

**College of Lake County
Community College District No. 532
Tuesday, September 23, 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, September 23, 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/5yeorByeW5I?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@clcillinois.edu by 3:00 p.m. on Tuesday, September 23, 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. Hispanic Serving Institution Task Force
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of August 26, 2025
 - 5.1.2. Closed Meeting Minutes of August 26, 2025
 - 5.2. Financial
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Agenda for Board of Trustees Meeting of Tuesday, September 23, 2025

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8. **Executive Session (Closed)**
Closed Session requested under 5 ILCS 120, Section 2(c)(2).
9. **Other Matters for Information or Discussion**
10. **Adjournment**

5. CONSENT AGENDA 2. FINANCIAL

5.2.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

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

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for business-related travel expenses in the amount of \$4,808.31 for travel associated with the Association of Community College Trustees (ACCT) Governance Leadership Institute and Executive Board Retreat and the Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 23rd day of September 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 APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS

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

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

WHEREAS, the full details of the monthly financial report are not contained in this document because this being the first quarter of the fiscal year, reversals of accruals, and timing of property tax receipts, the data are not meaningful; and

WHEREAS, budget transfers in the amount of \$170,000.00 are recommended to the Fiscal Year 2026 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 \$170,000.00.

PASSED this 23rd day of September 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.

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

FY 26 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	Facilities Administration	Uniforms	\$ 30,000.00		Uniforms
5690	Facilities Administration	Other Expenditures		\$ 30,000.00	
2) 5400	Library	Materials and Supplies	\$ 30,000.00		Book Purchases
5340	Library	Computer Software Maintenance		\$ 30,000.00	
3) 5400	Student Support	Other Supplies	\$ 40,000.00		SHARE MARKET Expenses
5690	Student Support	Other Expenditures		\$ 40,000.00	
4) 5360	Custodial	Office Services	\$ 40,000.00		Temporary Employees
5100	Custodial	Staff-Full-Time, Classified		\$ 40,000.00	
5) 5340	IEPR	Computer Software Maintenance	\$ 30,000.00		IBM Software Renewal
5510	IEPR	Conference/Meeting Expense		\$ 30,000.00	
TOTAL TRANSFERS - ALL FUNDS			<u>\$170,000.00</u>	<u>\$ 170,000.00</u>	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. SPSS Statistics Software Platform

Lead Staff: Derrick Harden, Vice President, Strategic Advancement

Funding Source: FY26

Funding Request: \$52,787.80

Vendor	Amount
International Business Machines Corporation	\$52,787.80

Explanation of Purchase: This purchase is for software used to conduct advanced statistical analysis and to support the submission of state reporting.

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 International Business Machines Corporation of Armonk, NY in a not-to-exceed amount of \$52,787.80.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. LEADERSHIP DEVELOPMENT SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$70,000.00

Vendors	Amount
Various (listed below)	\$70,000.00

Consultant	City, State
Honesty Consulting, LLC	Chicago, IL
Project Next Leadership	Oakland, CA
Strategy Linked Consulting	Arlington Heights, IL
Beyond Coaching and Consulting	Boerne, TX
KS Goins & Associates LLC	Plainfield, IL
Lisa Medley Executive Coaching	Charlotte, NC

Explanation of Purchase: This purchase is for employee leadership development services, including coaching and facilitation for individuals participating in professional growth experiences, such as the CLC Leadership Academy.

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 the vendors identified in the table above in a not-to-exceed amount of \$70,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. ELECTRICAL ENGINEERING TECHNOLOGY SYSTEM

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

Funding Source: FY26 budget

Funding Request: \$74,197.00

Vendor	Amount
Advanced Technologies Consultants	\$74,197.00

Explanation of Purchase: This purchase is for Labvolt trainers in the Electrical Engineering Technology department that need to be upgraded to stay current with industry standards and remain competitive.

Pursuant to 110 ILCS 805/3-27.1 (I) 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; are exempt from the competitive bidding process.

Recommendation: Approve a purchase from Advanced Technologies Consultants of Plymouth, MI in a not-to-exceed amount of \$74,197.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offers of full-time employment and set the start date prior to the October 28, 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 Planning and Sustainability	TBD	TBD
2	Professional Position Number: 0022 Capital Project Manager, Capital Planning and Sustainability	TBD	TBD
3	Professional Position Number: 1683 Therapist, Counseling and Psychological Services	TBD	TBD
4	Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychological Services	TBD	TBD
5	Professional Position Number: 1897 Director, Manufacturing Alliance Community Programs 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 October 28, 2025, Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. 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	Carpenter, Jana	Specialist Position Number: 0144 Program Coordinator, Judicial Services	8/29/2025	7/1/2025-6/30/2026

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following new position in Capital Planning and Sustainability to increase operational efficiencies. The proposed changes are funded within the FY26 budget.								
1	New Position	TBD	NA	Specialist Position Number: TBD Capital Planning Specialist, Capital Planning and Sustainability	NA	B32 Non- exempt	9/24/2025	TBD
Recommendation: Approve the new position with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS

The following employee applied for and was selected for promotion 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	Braithwaite, Coretta	Classified Part-time Position Number: 1131 Enrollment Services Generalist, Welcome and One Stop Center	Specialist Full-time Position Number: 1141 Outreach and On-Campus Experience Coordinator, Outreach and On-Campus Experience	9/29/2025	9/29/2025- 6/30/2026
Recommendation: Approve the above action.					

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Samways, Hannah	Classified Part-time Position Number: 0338 Assistant Teacher, Childrens' Learning Centers	8/29/2025
2	Resignation	Rayner, Tim	Specialist Position Number: 0351 Facilities Supervisor, Custodial Lakeshore Campus	9/26/2025
3	Resignation	Ramirez, Ivan	Classified Union Position Number: 0116 Police Officer, Police Department	10/1/2025
Recommendation: Approve the above action.				

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

5.5.1. ILLINOIS CERTIFICATION BOARD CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC) WORKFORCE EXPANSION PROGRAM GRANT

Grantor: Illinois Certification Board

Amount: \$129,000.00

Period: August 1, 2025 – June 17, 2026

Type: Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Funds support the Addiction Counseling and Treatment program degree and certificate students. The funds provide stipends, tuition payment, transportation and childcare assistance.

Recommendation: Accept the Illinois Certification Board’s Certified Alcohol and Drug Counselor (CADC) Workforce Expansion Grant in the amount of \$129,000.00.

7. NEW BUSINESS

7.2. POLICY 560 – MISCELLANEOUS – DELETION – SECOND READING

Policy 560 Miscellaneous is presented for a Second 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. There are no revisions for Second Reading.

Recommendation: Approve the deletion of Policy 560 Miscellaneous.

~~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~~

~~Deleted~~

7. NEW BUSINESS

7.3. ADVANCED TECHNOLOGY CENTER ARM WELDER HOODS AND GRINDING ROOM REPAIRS

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: 2021 General Obligation Bond

Funding Request: \$270,320.00

Bids	Amount
MG Mechanical Contracting, Woodstock, IL (recommended)	\$248,000.00
Integrity Developers, Waukegan, IL	\$286,973.00
Structures Construction, Chicago, IL	\$309,264.00

Explanation of Purchase: This purchase is for robotic arm welder exhaust hoods and lighting, capping of existing duct openings no longer in use, replacement of grinding room glass, removal of grinding station in front of the viewing window, installation of eight downdraft tables, and dust-proof outlet covers in the grinding room.

Recommendation: Approve a contract with MG Mechanical Contracting, Inc. of Woodstock IL for \$248,000.00 with a 9% contingency of \$22,320.00 in the total not to exceed amount of \$270,320.00.

7. NEW BUSINESS

7.4. ADOBE ACROBAT PRODUCTS AND SERVICES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$615,237.30

Vendor	Amount
Adobe, Inc.	\$615,237.30

Annual Cost			Total
Year 1	Year 2	Year 3	
\$205,079.10	\$205,079.10	\$205,079.10	\$615,237.30

Explanation of Purchase: This purchase is for the continuation of the Adobe Acrobat and Adobe PDF products and services for faculty, staff and students.

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 from October 8, 2025, through October 7, 2028, with Adobe, Inc. of San Jose, CA in the total not to exceed amount of \$615,237.30.

7. NEW BUSINESS

7.5. CANVAS LEARNING MANAGEMENT SYSTEM (LMS) CLOUD SUBSCRIPTION

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$1,469,845.81

Vendor	Amount
Instructure, Inc.	\$1,469,845.81

Annual Cost					Total
Year 1	Year 2	Year 3	Year 4	Year 5	
\$276,889.25	\$285,176.95	\$293,705.91	\$302,477.03	\$311,596.67	\$1,469,845.81

Explanation of Purchase: This purchase is for the continuation of the Canvas LMS Cloud subscription to create, manage and deliver course content with 24x7 support.

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 (as shown in the table above) July 5, 2025, through July 4, 2030, with Instructure, Inc. of Salt Lake City, UT in the total not-to-exceed amount of \$1,469,845.81

7. NEW BUSINESS

7.6. ACCEPT DEPARTMENT OF EDUCATION TRIO: STUDENT SUPPORT SERVICES GRANT

Grantor: Department of Education

Amount: \$272,364.00

Period: September 1, 2025 – August 31, 2026

Type: Competitive

Matching Funds: None

Lead Staff: Angela Frazier, Vice President of Student Development

Purpose:

Funds support the TRIO Student Support Services department delivery of instructional and supportive services to TRIO eligible students. TRIO eligible students include those who are first-generation, low-income, and/or have a disability. Supports include new student orientation, individualized and/or small group tutoring, academic advising, career and job exploration, exposure to cultural and educational programs, workshops and other holistic supports to assist TRIO students with gaining academic skills necessary to thrive in higher education and attain a fulfilling career.

Recommendation: Accept the Department of Education TRIO: Student Support Services Grant in the amount of \$272,364.00.

7. NEW BUSINESS

7.7. ACCEPT ILLINOIS COMMUNITY COLLEGE BOARD ADULT EDUCATION AND LITERACY COMPETITIVE GRANT: FEDERAL BASIC

Grantor: Illinois Community College Board

Amount: \$414,745.00

Period: July 1, 2025 – September 30, 2026

Type: Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Funds support the Adult Education program’s delivery of instructional and supportive services, including career exploration, employment training through Bridges and the Integrated Career and Academic Preparation System (ICAPS) and holistic supports to assist adults with gaining academic skills necessary to transition into gainful employment.

Recommendation: Accept the Illinois Community College Board Adult Education and Literacy Competitive Grant: Federal Basic in the amount of \$414,745.00.

7. NEW BUSINESS

7.8. ACCEPT ILLINOIS COMMUNITY COLLEGE BOARD ADULT EDUCATION AND LITERACY COMPETITIVE GRANT: STATE PERFORMANCE AND STATE BASIC

Grantor: Illinois Community College Board

Amount: \$727,040.00

Period: July 1, 2025 – June 30, 2026

Type: Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Funds support the Adult Education program’s delivery of instructional and supportive services, including career exploration, employment training through Bridges and the Integrated Career and Academic Preparation System (ICAPS) and holistic supports to assist adults with gaining academic skills necessary to transition into gainful employment.

Recommendation: Accept the Illinois Community College Board Adult Education and Literacy Competitive Grant: State Performance and State Basic award in the amount of \$727,040.00.

7. NEW BUSINESS

7.9. ACCEPT ILLINOIS COMMUNITY COLLEGE BOARD FEDERAL POSTSECONDARY PERKINS BASIC GRANT – CAREER AND TECHNICAL EDUCATION

Grantor: Illinois Community College Board

Amount: \$817,188.00

Period: July 1, 2025 – June 30, 2026

Type: Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: The Federal Postsecondary Perkins Grant, through the Strengthening Career and Technical Education (CTE) for the 21st Century Act (Perkins V), continues to support CTE programs and students, including special population students. The grant funds will advance student academic knowledge, technical skill development and attainment and employability skills. The Perkins grant contributes to student degree and certificate completion, increased enrollment and retention of students who are traditionally underrepresented in career areas and student employment placement.

Recommendation: Accept the Illinois Community College Board Federal Postsecondary Perkins Basic Grant – Career and Technical Education in the amount of \$817,188.00.

7. NEW BUSINESS

7.10. ACCEPT ILLINOIS COMMUNITY COLLEGE BOARD PIPELINE FOR THE ADVANCEMENT OF THE HEALTHCARE (PATH) WORKFORCE GRANT

Grantor: Illinois Community College Board

Amount: \$879,769.00

Period: July 1, 2025 – June 30, 2026

Type: Non-Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Funds support students pursuing associate degrees and short-term career certificates in select healthcare programs including Health Information Technology, Healthcare Office Assistant, Medical Assistant, Phlebotomy Technician, Nursing (Registered Nurse), Nursing Assistant, Surgical Technology, Medical Imaging (Radiology Technician), Emergency Medical Technology, Paramedic and Dental Hygiene.

Last-dollar tuition and fees, stipends for life costs, books, uniforms, and testing costs are available for qualified students in the program. Grant funds are also used to purchase equipment and supplies in featured healthcare programs. The goal of the program is to increase efforts on the recruitment and retention of incumbent workers, entering students on a nursing or healthcare pathway, and low-income, first generation and minoritized students.

Recommendation: Accept the Illinois Community College Board Pipeline for the Advancement of the Healthcare (PATH) Workforce Grant in the amount of \$879,769.00.

7. NEW BUSINESS

7.11. ACCEPT NATIONAL SCIENCE FOUNDATION S – STEM GRANT: BUILDING EDUCATIONAL TRANSITIONS INTO THE ENGINEERING AND COMPUTER SCIENCE COMMUNITY

Grantor: National Science Foundation

Amount: \$1,999,928.00

Period: October 1, 2025 – September 30, 2031

Type: Competitive

Matching Funds: None

Lead Staff: Kristen Jones, Vice President of Education

Purpose: Funds will provide scholarships to 65 unique students who are pursuing an associate degree in engineering or computer science with the intent to transfer and complete a bachelor degree. Building on knowledge gained from previous S-STEM grants, the project will continue to employ high-impact practices including academic support, cohort workshops, intentional advising, a first-year experience course, academic mentoring and internship opportunities.

Recommendation: Accept the National Science Foundation S-STEM Grant: Building Educational Transitions into the Engineering and Computer Science Community in the amount of \$1,999,928.00.

7. NEW BUSINESS

7.12. TRIO EDUCATION TALENT SEARCH (ETS) BUDGET ALLOCATION

Lead Staff: Kristen Jones, Vice President of Education

Funding Source: FY26 budget

Budget Allocation: \$300,000.00

Description: Notification that TRIO Education Talent Search (ETS) grant funding will be discontinued effective September 30, 2025, was received by the Department of Education on September 15, 2025. The College has received this grant for 29 years.

The TRIO ETS grant provides funding for programming, outreach and services to four area high schools to support college readiness and improve college-going rates. The grant provided funds for CLC personnel and student workers who coordinate and deliver programming to over 800 high school students annually. This work with high schools is an important effort for CLC's strategic enrollment pipeline.

To prevent a gap in service to these high schools and prospective students, Administration recommends allocating operating budget resources (Education Fund 01) to cover personnel and supplies from September 2025 through June 2026.

Recommendation: Approve an FY26 budget allocation in total of \$300,000.00 for Education Fund (01) in the Educational Affairs unit to maintain core functions of TRIO Education Talent Search (ETS) programming and service through June 30, 2026.

7. NEW BUSINESS

7.13. APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH IT PROFESSIONALS OF COLLEGE OF LAKE COUNTY (ITPCLC), LAKE COUNTY FEDERATION OF TEACHERS, IFT LOCAL 504, IFT-AFT/AFL-CIO

The Board of Trustees' negotiating team and the Lake County Federation of Teachers Local 504 reached a tentative agreement on an inaugural collective bargaining agreement for IT Professionals of the College of Lake County on August 25, 2025, which was ratified by union membership.

The inaugural collective bargaining agreement is for a four-year period effective retroactively from July 1, 2024 through June 30, 2028.

Recommendation: Approve the proposed 2024-2028 collective bargaining agreement between the Board of Trustees and the IT Professionals of the College of Lake County, Lake County Federation of Teachers Local 504 and authorize the execution of the Agreement.