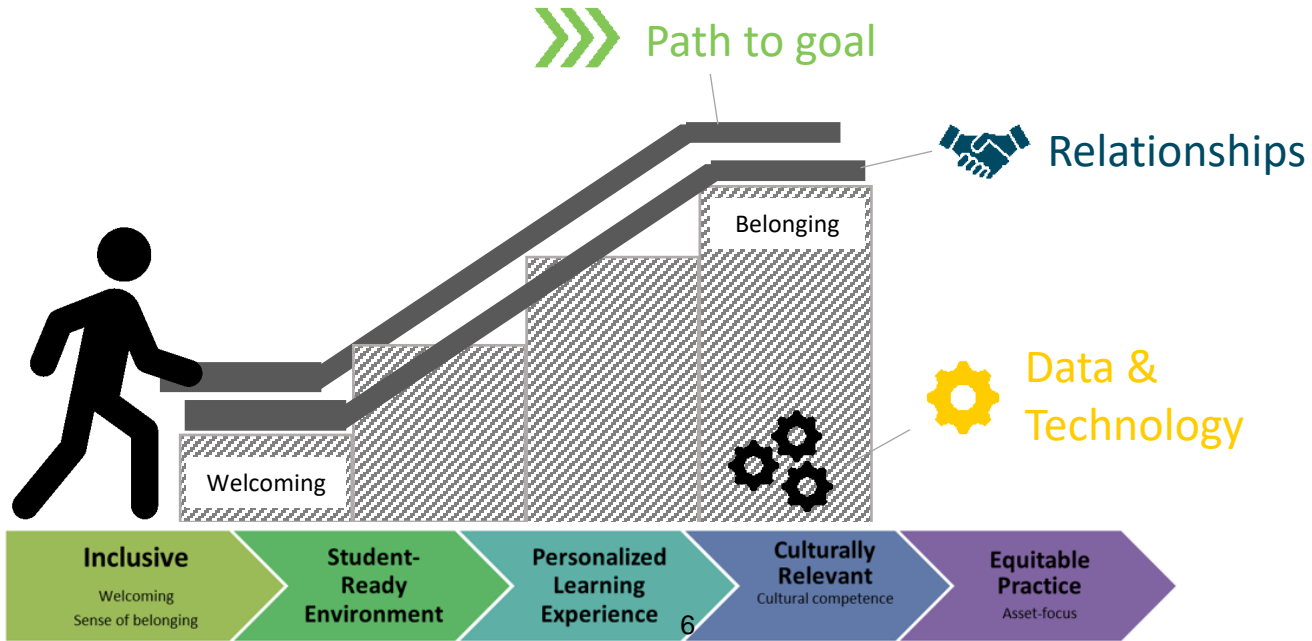
Overview: College Priority

Pillar 1: Access & Success for Students – Student Momentum

- Implement data-driven college-wide equity in retention strategy across all student groups for improved fall to spring and fall to fall retention with disaggregated tracking.
- Increase student retention leading to credential completion or transfer through implementation of an evidence-informed, equity-minded action plan college-wide.

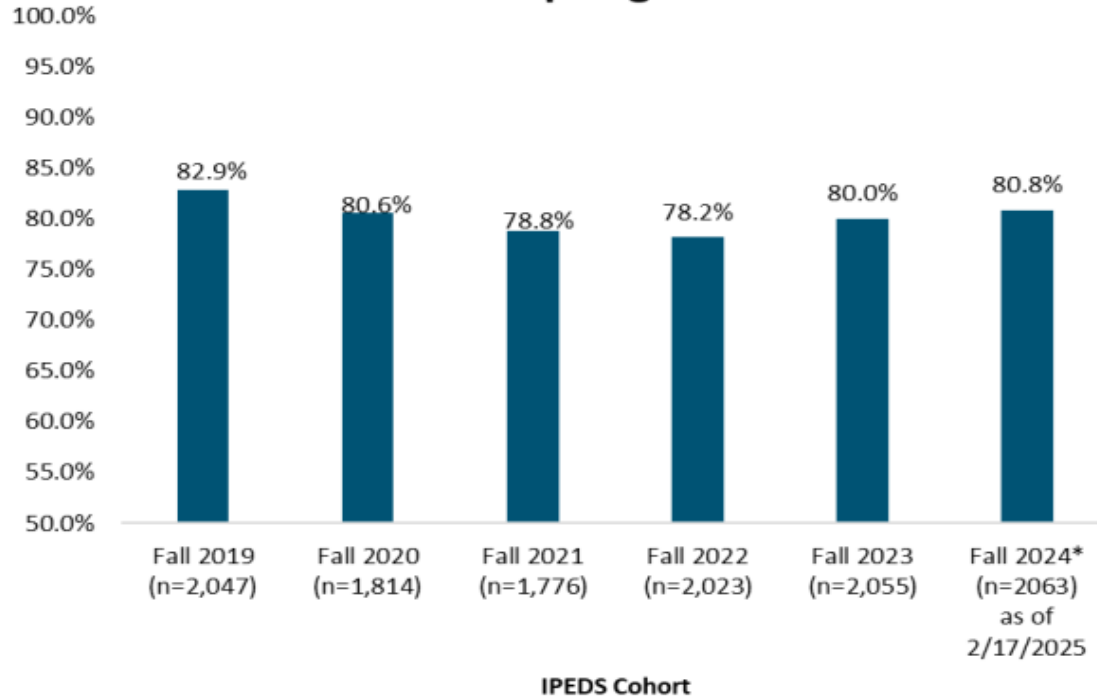


Design of Retention Strategy



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Percent of New Degree/Cert Seeking College-Level Students Retained from Fall to Spring



Target: Fall 2024 to Spring 2025 is 82%

*Retention rate is preliminary

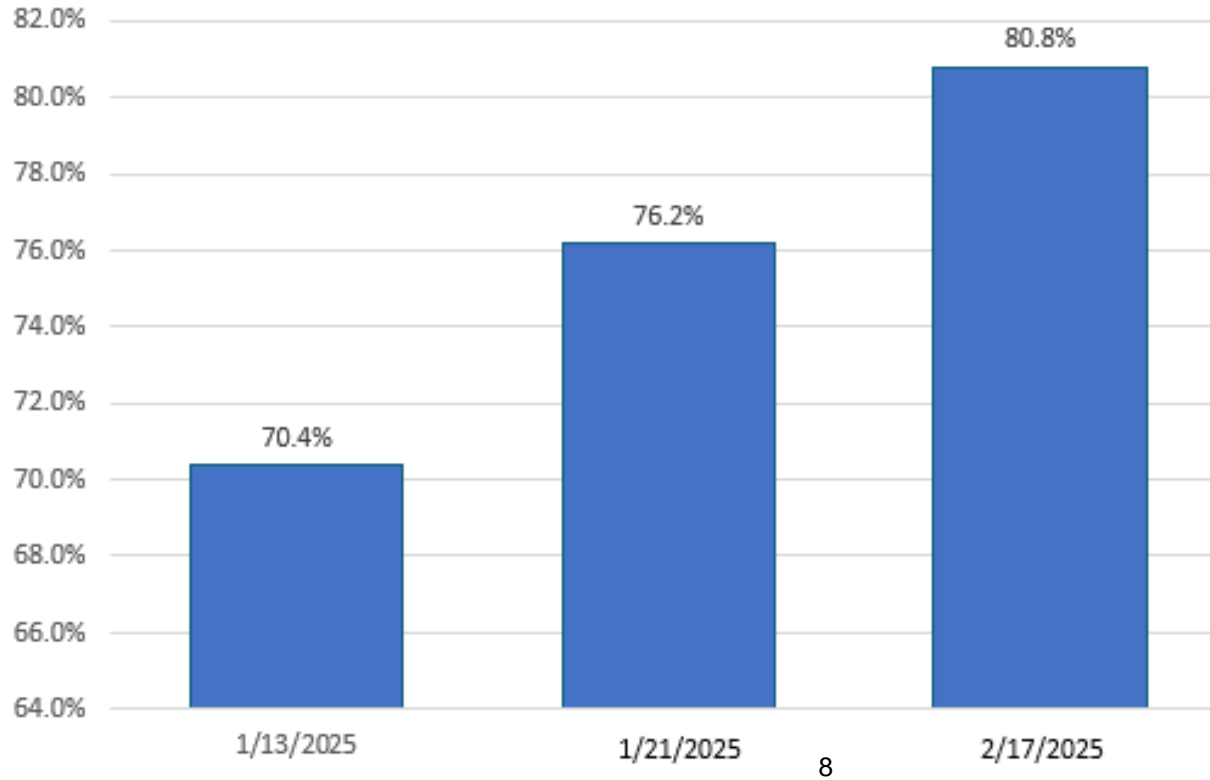


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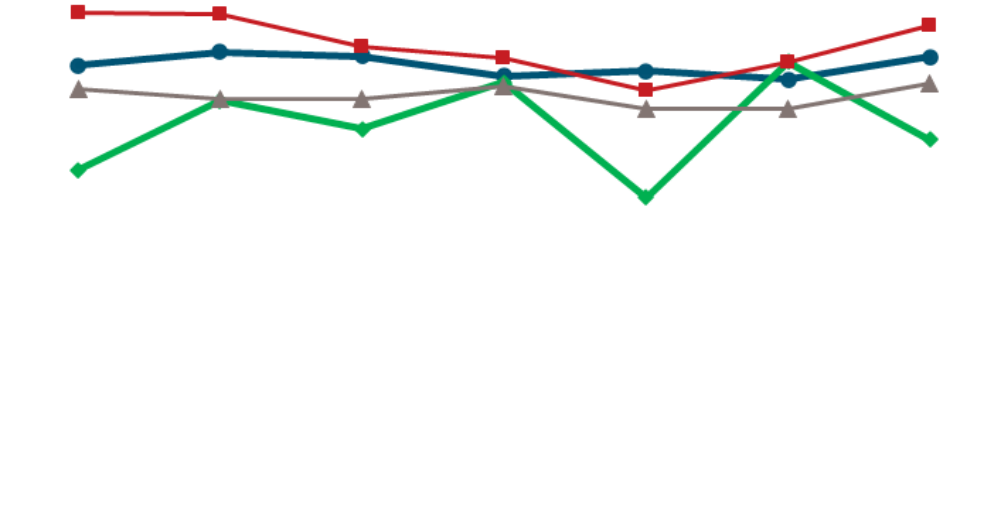


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Percent Retained Fall to Spring, By Race/Ethnicity

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	Fall 2018*	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024 as of 2/17/2025
● White	82.5%	84.8%	84.1%	80.6%	81.3%	79.9%	84%
◆ Black/African American	63.6%	76%	70.9%	79.3%	59%	83%	69%
▲ Hispanic/Latinx	78.3%	76.4%	76.5%	78.7%	74.50%	74.50%	79.10%
■ Asian	91.9%	91.7%	85.9%	83.7%	77.80%	83%	89.70%



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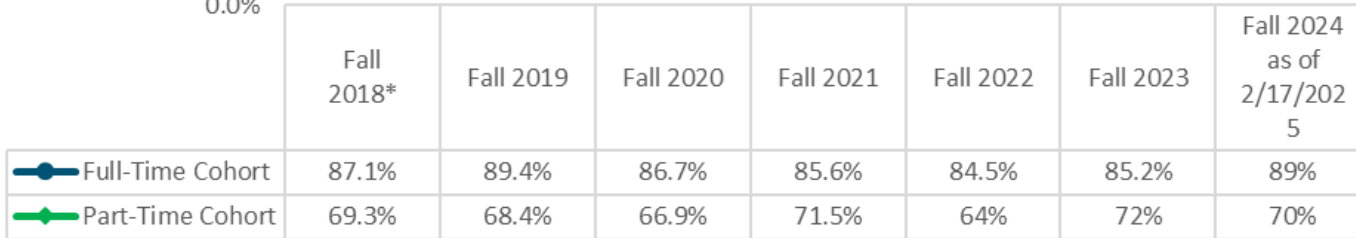




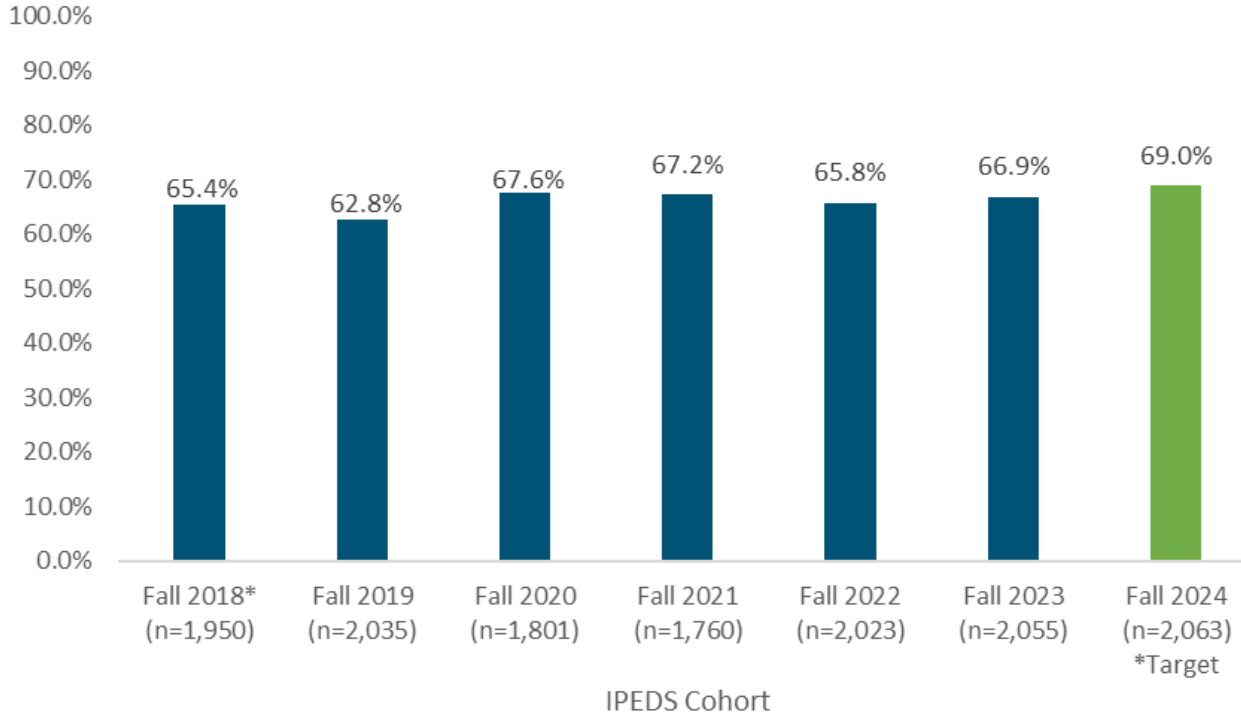
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Percent of New Degree/Cert Seeking College-Level Students Retained from Fall to Fall



***Retention Target: Fall 2024 to Fall 2025 is 69%**



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Learn students' names and academic goals

Facilitate connections between students and with course content

Connect students to resources

Commit to regular and continuous communication with students



Provide feedback early and often

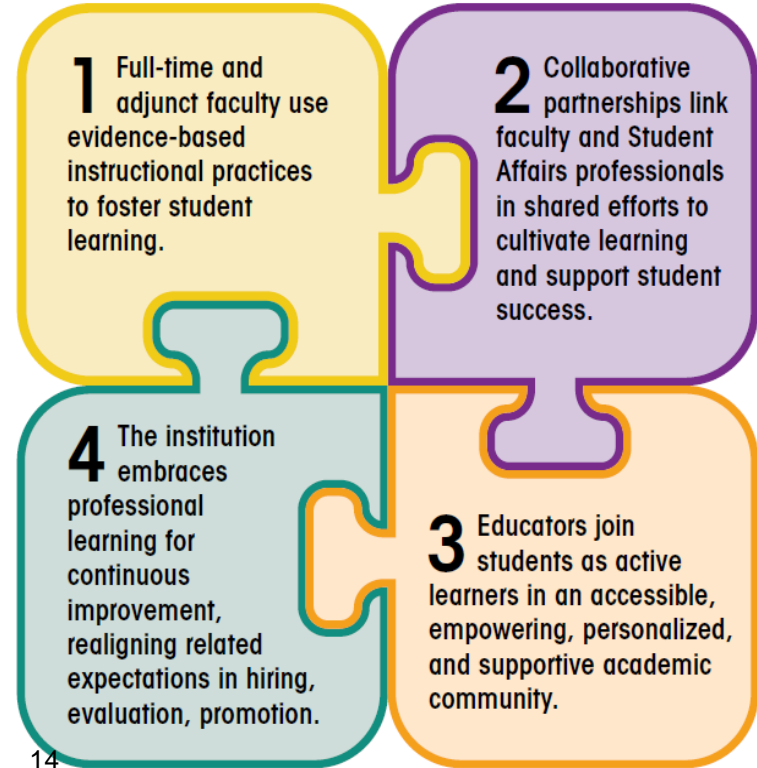
High 5 Faculty Retention Strategies

Faculty and Student Development Collaboration



Faculty and Academic Success Advisor (ASA) Collaboration

- Canvas information
- Priority registration – 20% increase spring 2025 v. spring 2024
- Convocation -partnership ASAs, Faculty, SAI Team
- Navigate - promoting Faculty Use
- Communicating with students



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Onboarding, First Year Experience (FYE) & Advising



- Increased student participation in College Career Navigator (CCN) meetings, Convocation, CLC 120, and ASA meetings
- Decrease in ASA caseload size benefits students
 - 3 new ASA positions (FY25) led to a decrease in the average active ASA caseload from 430 to 400. National best practice caseload is 350 or less.

Data & Technology Integration

- Lancer Success Dashboard – centralized, accessible data tools to monitor impact of strategies and progress of students.
- Navigate
- Canvas

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Madelyn Selz, Commenting on the Spring 2025 New Student Convocation



“The staff seemed very energetic, and it was helpful having a professor and ASA present. The professor spoke about Canvas, office hours and reading the syllabus, while the ASA indicated they were our go-to person at the College.”

“I went to the time management session, and it helped me establish a schedule and create a to-do list.”



Student Feedback About CLC 120

“I think CLC 120 was the perfect course for students starting college. The class touched many different topics that opened my perspective. This course will help me with my future educational path.”

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Next Steps

Continue to scale evidence –informed best practice strategies

Stop out campaign

- Outreach to fall 2024 cohort who are not enrolled in spring 2025

Separate Summer registration

- Communicating benefits of summer enrollment
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Workday design



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Equity in Student Retention Strategy

Board of Trustees Meeting

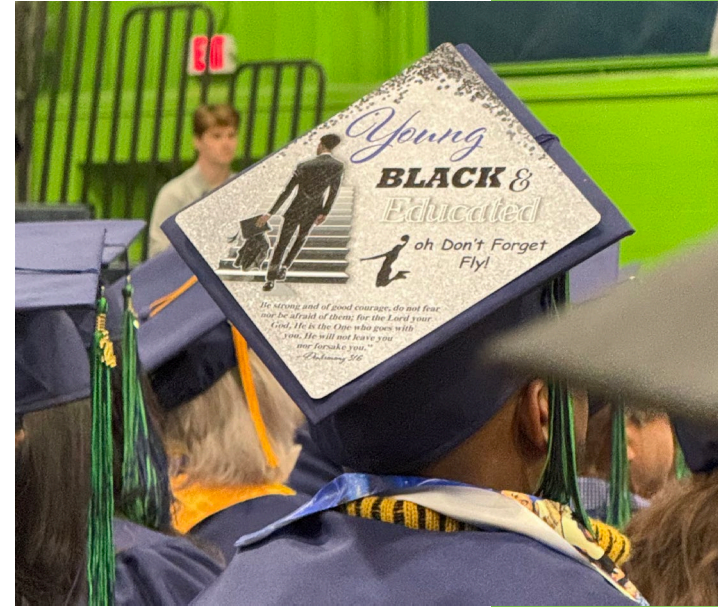
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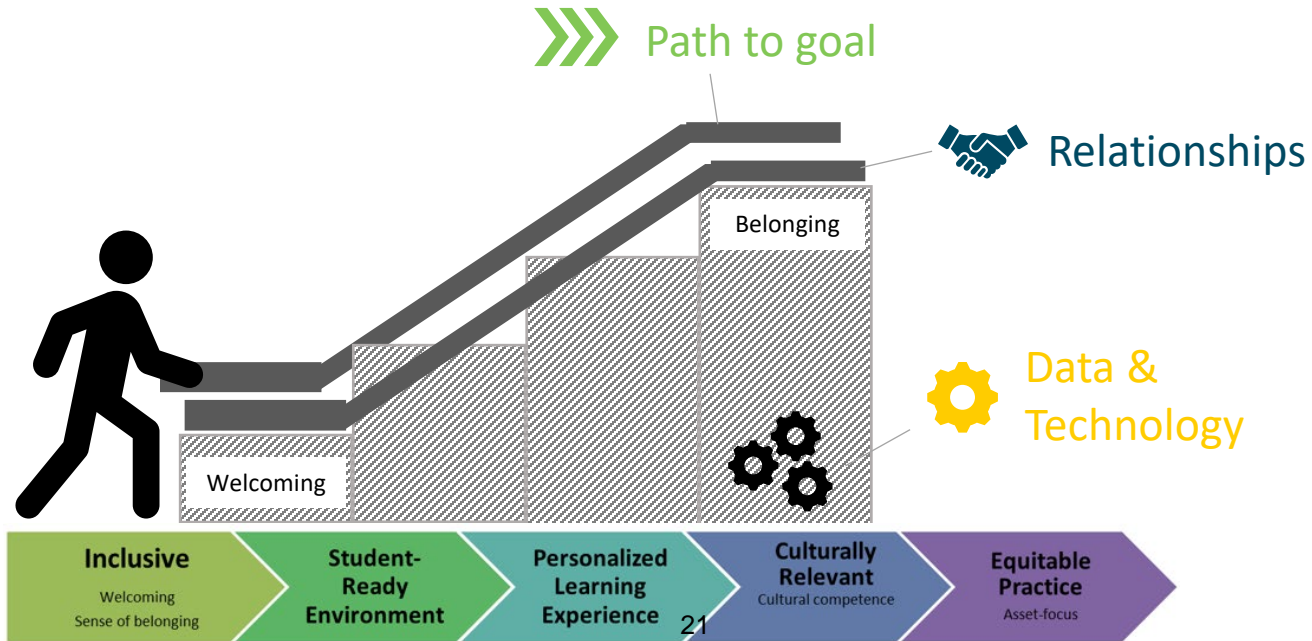
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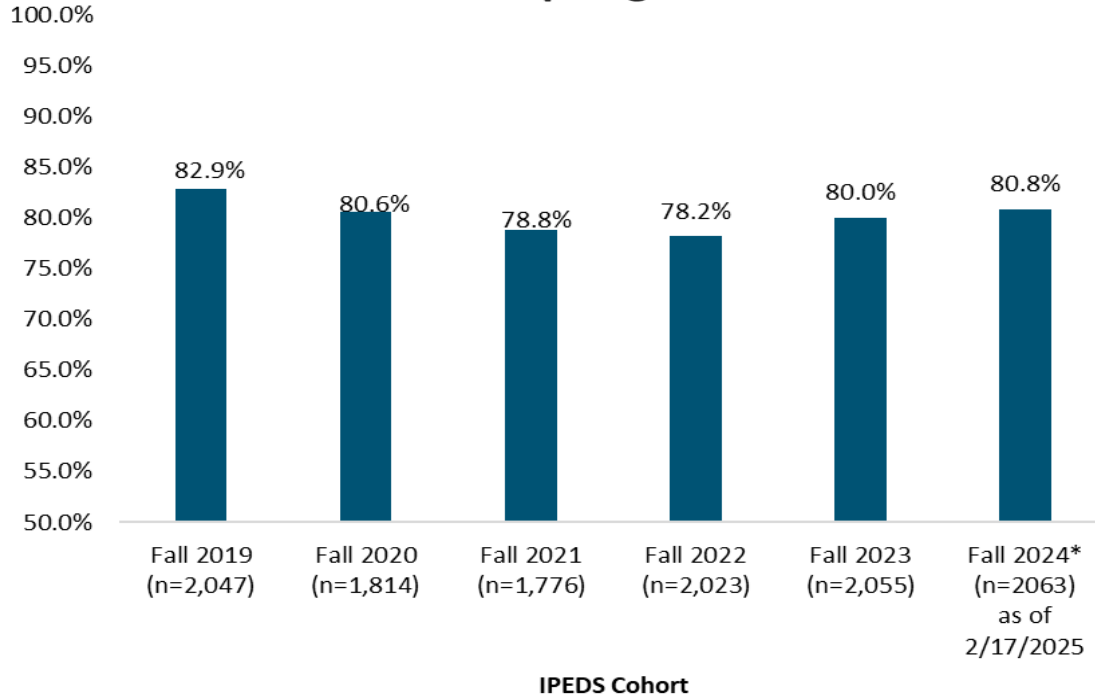
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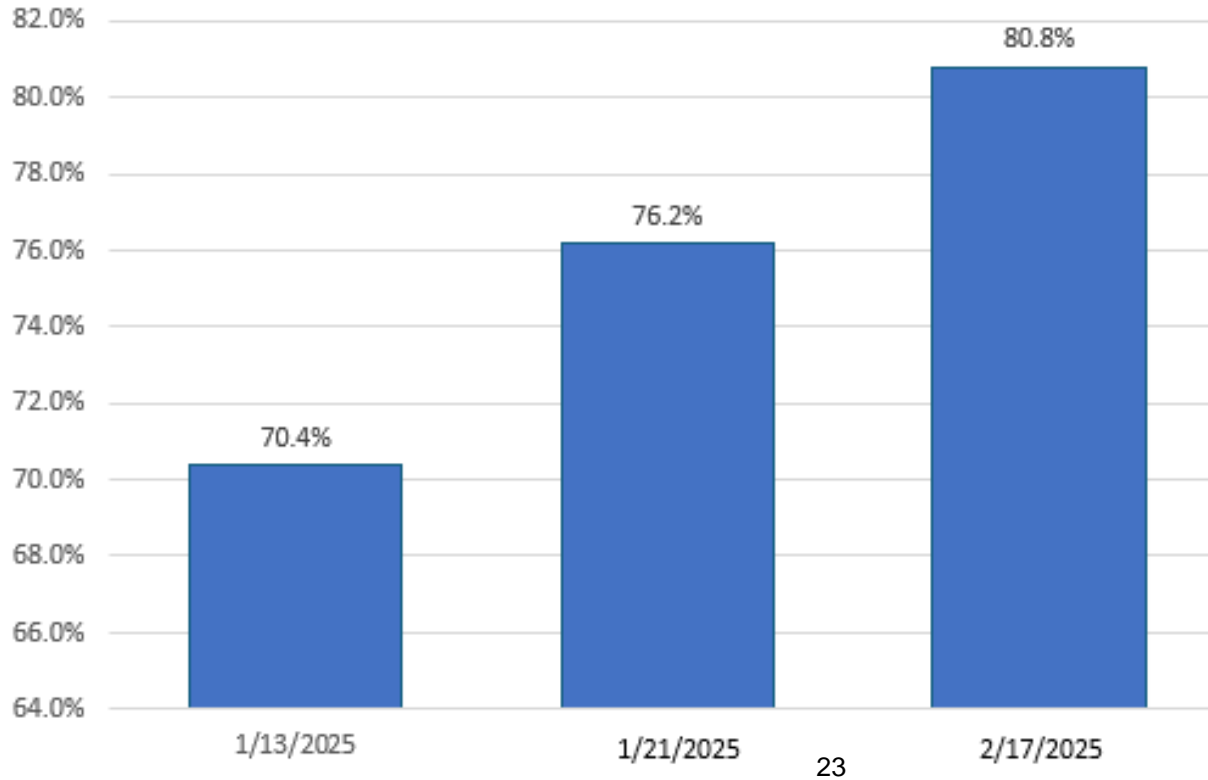
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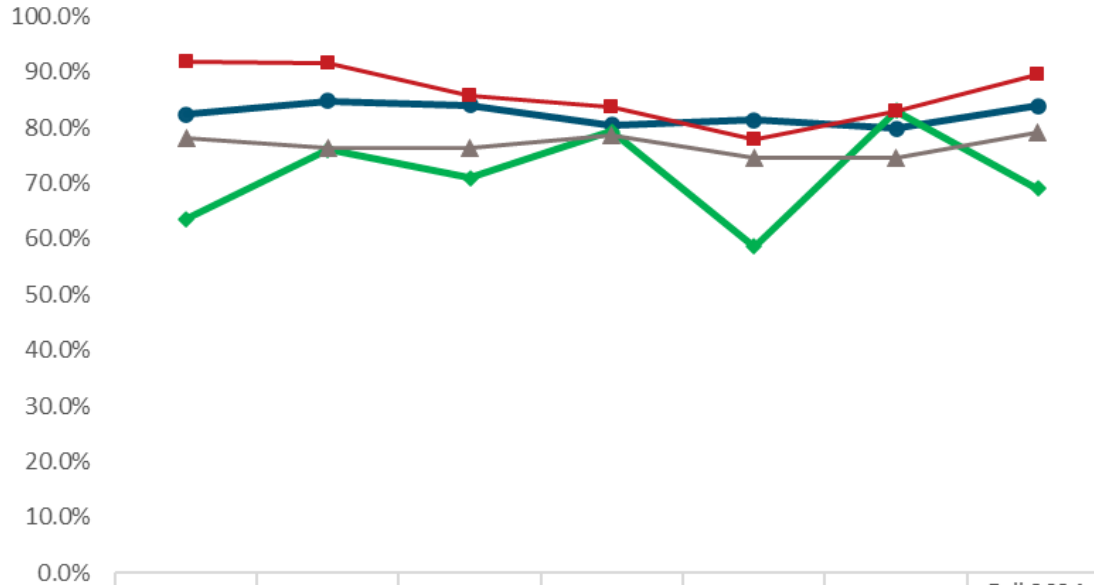


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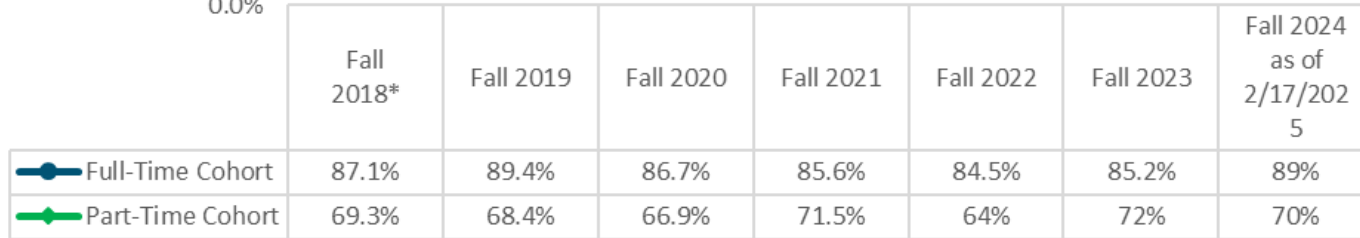




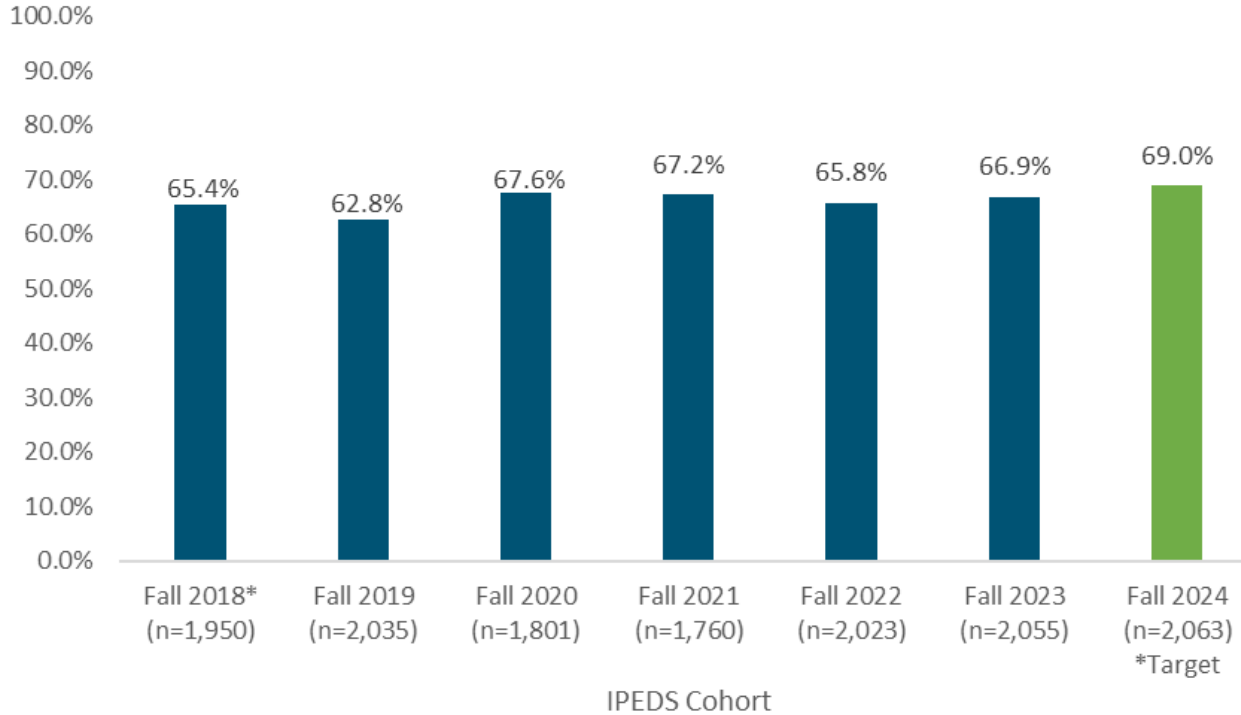
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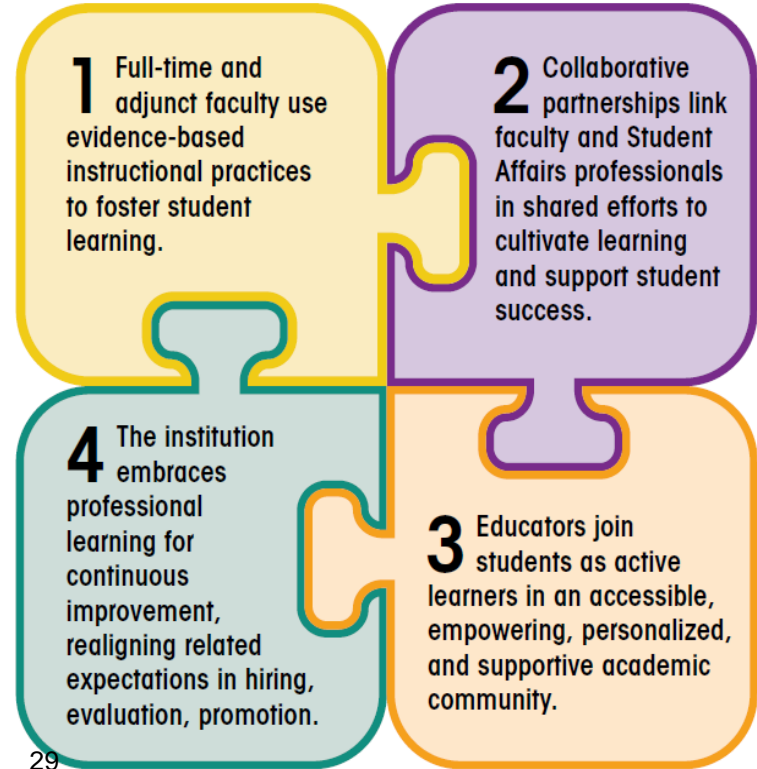
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New Leader Orientation (NLO)

Board of Trustees
February 25, 2025

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Human Capital Strategy



Foundation built in
Total Rewards

Equity-minded
professional
learning

Creation
of personal
pathway to
successful career

Focus on
celebrating each
other!

Built for
employees, by
employees



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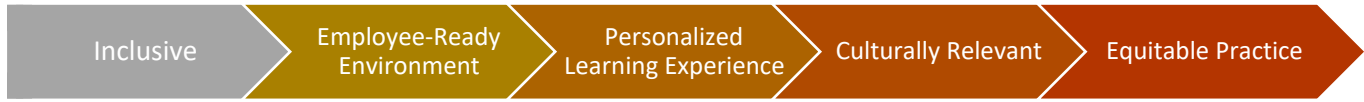


Join the CLC Team

New Employee Orientation
Onboarding

New Leader Orientation

Flexible Work
Reviews/Feedback
Stay Interviews
Recognition
Values and Culture
Success Network
Mentoring



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Employee Retention and Success Metrics Dashboard



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Recruitment to Hire (LINK)	Onboarding & Retention (LAUNCH)	Professional Development (LEARN)	Career Progression (LEAP)	Diversity	Collaborative Culture
Candidate Pool Diversity by search phase (initial pool, semi-finalist, finalist)	New Employee Retention by Milestones (first year, years 2,3,4)	TBD-Organizational Learning Plan	Internal Promotions*	Employee Overall Demographic Data*	GCTWF or alternate engagement survey tool*
New Hire Diversity		Length of Service*	Education Attainment- Certifications, Degrees	Internal Job Transfers*	
Time to Fill	Turnover/Retention Overall*	TBD-Leadership Academy Assessment	TBD-Succession Plan	Unit Data*	Internal Climate Survey*
Position Vacancy Length to Posting and to Fill		Turnover by Exit Type*	TBD-Learning & Engagement	TBD-Career Pathways- Key Position	Division/Department Data*



*Disaggregate data by ethnicity, gender, age as available via self-identification





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Discover

Q1-Q2 FY25

Establish objectives, stakeholders and scope through needs assessment, interviews and data analysis

Design

Q3-Q4 FY25

Full-scale programming consisting of multi-modal learning and development opportunities

Do

Q1 FY26

Implement communications and program while collecting evidence of effects

Review

Q1 FY26-Q1 FY27

Assess effectiveness of program and identify further improvements

Design Overview

Multi-Modal Learning:

- Asynchronous (anytime access and self-paced) modules via Canvas
 - Strategic Plan and Policies
 - Structure and Operations
 - Frameworks for Success
- In-Person application sessions
 - Leadership Vision and Expectations
 - Best Practices
 - Leading Others & Accountability in a Student and Community-Centered Environment
- Book Study
- Optional Learning Tracks



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Questions?



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New Leader Orientation (NLO)

Board of Trustees
February 25, 2025

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Human Capital Strategy



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HIRE



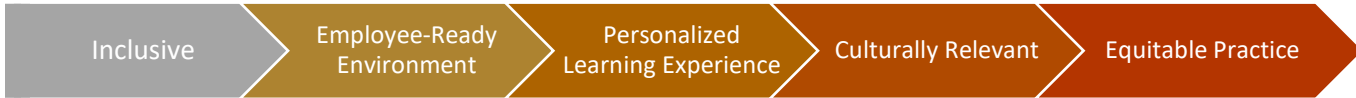
RETIRE

Join the CLC Team

New Employee Orientation
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Flexible Work
Reviews/Feedback
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Recognition
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Employee Retention and Success Metrics Dashboard



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	Turnover by Exit Type*				

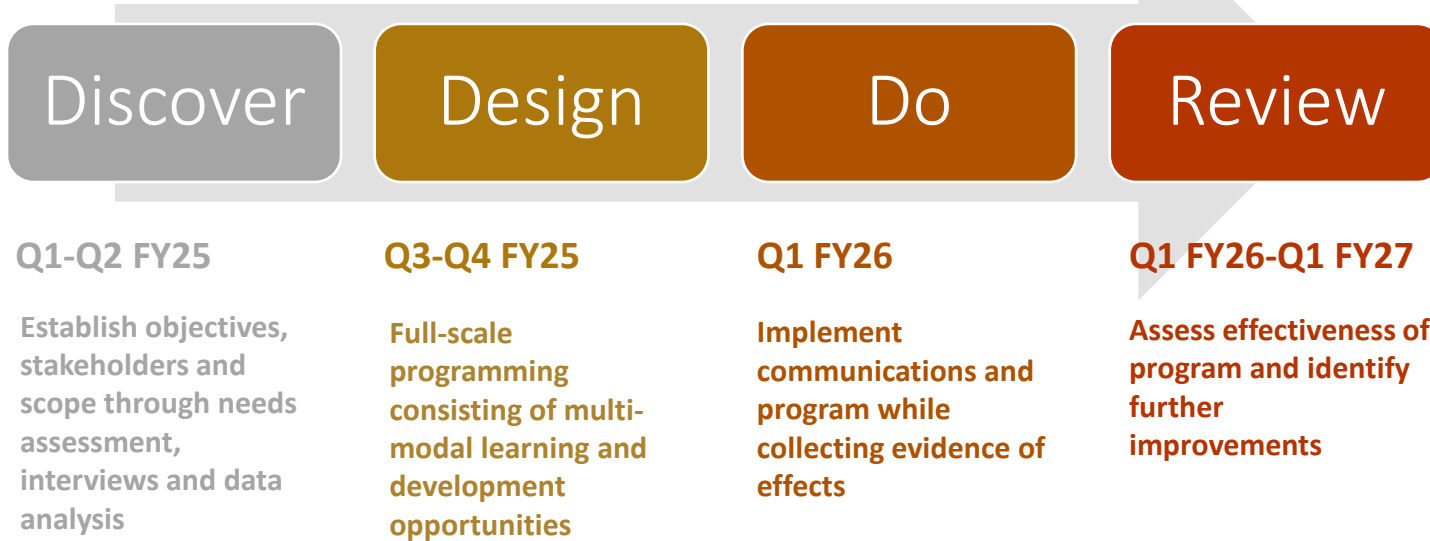


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Questions?

5. CONSENT AGENDA 2. FINANCIAL

5.2.2. RESOLUTION RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING THE 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, budget transfers in the amount of \$67,819.00 are recommended to the Fiscal Year 2025 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$67,819.00.

PASSED this 25th day of February 2025 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. CONSENT AGENDA 2. FINANCIAL

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

FY 25 BUDGET TRANSFERS

	<u>Ledger Account No.</u>	<u>Department</u>	<u>Spend Category</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	5400	Family Parenting	Instructional Supplies	\$ 40,000.00		Align Expense to Correct Accounts
	5360	Family Parenting	Other Contractual Services		\$ 40,000.00	
2)	5400	Facilities Administration	Uniforms	\$ 20,000.00		New Uniform Account & Maintenance Invoices
	5340	Facilities Administration	Maintenance Services	\$ 7,819.00		
	5690	Facilities Administration	Other Expenditures		\$ 27,819.00	
	TOTAL TRANSFERS - ALL FUNDS			<u>\$ 67,819.00</u>	<u>\$ 67,819.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 60.1 percent of budgeted revenues through December 2024. At the end of December 2023, the College had received 64.3 percent of the amount budgeted.

As of December 31, 2024, the College had received revenues equal to \$41.2 million in FY25 for local taxes. Local tax revenue is budgeted at \$85.8 million for FY25.

Also, as of December 31, 2024, student enrollment reflected 96.1 percent of the tuition revenue. At the end of December 2023, the College had received 98.1 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

EXPENDITURES: The expenditures in the operating funds as of December 31, 2024, reflect 47.9 percent of budgeted expenditures for the year. In comparison, as of December 31, 2023, the College had expended 46.9 percent of the amount budgeted. The College is trending on track with the FY25 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

December 31, 2024

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of December 31, 2024**

ASSETS

CASH

Cash In Bank	(135,769)
Change Funds	8,800

INVESTMENTS

Other Investments	3,441,192
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RECEIVABLES

Taxes Receivable - Current Levy	32,601,528
Allowance for Uncollectable Tuition	(7,115,657)
Allowance Uncollectable Taxes	(326,536)
Student Tuition Receivable	22,505,250
Vendor Receivables	562,723
Other Receivables	58,233

ACCRUED REVENUE

Accrued Interest	-
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INTER-FUND

35,501,672

Prepaid Expenses

Prepaid Expenses	64,064
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TOTAL ASSETS

87,165,498

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable (327,049)

ACCOUNTS PAYABLE

Accounts Payable (16,830)

ACCRUED EXPENSES

Accrued Expense 910,247

DEFERRED REVENUES

Property Taxes 32,850,387

OTHER LIABILITIES

Other Liabilities 1,009,187

Vacation Accrual 3,252,533

TOTAL LIABILITIES

37,678,476

FUND BALANCE

Fund Balance 49,487,023

TOTAL FUND BALANCE

49,487,023

TOTAL LIABILITIES & FUND BALANCE

87,165,498

RECONCILIATION

BEGINNING FUND BALANCE 37,337,188

ADD: REVENUE 70,595,189

LESS: EXPENDITURES (53,413,145)

OPERATING TRANSFERS (5,032,210)

ENDING FUND BALANCE 49,487,023

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: December 31, 2024

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	32,236,537	45.66%	32,185,899	45.48%
T.I.F.A.	0	0.00%	0	0.00%
CPPRT Corp Pers Prop Repl Tax	483,502	0.68%	784,559	1.11%
ICCB Credit Hour Grants	5,111,442	7.24%	4,966,693	7.02%
Vocational Education	321,548	0.46%	310,238	0.44%
Tuition	26,229,353	37.15%	26,164,453	36.97%
Graduation Fees	15	0.00%	0	0.00%
Transcript Fees	70,695	0.10%	68,431	0.10%
On-line Course Fee	80,826	0.11%	526,137	0.74%
Laboratory Fees	413,792	0.59%	336,734	0.48%
Payment Plan Enrollment Fee	19,860	0.03%	21,709	0.03%
Credit By Exam Fees	250	0.00%	200	0.00%
Comprehensive Fees	5,582,026	7.91%	4,118,127	5.82%
Activity Fee Adjustment	(3,054,185)	-4.33%	(2,203,200)	-3.11%
Gain(Loss) on Investment	560,650	0.79%	716,622	1.01%
Other Interest	2,503,836	3.55%	2,747,770	3.88%
Sweep Accounts	0	0.00%	17,038	0.02%
Library Fines	472	0.00%	362	0.00%
Miscellaneous Revenue	45,060	0.06%	13,900	0.02%
Other Revenue/Rebates	0	0.00%	0	0.00%
Over Short	(10,489)	-0.01%	9	0.00%
Total Income	70,595,189	100%	70,775,681	100%

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

Salaries	38,671,990	72%	36,532,730	75%
Employee Benefits	7,820,150	15%	6,548,235	13%
Contractual Services	2,576,126	5%	2,300,172	5%
General Material & Supplies	1,531,265	3%	1,269,075	3%
Travel/Conference Meeting Exp	324,713	1%	271,271	1%
Fixed Charges	23,030	0%	27,000	0%
Utilities	23,967	0%	24,816	0%
Building Maintenance	0	0%	342	0%
Capital Outlay	20,468	0%	2,367	0%
Other Expenditures	2,421,436	5%	2,037,334	4%
Total Expense	<u>53,413,145</u>	<u>100%</u>	<u>49,013,342</u>	<u>100%</u>
Beginning Fund Balance	37,337,188		35,960,331	
Add: Revenues	70,595,189		70,775,681	
Less: Expenses	(53,413,145)		(49,013,342)	
Operating Transfers	(5,032,210)		(5,500,343)	
Ending Fund Balance	<u>49,487,023</u>		<u>52,222,328</u>	

**Maintenance Fund
Balance Sheet - Fund 02
As of December 31, 2024**

ASSETS

CASH

Cash In Bank	1,893,223
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INVESTMENTS

Other Investments	40,570,782
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RECEIVABLES

Taxes Receivable - Current Levy	8,561,042
Allowance Uncollectible Taxes	(82,650)
Vendor Receivables	3,852

INTER-FUND

(34,659,111)

Prepaid Expenses

Prepaid Expenses	283,940
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TOTAL ASSETS

	16,571,078
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5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	(3,070)
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ACCRUED EXPENSES

Accrued Expense	72,285
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DEFERRED REVENUES

Property Taxes	8,626,286
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TOTAL LIABILITIES	8,695,501
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FUND BALANCE

Fund Balance	7,875,577
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TOTAL FUND BALANCE	7,875,577
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TOTAL LIABILITIES & FUND BALANCE	16,571,078
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RECONCILIATION

BEGINNING FUND BALANCE	6,379,132
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ADD: REVENUE	8,473,079
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LESS: EXPENDITURES	(5,681,036)
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OPERATING TRANSFERS	(1,295,599)
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ENDING FUND BALANCE	7,875,577
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College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: December 31, 2024

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	8,465,124	100%	8,503,679	99%
Building Rentals	7,205	0%	111,093	1%
Other Facility Rentals	-	0%	0	0%
Miscellaneous Revenue	750	0%	18,302	0%
Total Income	8,473,079	100%	8,633,075	100%
<u>EXPENDITURES</u>				
Salaries	2,452,628	43%	2,619,198	49%
Employee Benefits	613,885	11%	711,704	13%
Contractual Services	378,264	7%	402,547	8%
General Material & Supplies	331,660	6%	334,237	6%
Travel/Conference Meeting Exp	5,107	0%	9,161	0%
Fixed Charges	762,715	13%	207,936	4%
Utilities	1,067,669	19%	1,019,821	19%
Capital Outlay	87,338	2%	72,534	1%
Other Expenditures	(18,231)	0%	(36,556)	-1%
Total Expense	5,681,036	100%	5,340,582	100%
Beginning Fund Balance	6,379,132		6,023,765	
Add: Revenues	8,473,079		8,633,075	
Less: Expenses	(5,681,036)		(5,340,582)	
Operating Transfers	(1,295,599)		(1,214,769)	
Ending Fund Balance	7,875,577		8,101,489	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. Grayslake Campus Flooring Replacement

Lead Staff: Mahsa Karamy, Director, Facilities Administration

Funding Source: FY25 budget

Funding Request: \$217,093.79

Vendor	Amount
Mohawk Carpet Distribution, LLC	\$217,093.79

Explanation of Purchase: This purchase is for materials and labor to replace select areas of damaged flooring at the Grayslake campus.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the Sourcwell contract (061323-MCD) for hard- and soft-surface commercial flooring with installation services.

Recommendation: Approve flooring purchase and installation from Mohawk Carpet Distribution, LLC, Calhoun, GA in a not-to exceed amount of \$217,093.79.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. Grayslake Campus Outdoor Sports Complex Construction Manager Services

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

Funding Source: 2021 bond

Funding Request: \$71,314.00

Vendor	Amount
Pepper Construction - Pre-Construction	\$45,000.00
Pepper Construction - GPUP for Pre-Construction	\$26,314.00

Explanation of Purchase: This purchase is for pre-construction management services and a Ground Penetration and Utility Plan (GPUP) for the Outdoor Sport Complex project. Pre-construction management services include working with the architect on the design and material selection to align with the construction budget and to manage scope and schedule. The GPUP is needed in conjunction with the pre-construction services to survey public/private utilities that may be impacted within the construction site. These services were competitively procured via a request for proposal (RFP) process. Performing these services during the months of March 2025 to August 2025 is necessary to avoid delays in the timeline for project 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: Approve a purchase of pre-Construction Manager services and Ground Penetration and Utility Plan with Pepper Construction of Barrington, IL in a not-to exceed total amount of \$71,314.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. Grayslake Campus Roundabout Construction Manager Services

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

Funding Source: FY22 surplus and One-time Reserve Fund

Funding Request: \$61,630.00

Vendor	Amount
Pepper Construction - Pre-Construction	\$25,000.00
Pepper Construction - GPUP for Pre-Construction	\$36,630.00

Explanation of Purchase: This purchase is for pre-construction management services and a Ground Penetration and Utility Plan (GPUP) for the Lancer Lane Roundabout project. Pre-construction management services include working with the architect on the design and material selection to align with the construction budget and managing scope and schedule. The GPUP is needed in conjunction with the pre-construction services to survey public/private utilities that may be impacted within the construction site. These services were competitively procured via a request for proposal (RFP) process. Performing these services during the months of March 2025 to August 2025 is necessary to avoid delays in the timeline for project 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: Approve a purchase with Pepper Construction of Barrington, IL in a not-to exceed total amount of \$61,630.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. France and Italy Culinary Study Abroad Trip

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY25 budget

Funding Request: \$65,340.00

Vendor	Amount
Study Abroad Association LLC	\$65,340.00

Explanation of Purchase: This purchase is to approve a contract with the Study Abroad Association LLC for travel expenses for the France and Italy Culinary Study Abroad program. This expense covers travel for one faculty member, one staff member and 14 students and is a pass through of funds collected from students.

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 contract with the Study Abroad Association LLC of Raleigh, NC in a not-to-exceed amount of \$65,340.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Frazier, Angela	Administrator Position Number: 1457 Vice President of Student Development	3/31/2025	3/31/2025-6/30/2027
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

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 Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Jacobs, Amanda	Specialist Position Number: 1815 College and Career Navigator, Recruitment and Onboarding	1/25/2025	1/25/2025-6/30/2025
2	Juarez, Amy	Specialist Position Number: 0312 Events and Engagement Specialist Communications and Engagement	1/25/2025	1/25/2025-6/30/2025
3	Paddock, Janet	Specialist Position Number: 0126 Prospect Research Coordinator, College Foundation	1/25/2025	1/25/2025-6/30/2025
4	Zarinana, Dulce	Specialist Position Number: 1932 Academic Success Advisor, Advising and Retention	1/11/2025	1/11/2025-6/30/2025

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION CONTINUED

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the College of Lake County Staff Council, LCFT, Local 504.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date
1	Cobb, Bryan	Classified - Union Position Number: 0362 Maintenance, Maintenance	1/11/2025

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROMOTIONS

The following employees applied for and were selected for promotion in the Board-approved positions noted below.					
	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Ciesil, Emily	Specialist Position Number: 1803 Academic Success Advisor, Advising and Retention	Specialist Position Number: 1630 Lead Academic Success Advisor, Advising and Retention	3/3/2025	3/3/2025- 6/30/2025
2	Misiek, Will	Part-time Classified Position Number: 0938 Registration Services Representative, Outreach and On-Campus Experience	Full-time Classified Position Number: 0940 Registration Services Representative, Outreach and On-Campus Experience	3/3/2025	N/A
3	Pruitt, Daija	Specialist Position Number: 1936 Grants Specialist, Work Initiatives Operations	Specialist Position Number: 1031 Financial Aid Specialist, Financial Aid	3/10/2025	3/10/2025- 6/30/2025
Recommendation: Approve the above action.					

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following College Foundation position changes. Funding for the changes is supported in FY25 budget.								
1	Job Grade	Gergely, Laura	Professional Position Number: 0806 Director of Development, College Foundation	Administrator Position Number: 0806 Director of Development, College Foundation	C52 Exempt	D61 Exempt	3/3/2025	3/3/2025- 6/30/2025
2	Job Grade and Job Family	Vacant	Administrator Position Number: 1834 Director Corporation and Foundation Relations, College Foundation	Professional Position Number: 1834 Director Corporation and Foundation Relations, College Foundation	D71 Exempt	C52 Exempt	3/3/2025	TBD
3	Job Title	Vacant	Classified Position Number: 1833 Senior Development Associate, College Foundation	Classified Position Number: 1833 Senior Administrative Assistant, College Foundation	B23 Non-exempt	B23 Non-exempt	3/3/2025	N/A
Recommendation: Approve the proposed position changes with the effective dates noted above.								

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 Day Worked)
1	Resignation	Juarez, Arlet	Specialist Position Number: 1847 Apprenticeship Program Navigator, Career and Job Placement Center	2/4/2025
2	Resignation	Winiarski, Nika	Administrator Position Number: 0020 Director, Counseling and Psychological Services	2/24/2025
3	Resignation	Ward, Caty	Professional Position Number: 1863 Capital Project Manager, Capital, Sustainability and Construction Management	2/27/2025
4	Resignation	Miranda, Alma	Specialist Position Number: 0291 Senior Accountant, Finance	2/28/2025
5	Retirement	Robinson, Rochelle	Classified Position Number: 1092 Senior Administrative Assistant, Student Recruitment and Onboarding	3/31/2025
6	Retirement	Kellogg, Charles	Specialist Position Number: 1100 Academic Success Advisor, Advising and Retention	1/31/2029 Eligible for Policy 925 and 930
7	Retirement - Revised Date	Martin, Elisabeth	Faculty Position: 0411 Instructor, Biology	5/31/2025 No longer eligible for Faculty Post Retirement Award
<p>Recommendation: Approve the above action.</p>				

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.1. POLICY 412 – ACADEMIC STANDARDS – REVISED – FIRST READING

Policy 412, Academic Standards, is presented for a First Reading as a result of significant proposed revisions from the Academic Standards Committee to remove punitive language, clarify the categories of Good Academic Standing, Academic Caution, and Academic Restriction and reduce the required amount of time to seek grade forgiveness. Additionally, the revisions seek to reduce the number of barriers and increase interventions for students experiencing challenges.

Board Policy 412 was last amended on February 5, 2019. The proposed policy revisions have been presented and approved by several governance groups including Faculty Senate, Lancer Success Council, and Academics Commission. Additionally, the proposed changes were reviewed with the Student Government Association. This policy has also been reviewed by the College's legal counsel.

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

412 **ACADEMIC STANDARDS STANDING**

The College seeks to support every student throughout their academic journey and acknowledges life challenges may arise during their pathway toward credential attainment. This policy serves to support and inform students regarding the criteria to be in Good Academic Standing and outlines the steps to regain Good Academic Standing.

To be in Good Academic Standing, each student must satisfy a minimum cumulative grade point average (GPA) standing in all college level courses. If the minimum cumulative GPA is not maintained, the student will be placed on Academic Caution, which may be followed by Academic Restriction as outlined below. This process will be facilitated in a manner that supports students and aims to keep them on their academic journey. Thus, specific interventions and supports will be outlined through each stage of the process.

~~I—The College expects each student to make satisfactory academic progress toward attaining an expressed educational objective.~~

~~To be in good standing, the College expects each student to satisfy the following minimum standard:~~

~~Grade Point Average Standards:~~

~~The grade point average standard is applicable to all students who attempted 15 or more semester hours in baccalaureate/transfer courses (PCS 1.1) and career courses (PCS 1.2) as follows:~~

<u>Hours Attempted</u>	<u>GPA</u>
15-44	2.0 either cumulatively or each semester
45 or more	2.0 cumulative only

I. Good Academic Standing

A student in Good Academic Standing maintains a minimum cumulative GPA of 2.0 while completing any college level credit course.

II. Academic Caution

A student will be placed on Academic Caution if they do not meet the minimum cumulative 2.0 GPA standard at the end of the term. Students in Academic Caution status will be informed of their standing and encouraged to utilize a plan of recommended resources. Enrollment for students in Academic Caution status will not be restricted.

6. PRESENTATION OF POLICIES AND OBJECTIVES

412 **ACADEMIC STANDARDS STANDING (CONTINUED)**

Academic Caution will be removed when a student achieves a minimum cumulative 2.0 GPA in the following semester. Once a student reestablishes a 2.0 GPA, they will return to Good Academic Standing.

~~Students previously in good standing who do not meet the grade point average standard will be placed on academic caution.~~

~~A. Students are recommended to limit their enrollment to one of the following, whichever yields the most semester hours:~~

~~01. The number of semester hours successfully completed during the previous term, or~~

~~02. One course for credit.~~

~~B. Students are encouraged to meet with a student development counselor.~~

III. ~~II~~. Academic Restriction

A student on Academic Caution who has attempted 12 or more credit hours and who does not meet the minimum cumulative 2.0 GPA standard in their next term, will be placed on Academic Restriction. Academic Restriction is intended to support students by making sure they are aware of their academic standing and are connected to the resources and supports they need to be successful. Students on Academic Restriction will require approval before registration in their next term. Students on Academic Restriction will be informed of their change in status and the steps needed to gain approval for course registration.

If a student currently on Academic Restriction achieves a cumulative 2.0 GPA or greater in the subsequent academic term, then enrollment restrictions will be removed for the following academic term and the student will return to Good Academic Standing.

~~Students on academic caution who do not meet the grade point average standard will be placed on academic restriction. Students placed on restriction will be notified that they must meet the following conditions effective the next term they enroll.~~

~~A. Their enrollment is restricted to one of the following, whichever provides the most semester hours:~~

6. PRESENTATION OF POLICIES AND OBJECTIVES

412 **ACADEMIC STANDARDS STANDING (CONTINUED)**

~~01.—The number of semester hours successfully completed during the previous term, or~~

~~02.—One course for credit.~~

~~B.—They are required to meet with a student development counselor. Subsequent registration may not occur until this requirement is met.~~

~~C.—Appeals to increase the number of permitted semester hours above the number approved by the student development counselor may be made to the Dean of Counseling, Advising, and Transfer Center or designee(s).~~

~~IV.—Students in Good Standing~~

~~Students placed on academic caution or academic restriction who subsequently satisfy the academic standard during their term at CLC will be considered to be in good standing.~~

~~V.—Academic Suspension~~

~~A.—Students who fail to meet the Grade Point Average Standard for three successive semesters are prohibited from taking courses, except Adult Education, Continuing Education, and Workforce and Professional Development Institute courses, for the following fall or spring semester. Students on academic suspension are prohibited from taking summer courses during the period of suspension.~~

~~B.—Students have the right to appeal their academic suspension to the Dean of Counseling, Advising, and Transfer Center or designee(s).~~

~~VI.—Students Who Return from Academic Suspension~~

~~Students who have completed the one semester suspension (summer excluded) may be limited in the number of semester hours they may take in the initial semester following their suspension, based on the recommendation of a student development counselor. Appeals to increase the number of permitted semester hours may be made to the Dean of Counseling, Advising, and Transfer Center or designee(s).~~

~~VII.—Students Who Were Previously Academically Suspended, Who Have Returned to CLC, and Who Again Fail to Meet the Grade Point Average Standard~~

~~A.—These students are suspended for the following fall or spring semester. Students on academic suspension are prohibited from taking summer courses during the period of suspension.~~

~~B.—To enroll following a second academic suspension, students must petition and receive approval from the Dean of Counseling, Advising, and Transfer Center or designee(s).~~

6. PRESENTATION OF POLICIES AND OBJECTIVES

412 **ACADEMIC STANDARDS STANDING (CONTINUED)**

IV. ~~VIII.~~Inactive Status

A student who has not enrolled in any credit-level course for at least two years will be designated as Inactive. Student Records will remove the student's program code and change their status to "Inactive." Inactive students returning to the College are required to follow the program requirements and curriculum as stated in the College Catalog for the term in which they reenroll.

~~A. Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.~~

~~B. Inactive students who register for courses will be governed by the College Catalog covering the semester in which they re-enroll.~~

V. ~~IX.~~Grade Forgiveness Option

Grade Forgiveness is a one-time option available to a student for the purpose of removing grade(s) from their cumulative GPA. A student may choose to utilize this option in circumstances such as the following: they failed many courses or changed programs and are now excelling within a new program.

A student may petition only once for grade forgiveness. This one-time option includes prior D, F, and/or FW grades earned at the College of Lake County with an unlimited number of grades eligible for forgiveness. To petition, a student must have achieved a C grade or higher in 12 college credit hours earned from CLC or another regionally accredited institution during the term following the grade(s) to be forgiven. Grade Forgiveness is separate from Policy 413 Repeating and Re-enrolling in Courses.

- Forgiven grades cannot be used to meet prerequisite or graduation requirements
- Forgiven grades remain on the student's transcript but are not computed in the student's grade point average.
- CLC is not responsible for how a transfer college, university, or employer might interpret credits and grades represented on a student's transcript processed through the grade forgiveness option.

6. PRESENTATION OF POLICIES AND OBJECTIVES

412 ACADEMIC STANDARDS STANDING (CONTINUED)

~~In extenuating circumstances, students may petition for a one-time forgiveness of up to 15 hours of prior D or F (F or FW) grades in accordance with the following conditions:~~

- ~~• At least two years have passed since the end of the term of the grades to be forgiven.~~
- ~~• Fifteen consecutive semester hours in baccalaureate/transfer courses (PCS 1.1), career courses (PCS 1.2), and developmental courses (PCS 1.4) have been completed at the College of Lake County with no grades lower than C.~~
- ~~• In consultation with a student development counselor, the student has signed a declaration of understanding.~~
- ~~• Forgiven grades remain on the student's record but are not computed in the student's grade point average.~~
- ~~• Forgiven grades cannot be used to meet graduation requirements.~~
- ~~• Students lose any existing educational guarantees for the forgiven courses.~~

~~X. The College accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness option.~~

Adopted 07/22/1975
Amended 02/28/1978
Amended 07/25/1978
Amended 02/28/1996
Amended 11/27/2007
Amended 04/23/2015
Amended 02/05/2019 —Effective Fall 2019
Amended 09/24/2013
Amended

7. NEW BUSINESS

7.1. Lakeshore Campus Urban Farm Center Precast Concrete Package

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

Funding Source: FY24 surplus and Foundation

Funding Request: \$811,694.00

Bids	Amount
See table below	

PRECAST CONCRETE	BEP %	BASE BID	ALTERNATE#6B: Remove openings in Greenhouse Wall between 12.5-BB & 12.5-DD gridlines	ALTERNATE#7: Standard Grey versus Integral Color
Dukane Precast, Inc. Naperville, IL	0%	\$1,205,703.00	N/A	\$(162,000.00)
Lombard Architectural Precast Products (LAPPCO) Alsip, IL	2.660%	\$1,315,000.00	\$5,000.00	\$(71,000.00)
Mid-States Concrete South Beloit, IL	.0043%	\$938,846.00	N/A	\$(127,152.00)

Explanation of Purchase: This purchase is for the precast package for the construction of the Lakeshore Campus Urban Farm Center, which was publicly bid on January 31, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.”

Due to failure to provide adequate Business Enterprise Program (BEP) documentation, one vendor was deemed nonresponsive per statute. The lowest responsible responsive vendor was chosen.

Recommendation: Pending approval of the waiver request by the state, approve a contract with Mid-States Concrete, of South Beloit, IL in a not-to-exceed amount of \$811,694.00.

7. NEW BUSINESS

7.2. Lakeshore Campus Urban Farm Center Steel and Miscellaneous Metals

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

Funding Source: FY24 surplus and Foundation

Funding Request: \$911,483.00

Bids	Amount
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See list below

STEEL & MISCELLANEOUS METALS	BEP %	BASE BID
K&K Iron Works, LLC McCook, IL	38.20%	\$911,483
T.A. Bowman Constructors LLC Bloomingdale, IL	0.00%	\$854,000
Waukegan Steel, LLC Waukegan, IL	25.80%	\$992,000

Explanation of Purchase: This purchase is for the steel and miscellaneous metals package for the construction of the Lakeshore Campus Urban Farm Center, which was publicly bid on January 31, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive."

Due to failure to provide adequate Business Enterprise Program (BEP) documentation, one vendor was deemed nonresponsive per statute. The lowest responsible responsive vendor was chosen.

Recommendation: Approve a contract with K&K Iron Works LLC of McCook, IL in a not-to-exceed amount of \$911,483.00.

7. NEW BUSINESS

7.3. FISCAL YEAR 2026 TUITION AND COMPREHENSIVE FEES

In follow-up to the discussion at the Financial Planning Committee of the Whole meeting on February 4, 2025, the proposed \$4.00 per credit hour in-district tuition increase and the proposed comprehensive fee (no change) at \$33.04 per credit hour for a total tuition and fee increase of 2.3% is represented in the table below.

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 proposed FY26 out-of-district and out-of-state tuition meets these guidelines.

In-District Tuition and Fees

Item	Proposed FY25	Proposed FY26
In-District Tuition	\$137.96	\$141.96
Comprehensive Fees		
Technology	\$13.55	\$13.55
Instructional Equipment	\$3.50	\$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	\$33.04	\$33.04
Total Tuition and Fees	\$171.00	\$175.00

Out-of-District Tuition

Item	FY25	Proposed FY26
Out-of-District Tuition	\$355.14	\$365.44

Out-of-State Tuition

Item	FY25	Proposed FY26
Out-of-State Tuition	\$481.25	\$495.20

Recommendation: Approve in-district credit hour tuition rate of \$141.96 and comprehensive fee rate of \$33.04 (total = \$175.00). Approve out-of-district credit hour tuition rate of \$365.44, and out-of-state credit hour tuition rate of \$495.20 for FY26.

7. NEW BUSINESS

7.4. ACADEMIC YEAR 2025-2026 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 supplies directly 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 1,330 active credit courses to be offered in the 2025-26 Academic Year, 519 have an associated course fee. It is recommended that the course fees for 509 courses remain unchanged and ten course fees be modified: eight courses with an increased fee and two courses with a new fee.

The proposed changes will result in an estimated \$6,190.00 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	HCM 111	Culinary Principles I	\$140	\$160	Flat	Offsets increase in the cost of food and product used by students in this class.
2	HCM 170	Patisserie I	\$140	\$160	Flat	
3	HCM 176	Yeast Breads	\$140	\$160	Flat	
4	HCM 177	Advanced Yeast Breads	\$140	\$160	Flat	
5	HCM 178	Special Diets and Healthful Baking	\$225	\$250	Flat	
6	HCM 179	Cake Decorating	\$160	\$180	Flat	
7	HCM 180	Chocolate and Confections	\$225	\$275	Flat	
8	HCM 185	Garde Manger	\$240	\$275	Flat	

EXISTING CREDIT COURSES WITH PROPOSED NEW FEE

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	HCM 114	Intro to Beverage Appreciation	\$0	\$160	Flat	Offsets cost of beverages used by students in this class.

7. NEW BUSINESS

7.4. ACADEMIC YEAR 2025-2026 CREDIT COURSE FEES (CONTINUED)

NEW CREDIT COURSES WITH PROPOSED NEW FEE

	Course	Course Title	Current Fee	Proposed Fee	Fee Type	Rationale for Proposed Fee
1	ARM 244	IoT and Smart Sensors	\$0	\$25	Flat	Offsets cost of consumable materials. Class requires a subscription to the Amatrol e-learning site.

Recommendation: Approve the proposed 2025-2026 Academic Year schedule of credit course fees.

7. NEW BUSINESS

7.5. 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 2026:

	Name	Title	Duration of Leave	Summary
1	Dublis, Katherine	English, Instructor	One full academic year of two semesters teaching at one-half load but at the individual's full contract salary	Purpose: To conduct research on supporting students in their navigation of higher education and their varying levels of experience, interest, and confidence in engaging with campus support services. Findings about students' feelings, opinions, beliefs and previous experiences regarding higher education help shape the way CLC's Accelerated Learning Program embeds student supports into the ENG 121/100 curriculum. Collaboration is planned with Math and Advising department colleagues on this topic.

Recommendation: Approve the sabbatical leave of absence for faculty member as indicated above.

7. NEW BUSINESS

7.6. TENURE EMPLOYMENT STATUS OF FACULTY FOR 2025-2026

The following individuals are eligible for initial placement on tenure status effective in the Fall 2025 semester pursuant to Article 35 of the collective bargaining agreement with the College of Lake County Federation of Teachers.

Division	Faculty
Biological and Health Sciences	Ajda Kahveci Deidra Pittman
Business and Social Sciences	Marcela Calderón Durán
Communication Arts, Humanities and Fine Arts	Jason Rodgers
Engineering, Math and Physical Sciences	Dave Wooten
Student Academic Support	Perry Benson

Recommendation: Approve tenure status for the individuals named above, effective August 11, 2025.

7. NEW BUSINESS

7.7. RESOLUTION AUTHORIZING DISMISSAL OF NON-TENURED FACULTY MEMBER

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2(c)(1): “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to adopt a resolution authorizing dismissal of a non-tenured faculty member may be considered after the closed meeting.

7. NEW BUSINESS

7.8. SEPARATION OF EMPLOYMENT (SPECIALIST PERSONNEL)

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2(c)(1): “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to approve the recommendation for separation of employment may be considered after the closed meeting.

7. NEW BUSINESS

7.9. SEPARATION OF EMPLOYMENT (SPECIALIST PERSONNEL)

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2(c)(1): “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to approve the recommendation for separation of employment may be considered after the closed meeting.