

**College of Lake County
Community College District No. 532
Tuesday, August 26, 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, August 26, 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://www.youtube.com/live/SEWRS23hrBo>, 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, August 26, 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. Annual Audit Process
 - 4.3.2. Higher Learning Commission
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. New Trustee Orientation Minutes of May 13, 2025
 - 5.1.2. Regular Meeting Minutes of June 24, 2025
 - 5.1.3. Closed Meeting Minutes of June 24, 2025
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Agenda for Board of Trustees Meeting of Tuesday, August 26, 2025

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5.4. Human Resources

- Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/ContractsAugust2025.pdf>
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6. Presentment of Board Policies and Objectives (Information Items)

Agenda for Board of Trustees Meeting of Tuesday, August 26, 2025

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| 6.1. Policy 560 – Miscellaneous – Deletion – First Reading | 41 |
| 7. New Business (Action Items) | |
| 7.1. Policy 902 - Distribution and Posting of Materials-Revised-Second Reading | 43 |
| 7.2. Maintenance, Repair and Operational Supplies | 46 |
| 7.3. Course Materials and Digital Content | 47 |
| 7.4. Approval of Collective Bargaining Agreement with Theatrical Stage Employees Local No.2 IATSE | 48 |
| 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 | |

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

5.1.4. ACTION ON CLOSED MEETING MINUTES

Under the Open Meetings Act, it is necessary to review the minutes of past Board of Trustees closed meetings to determine the need for continued confidentiality of minutes.

The College's designee has reviewed the closed session minutes and has determined that the need for confidentiality still exists as to the closed session minutes for the period from November 2024 through March 2025.

Recommendation: Determine that the closed session minutes from November 2024 through March 2025, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

5.1.5. ACTION ON CLOSED MEETING RECORDINGS

The Open Meetings Act authorizes the destruction of verbatim recordings of closed meetings no sooner than 18 months after the completion of the meeting recorded. Written minutes of these meetings are retained in compliance with the Open Meetings Act.

The following is a list of closed meeting recordings that are recommended for destruction:

| | |
|-------------------|---------|
| August 22, 2023 | Regular |
| November 14, 2023 | Regular |
| December 12, 2023 | Regular |

Recommendation: Authorize the destruction of the verbatim recordings listed above.

5. CONSENT AGENDA 2. FINANCIAL

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: James Beckom, Acting Vice President of Business Services and Finance

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

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

NOW BE IT RESOLVED that the Board of Trustees approve the reimbursement for business-related travel expenses in the amount of \$12,598.47 for travel associated with Association of Community College Trustees (ACCT) Governance Leadership Institute and Illinois Community College Trustees Association (ICCTA) meetings and Convention.

PASSED this 26th day of August 2025 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. CONSENT AGENDA 2. FINANCIAL

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

Lead Staff: James Beckom, Acting 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 \$229,086.00 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 \$229,086.00.

PASSED this 26th day of August 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

FY25 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) | 5360 5100 | Custodial Custodial | Office Services Staff - Full-time, Classified | \$ 30,000.00 | \$ 30,000.00 | Temporary Employees |
| 2) | 5310 5100 | CSCM CSCM | Consultants Staff - Full-time, Professional | \$ 108,000.00 | \$ 108,000.00 | Project Management |
| 3) | 5920 5360 5500 5510 5400 5400 5400 5460 | Apprenticeship Program Apprenticeship Program Apprenticeship Program Apprenticeship Program Apprenticeship Program Apprenticeship Program Apprenticeship Program Apprenticeship Program | Student Grants and Scholarship Other Contractual Services Travel Other Conference Expense Computer Supplies Computer Software Postage Publications and Dues | \$ 51,086.00 | \$ 40,500.00 \$ 2,500.00 \$ 7,000.00 \$ 100.00 \$ 536.00 \$ 200.00 \$ 250.00 | Tuition, Fees and Books |
| 4) | 5310 5100 | Finance Business Operations | Consultants Staff - Full-time, Administrator | \$ 40,000.00 | \$ 40,000.00 | Grant Accounting |
| | | TOTAL TRANSFERS - ALL FUNDS | | <u>\$ 229,086.00</u> | <u>\$ 229,086.00</u> | |

5. CONSENT AGENDA 2. FINANCIAL

OPERATING FUNDS FINANCIAL HIGHLIGHTS

REVENUE: The revenues in the operating funds reflect 74.7 percent of budgeted revenues through May 2025. At the end of May 2024, the College received 75.3 percent of the amount budgeted.

As of May 31, 2025, the College had received revenues equal to \$49.0 million in FY25 for local taxes. Local tax revenue is budgeted at \$85.8 million for FY25. The timing of payment of local tax revenue impacts when the revenue is recorded.

Also, as of May 31, 2025, student enrollment reflected 104.8 percent of the tuition revenue. At the end of May 2024, the College received 102.2 percent of the amount budgeted. The difference reflects the FY2025 increase in student enrollment.

EXPENDITURES: The expenditures in the operating funds as of May 31, 2025, reflect 87.3 percent of budgeted expenditures for the year. In comparison, as of May 31, 2024, the College had expended 83.8 percent of the amount budgeted. The College is trending on track with the FY25 budget plan.

5. CONSENT AGENDA 2. FINANCIAL

MONTHLY FINANCIAL REPORT

For the Month Ended

May 31, 2025

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of May 31, 2025**

ASSETS

CASH

| | |
|--------------|---------|
| Cash In Bank | 259,438 |
| Change Funds | 8,800 |

INVESTMENTS

| | |
|-------------------|------------|
| Other Investments | 10,637,112 |
|-------------------|------------|

RECEIVABLES

| | |
|--|-------------|
| Taxes Receivable - Current Levy | 32,601,528 |
| Corp PRS Property Replacement Tax Receiv | - |
| Allowance for Uncollectable Tuition | (7,927,085) |
| Allowance Uncollectible Taxes | (326,536) |
| Student Tuition Receivable | 23,070,755 |
| Vendor Receivables | 537,957 |
| Other Receivables | (11,906) |

| | |
|--------------------------|------------|
| <u>INTER-FUND</u> | 12,523,445 |
|--------------------------|------------|

Prepaid Expenses

| | |
|------------------|---------|
| Prepaid Expenses | 116,669 |
|------------------|---------|

| | |
|---------------------|--------------------------|
| TOTAL ASSETS | <u><u>71,490,178</u></u> |
|---------------------|--------------------------|

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable (208,102)

ACCOUNTS PAYABLE

Accounts Payable 1,100,710

ACCRUED EXPENSES

Accrued Expense 910,247

DEFERRED REVENUES

Property Taxes 32,850,387

Total Tuition & Fees 10,929,096

Miscellaneous Deferred Revenues -

OTHER LIABILITIES

Other Liabilities 1,009,187

Vacation Accrual 3,460,231

TOTAL LIABILITIES

50,051,756

FUND BALANCE

Fund Balance 21,438,422

TOTAL FUND BALANCE

21,438,422

TOTAL LIABILITIES & FUND BALANCE

71,490,178

RECONCILIATION

BEGINNING FUND BALANCE 37,337,188

ADD: REVENUE 87,057,763

LESS: EXPENDITURES (96,207,667)

OPERATING TRANSFERS (6,748,862)

ENDING FUND BALANCE 21,438,422

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: May 31 ,2025

| | <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 | 37,758,311 | 43.37% | 35,771,525 | 42.90% |
| T.I.F.A. | 0 | 0.00% | 0 | 0.00% |
| CPPRT Corp Pers Prop Repl Tax | 1,333,849 | 1.53% | 1,996,496 | 2.39% |
| ICCB Credit Hour Grants | 9,603,307 | 11.03% | 9,359,573 | 11.22% |
| Vocational Education | 643,095 | 0.74% | 620,475 | 0.74% |
| Tuition | 28,538,116 | 32.78% | 28,331,379 | 33.97% |
| Graduation Fees | 53,030 | 0.06% | 0 | 0.00% |
| Transcript Fees | 111,529 | 0.13% | 108,673 | 0.13% |
| On-line Course Fee | 80,787 | 0.09% | 577,141 | 0.69% |
| Laboratory Fees | 706,661 | 0.81% | 642,554 | 0.77% |
| Payment Plan Enrollment Fee | 19,860 | 0.02% | 39,574 | 0.05% |
| Credit By Exam Fees | 250 | 0.00% | 650 | 0.00% |
| Comprehensive Fees | 8,543,412 | 9.81% | 4,457,184 | 5.34% |
| Activity Fee Adjustment | (6,067,136) | -6.97% | (3,912,495) | -4.69% |
| Gain(Loss) on Investment | 296,953 | 0.34% | 203,741 | 0.24% |
| Other Interest | 4,631,999 | 5.32% | 5,087,033 | 6.10% |
| Library Fines | 588 | 0.00% | 806 | 0.00% |
| Miscellaneous Revenue | 684,218 | 0.79% | 69,057 | 0.08% |
| Other Revenue/Rebates | 0 | 0.00% | 41,747 | 0.05% |
| Over Short | 118,935 | 0.14% | (5,185) | -0.01% |
| Total Income | 87,057,763 | 100% | 83,389,926 | 100% |

5. CONSENT AGENDA 2. FINANCIAL

| <u>EXPENDITURES</u> | | | | |
|-------------------------------|-------------------|-------------|-------------------|-------------|
| Salaries | 69,896,805 | 73% | 67,602,053 | 74% |
| Employee Benefits | 15,173,596 | 16% | 12,797,747 | 14% |
| Contractual Services | 4,230,380 | 4% | 4,974,986 | 5% |
| General Material & Supplies | 2,410,172 | 3% | 2,299,719 | 3% |
| Travel/Conference Meeting Exp | 611,146 | 1% | 616,281 | 1% |
| Fixed Charges | 29,936 | 0% | 27,300 | 0% |
| Utilities | 46,430 | 0% | 46,269 | 0% |
| Capital Outlay | 51,651 | 0% | 22,795 | 0% |
| Other Expenditures | 3,757,551 | 4% | 3,544,512 | 4% |
| Total Expense | <u>96,207,667</u> | <u>100%</u> | <u>91,933,354</u> | <u>100%</u> |
| | | | | |
| Beginning Fund Balance | 37,337,188 | | 35,960,331 | |
| Add: Revenues | 87,057,763 | | 83,389,926 | |
| Less: Expenses | (96,207,667) | | (91,933,354) | |
| Operating Transfers | (6,748,862) | | (5,828,004) | |
| Ending Fund Balance | <u>21,438,422</u> | | <u>21,588,899</u> | |

**Maintenance Fund
Balance Sheet - Fund 02
As of May 31, 2025**

ASSETS

INVESTMENTS

| | |
|-------------------|-----------|
| Other Investments | 9,345,421 |
|-------------------|-----------|

RECEIVABLES

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

INTER-FUND

| | |
|------------|-------------|
| Inter-Fund | (5,439,902) |
|------------|-------------|

Prepaid Expenses

| | |
|------------------|---------|
| Prepaid Expenses | 286,851 |
|------------------|---------|

| | |
|---------------------|-------------------|
| TOTAL ASSETS | 12,674,613 |
|---------------------|-------------------|

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

| | |
|------------------|---------|
| Accounts Payable | 374,817 |
|------------------|---------|

ACCRUED EXPENSES

| | |
|-----------------|--------|
| Accrued Expense | 72,285 |
|-----------------|--------|

DEFERRED REVENUES

| | |
|----------------|-----------|
| Property Taxes | 8,626,286 |
|----------------|-----------|

| | |
|--------------------------|-----------|
| TOTAL LIABILITIES | 9,073,388 |
|--------------------------|-----------|

FUND BALANCE

| | |
|--------------|-----------|
| Fund Balance | 3,601,225 |
|--------------|-----------|

| | |
|---------------------------|-----------|
| TOTAL FUND BALANCE | 3,601,225 |
|---------------------------|-----------|

| | |
|---|------------|
| TOTAL LIABILITIES & FUND BALANCE | 12,674,613 |
|---|------------|

RECONCILIATION

| | |
|------------------------|-----------|
| BEGINNING FUND BALANCE | 6,379,132 |
|------------------------|-----------|

| | |
|--------------|-----------|
| ADD: REVENUE | 9,922,761 |
|--------------|-----------|

| | |
|--------------------|--------------|
| LESS: EXPENDITURES | (11,405,069) |
|--------------------|--------------|

| | |
|---------------------|-------------|
| OPERATING TRANSFERS | (1,295,599) |
|---------------------|-------------|

| | |
|---------------------|-----------|
| ENDING FUND BALANCE | 3,601,225 |
|---------------------|-----------|

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: May 31 ,2025

| | <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 | 9,911,706 | 100% | 9,445,184 | 98% |
| Building Rentals | 10,305 | 0% | 181,592 | 2% |
| Other Facility Rentals | - | 0% | 0 | 0% |
| Miscellaneous Revenue | 750 | 0% | 22,444 | 0% |
| Total Income | <u>9,922,761</u> | <u>100%</u> | <u>9,649,220</u> | <u>100%</u> |
| <u>EXPENDITURES</u> | | | | |
| Salaries | 4,629,609 | 41% | 4,781,392 | 42% |
| Employee Benefits | 1,138,949 | 10% | 1,291,416 | 11% |
| Contractual Services | 874,945 | 8% | 914,199 | 8% |
| General Material & Supplies | 636,818 | 6% | 733,846 | 6% |
| Travel/Conference Meeting Exp | 5,514 | 0% | 17,552 | 0% |
| Fixed Charges | 1,581,539 | 14% | 1,021,930 | 9% |
| Utilities | 2,480,337 | 22% | 2,477,462 | 22% |
| Capital Outlay | 72,566 | 1% | 180,008 | 2% |
| Other Expenditures | (15,207) | 0% | (69,985) | -1% |
| Total Expense | <u>11,405,069</u> | <u>100%</u> | <u>11,347,820</u> | <u>100%</u> |
| Beginning Fund Balance | 6,379,132 | | 6,023,765 | |
| Add: Revenues | 9,922,761 | | 9,649,220 | |
| Less: Expenses | (11,405,069) | | (11,347,820) | |
| Operating Transfers | (1,295,599) | | (1,214,769) | |

5. CONSENT AGENDA 3. PURCHASING

5.3.1. WORK ORDER MANAGEMENT SOFTWARE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$25,865.84

| Vendor | Amount |
|---------------|---------------|
| Akitabox | \$25,865.84 |

Explanation of Purchase: This purchase is for work order management software used to schedule and track Facilities department work requests and provides reports for business purposes.

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 subscription with AkitaBox of Madison, WI in a not-to-exceed amount of \$25,865.84.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. OFFICE SUPPLIES (RATIFICATION)

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY25 budget

Funding Request: \$701.86

| Vendor | Amount |
|---------------|---------------|
| Staples | \$701.86 |

Explanation of Purchase: This is the ratification of the annual purchase and delivery of miscellaneous office products, supplies and solutions for the Colleges office supply central store, and campus printing to be used by departments across all campuses.

The Board previously approved a purchase not to exceed \$75,000.00; this purchase is a ratification of an additional \$701.86.

Recommendation: Ratify a purchase from Staples of Framingham, MA for \$701.86 in a not-to-exceed amount of \$701.86.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. OFFICE SUPPLIES

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$82,500.00

| Vendor | Amount |
|---------------|---------------|
| Staples | \$82,500.00 |

Explanation of Purchase: This is the annual purchase and delivery of office supplies for the central store to be used by departments across all campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under E&I Cooperative Services contract (#CNR01373) for Office Supplies, Products and Solutions.

Recommendation: Approve a purchase from Staples of Framingham, MA in a not-to-exceed amount of \$82,500.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. EMPLOYMENT RECRUITMENT ADVERTISING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$30,000.00

| Vendor | Amount |
|-----------------------|---------------|
| JobElephant.com, Inc. | \$30,000.00 |

Explanation of Purchase: This purchase is for talent recruitment services. This agreement will include recruitment advertisements and subscription management.

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 JobElephant.com, Inc. of San Diego, CA in a not-to-exceed amount of \$30,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. VERIFICATION AND SCREENING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$35,000.00

| Vendor | Amount |
|-----------------------------|---------------|
| Bushue Background Screening | \$35,000.00 |

Explanation of Purchase: This purchase is to provide verification and screening services for employment candidates and employees under Board Policy 952 – Background Checks, and for employees and students as required for accreditation and clinical site compliance in academic health programs.

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 purchases with Bushue Background Screening of Effingham, Illinois in a not-to-exceed amount of \$35,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. APPLICANT RECORDS DATABASE ACCESS

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$51,258.00

| Vendor | Amount |
|---------------|---------------|
| PeopleAdmin | \$51,258.00 |

Explanation of Purchase: This purchase is for access to applicant records and job descriptions from October 2013 through December 2024, to ensure record retention compliance.

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 purchase of a three-year contract from October 1, 2025, to September 30, 2028, with PeopleAdmin of Austin, TX in a not-to-exceed amount of \$51,258.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. PRESENTATION OF THE NUTCRACKER

Lead Staff: Alisa Baum, Executive Director, James Lumber Center

Funding Source: FY26 budget

Funding Request: \$30,000.00

| Vendor | Amount |
|--------------------------|---------------|
| The Ruth Page Foundation | \$30,000.00 |

Explanation of Purchase: This purchase is the artist fee for performances of The Nutcracker in the James Lumber Center for the Performing Arts.

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 The Ruth Page Foundation of Chicago, IL in a not-to-exceed amount of \$30,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.8. DIRECT MARKETING SERVICES

Lead Staff: Derrick Harden, Vice President, Strategic Advancement

Funding Source: FY26 budget

Funding Request: \$28,000.00

| Vendor | Amount |
|--|---------------|
| Direction Tour Marketing and Promotion | \$28,000.00 |

Explanation of Purchase: This purchase is for in-person direct marketing and engagement in the community to distribute promotional materials county-wide for student recruitment and James Lumber Center for the Performing Arts events.

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 purchase of services from Direction Tour Marketing and Promotion of Chicago, IL in a not-to-exceed amount of \$28,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. SPECIALIZED PRINTER

Lead Staff: Stephanie Santos Gray, Dean, Communication Arts, Humanities, and Fine Arts

Funding Source: FY26 budget

Funding Request: \$30,120.00

| Vendor | Amount |
|-----------------------------------|---------------|
| Zue Color Digital Print Solutions | \$30,120.00 |

Explanation of Purchase: This purchase is a specialized printer for students in the College’s Digital Media and Design Program.

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 Zue Color Digital Print Solutions of Lisle, IL in a not-to-exceed amount of \$30,120.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.10. AMATROL LICENSE (RATIFICATION)

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

Funding Source: FY26 budget

Funding Request: \$31,550.00

| Vendor | Amount |
|------------------|---------------|
| Moss Enterprises | \$31,550.00 |

Explanation of Purchase: This purchase is for an Amatrol site license for the Automation Robotics Mechatronics (ARM) and Industrial Technology (INT) programs. This site license will provide unlimited textbook access for the students and other supplemental materials necessary for instruction throughout the semester.

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 Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$31,550.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.11. GROUND VEHICLE LIFTS

Lead Staff: Miguel Mireles, Dean, Engineering, Math and Physical Sciences Division

Funding Source: Rev Up Grant

Funding Request: \$84,650.87

| Vendor | Amount |
|---------------------|---------------|
| Snap-on Tools, Inc. | \$84,650.87 |

Explanation of Purchase: This purchase is for three vehicle lifts for the Automotive Technology program. The new lifts are designed to safely accommodate electric vehicles, allowing them to be properly secured and elevated. This supports hands-on instructional activities in the automotive lab.

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 Sourcewell contract (#013020-SNP) for Vehicle Lifts, Garage and Fleet Maintenance Equipment Supplies.

Recommendation: Approve a purchase with Snap-on Tools, Inc. of Kenosha, WI for a not-to-exceed amount of \$84,650.87.

5. CONSENT AGENDA 3. PURCHASING

5.3.12. 2026 STUDY ABROAD TRIPS

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY26 budget

Funding Request: \$94,080.00

| Vendor | Amount |
|------------------------------|---------------|
| Study Abroad Association LLC | \$94,080.00 |

Explanation of Purchase: This purchase is for on-the-ground travel coordination within the country for two study abroad programs.

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 the Study Abroad Association LLC of Raleigh, NC in a not-to-exceed amount of \$94,080.00

5. CONSENT AGENDA 3. PURCHASING

5.3.13. MOBILE STUDENT ENGAGEMENT SOFTWARE

Lead Staff: Greg Singleton, Dean of Student Affairs

Funding Source: FY26 budget

Funding Request: \$31,600.00

| Vendor | Amount |
|----------------|---------------|
| Mesh Net, Inc. | \$31,600.00 |

Explanation of Purchase: This purchase is for Suitable, a student engagement and success software, used to increase student participation outside the classroom by tracking experiential learning through gamification methods.

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 two-year software license from October 1, 2025, through September 30, 2027, with Mesh Net Inc. of Philadelphia, PA in a not-to-exceed total amount of \$31,600.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.14. PUBLIC WEBSITE AND STUDENT PORTAL SOFTWARE

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$57,477.00

| Vendor | Amount |
|-------------------------------|---------------|
| Progress Software Corporation | \$57,477.00 |

| Annual Cost with 0% per Year Increase | | | |
|---------------------------------------|-------------|-------------|-------------|
| Year 1 | Year 2 | Year 3 | Total |
| \$19,159.00 | \$19,159.00 | \$19,159.00 | \$57,477.00 |

Explanation of Purchase: This purchase is for the continuation of SiteFinity software which manages the College’s public website and student portal.

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 three-year subscription with a zero percent increase (as shown in the table above) from September 1, 2025, through August 31, 2028, with Progress Software Corporation of Burlington, MA in a cumulative total amount not to exceed \$57,477.00

5. CONSENT AGENDA 3. PURCHASING

5.3.15. MOBILE EXPERIENCE PLATFORM

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$205,601.28

| Vendor | Amount |
|-----------------|---------------|
| Modo Labs, Inc. | \$205,601.28 |

| Annual Cost with 3% per Year Increase | | | | | |
|---------------------------------------|-------------|-------------|-------------|-------------|--------------|
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| \$38,725.94 | \$39,887.72 | \$41,084.35 | \$42,316.88 | \$43,586.39 | \$205,601.28 |

Explanation of Purchase: This purchase is for the continuation of the Modos Campus digital platform that provides a mobile-first solution that integrates with existing campus systems to offer personalized access to information, services and tools for students, faculty and staff.

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 five-year subscription with an annual three percent increase (as shown in the table above) from August 31, 2025, through August 30, 2030, with Modos Labs, Inc. of Boston, MA in a cumulative total amount not to exceed \$205,601.28

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 | LeBoeuf, Anjeanette | Full-time Faculty Position Number: 0809 Instructor, Humanities Communication, Arts, Humanities and Fine Arts Division | 8/11/2025 | TBD^ |
| 2 | Komarraju, Haritha | Professional Position Number: 0425 Human Resources Business Partner, Human Resources | 9/2/2025 | 9/2/2025- 6/30/2026 |
| 3 | Manzer, Jillian | Professional Position Number: 0396 Assistant Director of Assessment, Educational Affairs | 9/2/2025 | 9/2/2025- 6/30/2026 |
| Recommendation: Approve the above full-time employment. | | | | |

^ Faculty employment contracts will be distributed following collective bargaining agreement completion.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offers of full-time employment and set the start date prior to the September 23, 2025, Board meeting. The proposed approvals are as follows:

| | Proposed Job Family, Position Number, Position Title, Department | Effective Date | Contract Dates |
|---|---|-----------------------|-----------------------|
| 1 | Administrator Position Number: 1434 Director, Capital, Sustainability and Construction Management Services | TBD | TBD |
| 2 | Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychological Services | TBD | TBD |
| 3 | Professional Position Number: 1683 Therapist, Counseling and Psychological Services | TBD | TBD |
| 4 | Professional Position Number: 1897 Director, Manufacturing Alliance Workforce Initiatives Division | TBD | TBD |

Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the September 23, 2025 Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

The following employee has successfully completed the appropriate probationary period and is 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 | Fenske, Ashley | Specialist Position Number: 0286 Laboratory Coordinator, Nursing Education | 7/19/2025 | 7/1/2025-6/30/2026 |

Recommendation: Approve the above full-time employment.

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 position change in the Testing Center to increase operational efficiencies. The proposed changes are funded within the FY26 budget. | | | | | | | | |
| 1 | Job Family, Job Grade, Job Title, Promotion | Shaikh, Mehr | Classified Position Number: 0259 Senior Testing Assistant, Testing Center | Specialist Position Number: 0259 Testing Specialist, Testing Center | B21 Non-exempt | B23 Non-exempt | 9/1/2025 | 9/1/2025-6/30/2026 |
| Recommendation: Approve the proposed position changes with the effective date noted above. | | | | | | | | |

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. 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 | Hansen, Pete | Classified – Union Position Number: 0906 Technical Production Assistant, James Lumber Center for the Performing Arts | Full-time Faculty Position Number: 0908 Instructor, Live Entertainment Production Communication, Arts, Humanities and Fine Arts Division | 8/11/2025 | TBD^ |
| 2 | Maya, Katia | Specialist Position Number: 1850 Laboratory Specialist, Engineering, Math and Physical Sciences Division | Full-time Faculty Position Number: 0911 Instructor, Industrial Technology Engineering, Math and Physical Sciences Division | 8/11/2025 | TBD^ |
| 3 | Slavkin, Micah | Part-time Faculty Position Number: 0726 Instructor, Biological and Health Sciences Division | Full-time Faculty Position Number: 0522 Instructor, Horticulture Biological and Health Sciences Division | 8/11/2025 | TBD^ |
| Recommendation: Approve the above action. | | | | | |

^ Faculty employment contracts will be distributed following collective bargaining agreement completion.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position 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 | Vazquez, Jenny | Specialist Position Number: 1782 College and Career Navigation, Student Recruitment and Onboarding | Specialist Position Number: 1820 Academic Success Advisor, Advising and Retention | 9/1/2025 | 9/1/2025-6/30/2026 |

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Effective Date (Last Day Worked) |
|---|---------------|----------------------|---|---|
| 1 | Resignation | Castillo, Rafael | Classified - FOP Position Number: 1533 Police Officer, Police Department | 7/2/2025 |
| 2 | Resignation | Summers, Lia | Professional Position Number: 1894 Organizational Change Manager, Application Development | 7/11/2025 |
| 3 | Resignation | Beck, Allison | Specialist - Part-time Position Number: 1462 Outreach and On-Campus Experience Coordinator, Student Recruitment and Onboarding | 7/31/2025 |
| 4 | Resignation | Woods, Selena | Specialist Position Number: 1777 Adjunct Faculty Development Coordinator, Learning, Innovation, and Teaching Excellence | 8/1/2025 |
| 5 | Resignation | Robinson, Tyshun | Classified Position Number: 0244 Assistant to the Dean, Lakeshore Campus | 8/8/2025 |
| 6 | Resignation | Jones, Pom | Specialist Position Number: 0257 Testing Coordinator, Testing | 8/12/2025 |
| 7 | Resignation | Stashkiw, Sarah | Administrator Position Number: 1455 Director, P-20 Educational Partnerships, Community and Workforce Partnerships | 8/27/2025 |

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS (CONTINUED)

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Effective Date (Last Day Worked) |
|---|---------------|----------------------|--|--|
| 8 | Retirement | Kupetz, John | Faculty Position Number: 0480 Instructor, Digital Media and Design, Communication Arts, Humanities and Fine Arts Division | 8/15/2025 |
| 9 | Retirement | Senft, James | Administrator Position Number: 1263 Director, Core Systems and Infrastructure, Information Technology | 8/31/2029 Eligible for Benefits Policy 925 and 930 |

Recommendation: Approve the above action.

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.2. POLICY 560 – MISCELLANEOUS –DELETION – FIRST READING

Policy 560 Miscellaneous is presented for a first reading for deletion. Since its last revision on January 23, 1973, the Board and College have incorporated the four noted items (training, health/safety, meal breaks and telephone use) into other institutional policies and procedures. Removing this policy will eliminate redundancy and prevent employee confusion and misinterpretation.

This policy deletion has been reviewed by the College’s legal counsel and shared governance system.

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

560 MISCELLANEOUS

~~Employees shall be requested or required to attend training sessions from time to time.~~

~~Health, safety, and sanitary methods as are necessary to protect and preserve the welfare of the employees shall be maintained.~~

~~Classified employees shall be entitled to a fifteen (15) minute break in the morning and afternoon.~~

~~Telephones shall be used for College business purposes only. Personal calls shall be made only in cases of emergency. If a personal toll call is necessary, the College shall be reimbursed.~~

~~Adopted — 03/25/69~~

~~Amended — 01/23/73~~

7. NEW BUSINESS

7.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – SECOND READING

Policy 902 – Distribution and Posting of Materials, is presented for a Second Reading regarding the proposed revisions. Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College of Lake County operations.

Board Policy 902 was last amended on August 26, 1975. This policy has been reviewed by the Operations and Facilities Commission, the College Leadership Team and College’s legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for the Second Reading.

Recommendation: Approve revised Policy 902 – Distribution and Posting of Materials.

7. NEW BUSINESS

**6.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – SECOND READING
(CONTINUED)**

902 DISTRIBUTION AND POSTING OF MATERIALS

~~01. Individuals and organizations responsible for distribution of materials must be identified and the materials registered with the Director of Activities.~~

All materials distributed or posted in public spaces on college-owned facilities and, where permissible, leased facilities must be reviewed and approved by the appropriate unit, division or department as outlined in the procedures document.

~~02. The materials to be distributed or posted must bear the name of the issuing person or organization, clearly indicate the issuing unit, division or department.~~

~~03. Distribution privileges are granted on a daily basis, and posting areas, including time frames, will be determined by the approving unit, division or department as outlined in the procedures document~~

~~04. The area approved for distribution will be designated by the Director of Activities.~~

~~05. Notices approved for posting must bear the official publicity stamp.~~

~~06. Posting materials larger than 12" x 22" must be approved by the Director of Activities.~~

~~07. Commercial posters will be limited to eight (8) locations to be specified by the Director of Activities.~~

~~08. The Director of Activities will designate someone to be responsible for removing all announcements the day following the event.~~

Materials will be removed promptly after their intended purpose or event as determined through the approval process by the requesting individual or organization.

Permanent signage or alteration to any college property of any type is strictly prohibited.

7. NEW BUSINESS

The College reserves the right to remove materials that do not conform to this policy and other related policies, including, but not limited to:

- Student Rights and Responsibilities Procedures
 - Section 2 Standard of Conduct
 - Section 3 Discrimination, Harassment and Sex-Based Misconduct
- CLC Policy Manual
 - 903 – Social Media
 - 909 – Responsible Use of Technology
 - 911 – Use of College Facilities
 - 929 – Equal Employment Opportunity and Affirmative Action
 - 934 – Prohibition of Sex-Based Misconduct Policy
 - 937 – Non-Discrimination and Harassment
 - 956 – Ethics Policy/Ordinance

~~09.~~ Permission to distribute or post materials in no way implies endorsement by the College.

Adopted 10/13/1970

Amended 08/26/1975

Amended

7. NEW BUSINESS

7.2. MAINTENANCE, REPAIR AND OPERATIONAL SUPPLIES

Lead Staff: Mahsa Karamy, Executive Director, Business Services and Finance

Funding Source: FY26 budget

Funding Request: \$290,000.00

| Vendor | Amount |
|---------------------|---------------|
| W.W. Grainger, Inc. | \$290,000.00 |

Explanation of Purchase: This purchase is for tools, cleaning supplies, equipment repair parts, air filters and personal protective gear for college-wide use.

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 Educational & Institutional (E&I) Cooperative Contract #CNR01496 for Maintenance, Repair and Operation Supplies.

Recommendation: Approve purchases from W.W. Grainger, Inc. of Lake Forest, IL in a not-to-exceed amount of \$290,000.00.

7. NEW BUSINESS

7.3. COURSE MATERIALS AND DIGITAL CONTENT

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$2,000,000.00

| Vendor | Amount |
|---------------------|----------------|
| Various (see below) | \$2,000,000.00 |

| Course Material and Digital Content Vendors | |
|---|---------------------------------------|
| VitalSource | MBS Textbook Exchange |
| Cengage Learning | McGraw Hill School Education Holdings |
| Elsevier | Pearson Education |
| Goodheart & Wilcox Co. | Vindy |
| Wolters Kluwer Health | |

Explanation of Purchase: This purchase is for course materials from various publishers, wholesalers and digital content providers to make affordable course materials available to students. The actual value of the purchases from individual vendors will vary based on course materials selected, quantity and market price. The requested amount is a direct pass-through expense and will be assessed solely to students registered in courses that require these materials.

Pursuant to 110 ILCS 805/3-27.1 (l), contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph,

and

(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 purchases with vendors identified in the list above in a total not-to-exceed amount of \$2,000,000.00.

7. NEW BUSINESS

7.4. APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT WITH THE THEATRICAL STAGE EMPLOYEES LOCAL NO. 2 OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES AND CANADA

The Board of Trustees' negotiating team and the International Alliance of Theatrical Stage Employees Local No. 2 reached a tentative agreement on a successor collective bargaining agreement on June 19, 2025, which was ratified by union membership.

The successor collective bargaining agreement is for a five-year period effective retroactively from July 1, 2025 through June 30, 2030.

Recommendation: Approve the proposed 2025-2030 collective bargaining agreement between the Board of Trustees and the International Alliance of Theatrical Stage Employees Local No. 2 and authorize the execution of the Agreement.