College of Lake County
Community College District No. 532
Tuesday, April 28, 2026, 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, April 28, 2026, 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/IDsdMy8Palg, 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, April 28, 2026. 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. **Approval of the Minutes**
   - 3.1. Regular Meeting Minutes of March 24, 2026
   - 3.2. Closed Meeting Minutes of March 24, 2026
   - 3.3. Committee of the Whole Meeting Minutes of March 31, 2026
   - 3.4. Closed COTW Meeting Minutes of March 31, 2026
4. **Resolutions**
   - 4.1. Resolution Honoring Outgoing Student Trustee
5. **Reorganization of the Board of Trustees**
   - 5.1. Oath of Office & Seating of Newly Elected Student Trustee
   - 5.2. Roll Call with Newly Seated Trustees
   - 5.3. Appointment of Board Chair Pro Tempore
   - 5.4. Election of Chair
   - 5.5. Election of Vice-Chair
   - 5.6. Election of Secretary

5.7. Appointment of Treasurer and Establishment of Salary

5.8. Appointment of Ethics Officer and Establishment of Salary

6. **Receipt of Notices, Communications, Hearings and Petitions**

7. **Reports**

7.1. Chair's Report

7.2. Student Trustee's Report

7.3. President's Report

7.3.1. AI Strategy

8. **Consent Agenda (Action Items)**

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11. **Executive Session (Closed)**
Closed Session requested under 5 ILCS 120, Sections 2(c)(1) , 2(c)(2) and 2(c)(11)

12. **Other Matters for Information or Discussion**

13. **Adjournment**

8.1.1. 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 approve the reimbursement for business-related travel expenses in the amount of $8,132.83 for travel associated with the Association of Community College Trustee (ACCT) National Legislative Summit and the Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 28th day of April 2026 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.

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

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, no budget transfers exceeding the threshold of $25,000 are recommended to the FY26 Budget;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and accepts the monthly financial report.

PASSED this 28th day of April 2026 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report.

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 65.0 percent of budgeted revenues through February 2026. At the end of February 2025, the College had received 65.8 percent of the amount budgeted.

As of February 28, 2026, the College has received revenues equal to $43.2 million in FY26 for local taxes. Local tax revenue is budgeted at $88.5 million for FY26.

Also, as of February 28, 2026, student enrollment reflected 107.2 percent of the tuition revenue. At the end of February 2025, the College had received 105.7 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 February 28, 2026, reflect 62.1 percent of budgeted expenditures for the year. In comparison, as of February 28, 2025, the College had expended 61.9 percent of the amount budgeted. The College is trending on track with the FY26 budget plan.

Monthly Financial Report

FOR THE MONTH ENDED

February 28, 2026

Education Fund
Balance Sheet - Fund 01
As of February 28, 2026

ASSETS

CASH	
Cash In Bank	857,279
Change Funds	8,800
INVESTMENTS	
Other Investments	35,024,067
RECEIVABLES	
Taxes Receivable - Current Levy	33,908,866
Allowance Uncollectible Taxes	(342,396)
Student Tuition Receivable	19,423,583
Allowance for Uncollectable Tuition	(9,622,773)
Vendor Receivables	520,230
Other Receivables	96,745
INTERFUND	(1,707,186)
PREPAID EXPENSES	
Prepaid Expenses	46,670
TOTAL ASSETS	**78,213,885**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	25,681
ACCOUNTS PAYABLE	
Accounts Payable	1,253,802
ACCRUED EXPENSES	
Accrued Expense	877,819
DEFERRED REVENUES	
Property Taxes	34,228,095
Total Tuition & Fees	3,289
Miscellaneous Deferred Revenues	6,392
OTHER LIABILITIES	
Other Liabilities	1,009,187
Vacation Accrual	3,338,487
TOTAL LIABILITIES	**40,742,751**
FUND BALANCE	
Fund Balance	37,471,134
TOTAL FUND BALANCE	**37,471,134**
TOTAL LIABILITIES & FUND BALANCE	**78,213,885**

RECONCILIATION	
BEGINNING FUND BALANCE	35,401,593
ADD: REVENUE	77,698,631
LESS: EXPENDITURES	(70,272,170)
OPERATING TRANSFERS	(5,356,921)
ENDING FUND BALANCE	37,471,134

College of Lake County
Education Fund - Fund 01
Statement of Changes in Fund Balance
Month Ending: February 28, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	33,590,278	43.23%	32,242,798	41.87%
CPPRT Corp Pers Prop Repl Tax	839,498	1.08%	741,297	0.96%
ICCB Credit Hour Grants	6,241,017	8.03%	7,043,521	9.15%
Vocational Education	725,065	0.93%	643,095	0.84%
Tuition	30,435,896	39.17%	28,500,498	37.01%
Graduation Fees	-	0.00%	15	0.00%
Transcript Fees	78,648	0.10%	88,467	0.11%
On-line Course Fee	-	0.00%	80,771	0.10%
Laboratory Fees	431,325	0.56%	460,874	0.60%
Payment Plan Enrollment Fee	20,404	0.03%	19,860	0.03%
Credit By Exam Fees	-	0.00%	250	0.00%
Comprehensive Fees	6,798,397	8.75%	6,167,368	8.01%
Activity Fee Adjustment	(3,515,274)	-4.52%	(3,054,185)	-3.97%
Gain(Loss) on Investment	463,717	0.60%	581,262	0.75%
Other Interest	1,578,794	2.03%	3,415,225	4.44%
Library Fines	316	0.00%	477	0.00%
Miscellaneous Revenue	25,826	0.03%	85,695	0.11%
Other Revenue/Rebates	3,498	0.00%	-	0.00%
Over Short	(18,774)	-0.02%	(16,812)	-0.02%
Total Income	77,698,631	100%	77,000,477	100%

EXPENDITURES

Salaries	50,736,813	72.20%	49,006,719	72.13%
Employee Benefits	11,822,673	16.82%	11,163,902	16.43%
Contractual Services	3,593,200	5.11%	3,092,613	4.55%
General Material & Supplies	1,418,491	2.02%	1,797,077	2.64%
Travel/Conference Meeting Exp	402,689	0.57%	405,196	0.60%
Fixed Charges	17,614	0.03%	23,030	0.03%
Utilities	30,244	0.04%	30,509	0.04%
Capital Outlay	43,763	0.06%	26,028	0.04%
Other Expenditures	2,206,683	3.14%	2,400,878	3.53%
Total Expense	70,272,170	100%	67,945,952	100%

Beginning Fund Balance	35,401,593	37,337,188
Add: Revenues	77,698,631	77,000,477
Less: Expenses	(70,272,170)	(67,945,952)
Operating Transfers	(5,356,921)	(5,180,225)
Ending Fund Balance	37,471,134	41,211,487

Maintenance Fund
Balance Sheet - Fund 02
As of February 28, 2026

ASSETS

INVESTMENTS	
Other Investments	2,871,283
RECEIVABLES	
Taxes Receivable - Current Levy	8,883,759
Allowance Uncollectible Taxes	(86,387)
Vendor Receivables	3,852
INTERFUND	2,774,865
PREPAID EXPENSES	
Prepaid Expenses	281,209
TOTAL ASSETS	**14,728,581**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	(2,513)
ACCOUNTS PAYABLE	
Accounts Payable	221,152
ACCRUED EXPENSES	
Accrued Expense	(26,998)
DEFERRED REVENUES	
Property Taxes	8,967,328
TOTAL LIABILITIES	**9,158,969**
FUND BALANCE	
Fund Balance	5,569,612
TOTAL FUND BALANCE	**5,569,612**
TOTAL LIABILITIES & FUND BALANCE	**14,728,581**

RECONCILIATION	
BEGINNING FUND BALANCE	7,075,693
ADD: REVENUE	8,969,698
LESS: EXPENDITURES	(9,086,372)
OPERATING TRANSFERS	(1,389,407)
ENDING FUND BALANCE	5,569,612

College of Lake County
Maintenance Fund - Fund 02
Statement of Changes in Fund Balance
Month Ending: February 28, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,800,219	98.11%	8,466,780	99.91%
Building Rentals	29,528	0.33%	7,205	0.09%
Other Interest	140,827	2%	-	0%
Gain(Loss) on Investment	(15,245)	0%	-	0%
Miscellaneous Revenue	14,368	0%	750	0%
Total Income	8,969,698	100%	8,474,735	100%
EXPENDITURES				
Salaries	3,388,389	37.29%	3,265,133	39.19%
Employee Benefits	980,296	10.79%	937,526	11.25%
Contractual Services	667,389	7.34%	546,483	6.56%
General Material & Supplies	536,596	5.91%	414,866	4.98%
Travel/Conference Meeting Exp	640	0.01%	5,107	0.06%
Fixed Charges	1,576,868	17.35%	1,477,420	17.73%
Utilities	1,898,672	20.90%	1,664,126	19.97%
Capital Outlay	96,654	1.06%	38,093	0.46%
Other Expenditures	(59,133)	-0.65%	(16,557)	-0.20%
Total Expense	9,086,372	100%	8,332,197	100%
Beginning Fund Balance	7,075,693		6,379,132	
Add: Revenues	8,969,698		8,474,735	
Less: Expenses	(9,086,372)		(8,332,197)	
Operating Transfers	(1,389,407)		(1,295,599)	
Ending Fund Balance	5,569,612		5,226,070	

8.2.1. ACCOMMODATION MANAGEMENT SOFTWARE

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY27 budget

Funding Request: $26,460.00

Vendor	Amount
Accessible Information Management, LLC	$26,460.00

Explanation of Purchase: This purchase is for the Access and Disability Resource Center's accommodation management software which includes student applications for services, instructor notification, testing and all related accommodation service provisions and records.

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 contract from July 1, 2026, through June 30, 2029, with Accessible Information Management, LLC of Grants Pass, OR, in a not-to-exceed amount of $26,460.00.

8.2.2. WELLNESS KIOSKS

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY26 budget

Funding Request: $61,875.00

Vendor	Amount
SimpliChek, Inc.	$61,875.00

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

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 three-year and six-week lease agreement from May 16, 2026, to June 30, 2029, with SimpliChek, Inc. of Coeur d'Alene, ID, for a not-to-exceed amount of $61,875.00.

8.2.3. GRAPHIC DESIGN PLATFORM

Lead Staff: Anne O'Connell, Director, Public Relations and Marketing

Funding Source: FY26 budget

Funding Request: $77,512.00

Vendor	Amount
Canva	$77,512.00

Explanation of Purchase: This purchase is for Canva's graphic design software to create graphics, presentations and related materials for student advancement and to promote the College. It is offered to all students plus 250 faculty/staff users.

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 contract with Canva of Sydney, New South Wales, from April 29, 2026, through April 29, 2028, in a not-to-exceed amount of $77,512.00.

8.2.4. ADVANCED TECHNOLOGY CENTER ELECTRICAL CONTRACTOR SERVICES

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: 2021 general obligation bond

Funding Request: $78,545.00

Vendor	Amount
Associated Electrical Contractors, LLC	$78,545.00

Explanation of Purchase: This purchase is for Nationally Recognized Testing Laboratory (NRTL) certification updates to welding and fabrication equipment. The ability of the company, having assisted with the initial NRTL inspection, makes them uniquely positioned to perform this work to support a successful final inspection.

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 Associated Electrical Contractors, LLC of Woodstock, IL in a not-to-exceed amount of $78,545.00.

8.2.5. SOLARWINDS NETWORK PERFORMANCE MONITOR

Lead Staff: Allison Porterfield-Woods, Chief Information Officer, Information Technology

Funding Source: FY26 budget

Funding Request: $123,866.53

Vendor	Amount
CDW-Government	$123,866.53

Explanation of Purchase: This purchase is for a network performance monitor to reduce the risk of system downtime by alerting Information Technology of any system issues.

Pursuant to 110 ILCS 805/3-27.1 (k) contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process. This purchase is being made through a cooperative in accordance with the Governmental Joint Purchasing Act (30 ILCS 525/0.01 et. seq.) from CDW-G via a cooperative contract with Illinois Public Higher Education Cooperative.

Recommendation: Approve a three-year contract, invoiced annually, from May 1, 2026, through April 30, 2029 with CDW-Government of Chicago, IL in a not-to-exceed total amount of $123,866.53.

8.2.6. PSYCHOLOGICAL SERVICES

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY27 budget, Mental Health Early Action on Campus Grant (MHEAC)

Funding Request: $222,720.00

Vendor	Amount
CYN Counseling Center	$222,720.00

Explanation of Purchase: This purchase is for professional services specific to the Counseling and Psychological Services Department.

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

Recommendation: Approve a one-year contract from July 1, 2026, through June 30, 2027, with CYN Counseling Center of Grayslake, IL, in a not-to-exceed amount of $222,720.00.

8.3.1. 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 changes for Business and Social Sciences division in Educational Affairs as a result of new responsibilities to be assigned in employee supervision, procurement and budget coordination. The proposed changes are funded within the FY26 budget.								
1	Title, Job Grade	Vacant	Classified Position Number: TBD Laboratory Specialist, Hospitality and Culinary Management Business and Social Sciences Career Programs	Specialist Position Number: TBD Laboratory Coordinator, Hospitality and Culinary Management Business and Social Sciences Career Programs	B22 Non-exempt	B24 Non-exempt	4/28/2026	TBD
Recommendation: Approve the changes with the effective dates noted above.								

8.3.1. PERSONNEL AND POSITION CHANGES (CONTINUED)

	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
As the result of a retirement and the breadth and scope of the short- and long-term impact of operational changes of the installation of the new Student ERP system, Administration recommends a leadership promotion within the Student Development unit under Board Policy 941-Institutional Reorganizations. The proposed change is funded within the FY26 budget.								
1	Promotion, Title, Job Grade	Fowles, Erin	Administrative Position Number: 1473 Dean, Enrollment Services Division	Administrative Position Number: 1514 Assistant Vice President, Student Development	D72 Exempt	E81 Exempt	5/1/2026	5/1/2026-6/30/2026
Recommendation: Approve the changes with the effective dates noted above.								

8.3.2. 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	Cruz, Marc	Specialist Position Number: 0291 Senior Accountant, Finance	3/13/2026	3/13/2026-6/30/2026
2	Flores Rodriguez, Arelys	Specialist Position Number: 0431 Senior Program Coordinator, Community Education	3/13/2026	3/13/2026-6/30/2026
3	Argomaniz, Paulina	Specialist Position Number: 0589 College and Career Navigator, Student Recruitment and Onboarding	3/27/2026	3/27/2026-6/30/2026
4	Vroman, Christina	Specialist Position Number: 1462 Outreach and On-Campus Experience Coordinator, Outreach & On-Campus Experience	3/27/2026	3/27/2026-6/30/2026

Recommendation: Approve the above full-time employment.

8.3.2. 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	Lockett, Quinisha	Classified – Union Position Number: 0395 Custodian, Custodial	3/27/2026

Recommendation: Approve the above full-time employment.

8.3.3. 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	Beckom, James	Administrator Position Number: 1892 Director, Budget and Risk Management	Administrator Position Number: 0003 Vice President and Chief Financial Officer, Business Services and Finance	5/4/2026	5/4/2026- 6/30/2028
2	Hallowell, Amanda	Part-time Classified Position Number: 1108 Enrollment Services Generalist, Welcome and One Stop Center Team	Full-time Classified Position Number: 0248 Enrollment Services Generalist, Welcome and One Stop Center Team	5/11/2026	N/A

Recommendation: Approve the above action.

8.3.4. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Otte, Ron	Classified Position Number: 0248 Enrollment Services Generalist, Welcome and One Stop Center	4/6/2026
2	Resignation	Hilson, Darren	Classified – Union Position Number: 0377 Custodian, Custodial	4/7/2026
3	Resignation	Branson, Nick	Administrator Position Number: 1882 Assistant Vice President, Strategic Advancement	5/12/2026
4	Resignation	Suddick, Lori	Administrator Position Number: 0002 President	5/1/2026*
5	Retirement	Neary, Patricia	Part-time Specialist Position Number: 0215 Nurse, Student Health and Wellness Services	4/30/2026
6	Retirement	Slivka, Greg	Classified – Union Position Number: 1064 Police Officer, Police and Public Safety	5/1/2026
7	Retirement	Schmidt, Lisa	Classified Position Number: 0197 Enrollment Services Generalist, Welcome and One Stop Center	5/29/2026
8	Retirement	Casper, Natalia	Faculty Position Number: 0535 Instructor, Mathematics	7/30/2027 Article 24: Post Retirement Payment Program Years in Program: 1 Years of Service: 29

8.3.4. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
9	Retirement	Beintema, Mark	Faculty Position Number: 0913 Instructor, Mathematics	7/30/2029 Article 24: Post Retirement Payment Program Years in Program: 3 Years of Service: 25
10	Retirement	Jacobs, Mary	Faculty Position Number: 0450 Instructor, Dental Hygiene	7/31/2029 Article 24: Post Retirement Payment Program Years in Program: 3 Years of Service: 22
11	Retirement	Varblow, Jeff	Faculty Position Number: 1093 Instructor, Accounting	7/31/2030 Article 24: Post Retirement Payment Program Years in Program: 4 Years of Service: 22
Recommendation: Approve the above action.				

* Board-assigned effective date

8.5.1. SIGN LANGUAGE INTERPRETATION SERVICES

Lead Staff: Greg Singleton, Dean of Student Affairs

Funding Source: FY26 budget

Funding Request: N/A

Vendors

Sign Language Interpretation Vendors	City, State
Dwayne Harris	Lindenhurst, IL
Michael Bothel -Bothel Signature Service LLC	Wauconda, IL
Carol Palmer	Mount Prospect, IL

Explanation of Request: This request is for additional vendors to provide sign language interpreting and communication access real-time translation (CART) services for deaf/hard-of-hearing students beyond those authorized by the Board on November 18, 2025, to address the continued significant growth in demand of these legally required services. Given the current demand, additional vendors are needed to support student needs for the remainder of FY26.

On November 18, 2025, the Board approved funding for sign language interpretation services for a FY26 not-to-exceed total of $305,000.00. No additional funding is requested.

Recommendation: Approve engagement of additional vendors identified above to provide sign language interpretation services for the remainder of FY26.

9. PRESENTATION OF POLICIES AND OBJECTIVES

9.1. POLICY 302 – DUTIES AND RESPONSIBLITIES OF INSTRUCTORS – REVISED – FIRST READING

Policy 302 – Duties and Responsibilities of Instructors, is presented for a first reading. The policy revision includes input obtained through the shared governance system and has 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.

302 DUTIES AND RESPONSIBLITIES OF FACULTY ~~INSTRUCTORS~~

Duties and responsibilities of full-time and part-time faculty shall be outlined in their respective job descriptions and will be subject to any related provisions of the appropriate collective bargaining agreement for faculty subject to an agreement.

~~An instructor for the College of Lake County has four (4) primary responsibilities: instruction of the student, assistance in the advisement process, participation in appropriate curricular and co-curricular assignments and functions, and performance of necessary administrative obligations. In carrying out these responsibilities, the instructor is required to:~~

~~01. Be familiar with the philosophy and objectives of the College.~~

~~02. Provide instruction and conduct classes in accordance with the philosophy of the College and within the scope of a defined course of study.~~

~~03. Cooperate in the development of curriculum, preparation of course outlines and the selection of textbooks, library materials, instructional materials, equipment, and supplies.~~

~~04. Evaluate student progress through regularly scheduled tests, examinations and by other appropriate methods.~~

~~05. Keep accurate records and submit all reports and records when required.~~

~~06. Assist in the advisement of students in cooperation with the Director of Counseling.~~

~~07. Refer to the counseling service any students whose scholastic or personal needs require special attention.~~

~~08. Meet all assigned classes and maintain an approved and posted schedule of conference hours.~~

~~09. Attend faculty meetings, department meetings, and all other meetings called by authorized personnel.~~

~~10. Assist in the registration and pre-registration of students.~~

~~11. Participate in co-curricular activities~~

~~12. Participate in college functions such as assemblies, convocations, and commencement exercises.~~

302 DUTIES AND RESPONSIBLITIES OF FACULTY ~~INSTRUCTORS~~(CONTINUTED)

~~13. Substitute for colleagues on a reciprocal basis for approved absences.~~

~~14. Assume the responsibility for keeping a credential file current by providing all evidence of professional growth.~~

~~15. Encourage reasonable conduct of students in classrooms and on the campus.~~

Adopted 02/26/1980
Amended

9. PRESENTATION OF POLICIES AND OBJECTIVES

9.2. POLICY 303 FACULTY EVALUATION – REVISED – FIRST READING

Policy 303 – Faculty Evaluation is presented for a First Reading. The policy revision includes input obtained through the shared governance system and has 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.

303 FACULTY EVALUTION

Faculty members shall be evaluated on their teaching performance and achievements related to "Duties and Responsibilities of Faculty ~~the Instructor"~~ (Policy 302). The evaluation shall be conducted in accordance with written procedures, which will be available electronically~~, shall be distributed~~ to all faculty. Faculty evaluation will be subject to the related provisions of the appropriate collective bargaining agreement for full-time and eligible part-time faculty.

Adopted 02/26/1980
Amended

9.3. POLICY 928 – CLASSIFICATION OF EMPLOYEES – REVISED – FIRST READING

Policy 928 – Classification of Employees is presented for revised first reading. The revisions to this policy provide current and clearer definitions of employee classifications.

The policy revisions have 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 is required at this time.

928 CLASSIFICATION OF STAFF EMPLOYEES

The College classifies employees for the purposes of compensation, benefits administration, accounting and reporting procedures:

A. Regular employees

1. Regular employees may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. Regular employees may be professional, ~~or~~ administrative, classified or specialist~~s~~.

2. Work year and schedule

~~a. Regular Employees may be employed in a year-round, nine month (36 work weeks) or ten month (40 weeks) position.~~

a. Regular employees may be full or part-time.

i. Full-time employees are scheduled to work at least 40 hours during the established work week. The full-time equivalency (FTE) is 1.00.

ii. Part-time employees are scheduled to work at least 20 hours on average per week but less than 40 hours on average per week during the established work week. The minimum full-time equivalency (FTE) is 0.50.

b. Regular employees may be employed in a twelve-month (52 weeks), ten-month (40 weeks) or nine months (36 work weeks) position.

B. Other employees

1. Part-time under 20 ~~Flex~~ employees are scheduled to work (1) less than 20 hours per week on average during the established work week; or (2) on an as needed basis in academic, student or performing arts program support based on fluctuating academic, student, or program needs. Part-time under 20 ~~flex~~ employees are employed under at-will work arrangements. ~~pursuant to a notice of assignment.~~ The maximum full-time equivalency (FTE) is 0.475.

2. Temporary employees are hired and retained under at-will work arrangements ~~pursuant to a notice of assignment~~ for short-term special projects and seasonal work in accordance with the needs of the College. The College may utilize the services of temporary staffing agency workers in lieu of direct hiring temporary employees.

3. Grant-funded employees are hired for a specific period of time to complete special projects funded in whole or in part by an external agency for a specific and restricted purpose. Grant-funded employees may be administrative, professional, classified, or specialist personnel, and may be appointed by the Board of Trustees ~~or~~ and employed pursuant to a notice of assignment or at-will work arrangements based on full-time equivalency (FTE). A determination by the Board or the external agency discontinuing the grant funding for the applicable a project or program constitutes cause for the termination of the grant-funded Employee's employment. The College will provide written notice of termination of employment to all affected grant-funded employees.

4. Student workers are enrolled in College courses and are hired on a temporary short-term basis under guidelines established by the College. Student workers are employed under at-will work arrangements. ~~pursuant to a notice of assignment.~~

C. Eligibility for benefits

1. Regular employees

a. ~~Full-Time -~~ Full-time regular employees shall participate fully in all staff benefits. The accumulation of paid leave benefits, such as vacation, health leave and eligibility for holiday pay, is suspended during periods of non-employment, such as academic breaks and the summer months, for full-time nine- and ten-month employees.

b. ~~Part-Time -~~ Part-time regular employees shall participate in ~~these~~ staff paid leave benefits detailed in Board Policy 939 on a pro rata basis. ~~: vacation, health leave, and tuition waiver and reimbursement. Part-time regular employees are eligible for holiday pay on holidays that fall on days that they would otherwise be scheduled to work.~~ Part-time regular employees may participate in other staff benefit programs as detailed in the appropriate Board policies or in compliance with federal or state laws. Part-time regular employees shall not be eligible to participate in any ~~other~~ benefit programs at the College unless specifically directed by Board policy or law.

c. If benefit program eligibility for regular full-time or part-time employees is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to employees covered therein.

2. Other employees

a. ~~Part-Time Flex -~~ Part-time under 20 ~~Flex~~ employees shall participate in paid personal leave benefits by law. ~~are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.~~ Part-time under 20 ~~flex~~ employees are eligible to register for classes and programs at the College at the in-district rate. Part-time under 20 employees shall not be eligible to participate in any other benefit programs at the College unless specifically directed by Board policy or law.

b. ~~Temporary Employees -~~ Temporary employees are not eligible to participate in any benefit~~s~~ programs at the College~~,~~ unless specifically directed by Board policy or law. ~~including tuition reimbursement, tuition waiver, health insurance or paid time off.~~

c. ~~Grant-Funded Employees -~~ Grant-funded employees are eligible to participate in ~~for salaries and~~ benefit~~s~~ programs based on FTE and as specifically directed by Board policy or law. ~~only as specified in their individual employment contract or notice of assignment.~~

d. ~~Student Workers -~~ Student workers are not eligible to participate in any benefit~~s~~ programs at the College~~,~~ unless specifically directed by Board policy or law. ~~including tuition reimbursement, tuition waiver, health insurance or paid time off.~~

Adopted 03/21/1978
Amended 06/29/1979
Amended 04/26/2016
Amended

10. NEW BUSINESS

10.1. POLICY 712 – PROCUREMENT – REVISED – SECOND READING

Policy 712 - Procurement is presented for a Second Reading. The policy revision includes input obtained through the college's policy review procedures. Input from the College's shared governance system and the Business Services and Finance Purchasing department was shared with Trustees. In consultation with legal counsel, it is recommended this policy would be effective July 1, 2026.

Highlighted in red are the changes presented and discussed at the First Reading during March 31, 2026, Committee of the Whole Meeting. Revisions based on the college's policy review procedure are highlighted in blue.

Recommendation: Approve the amended Policy 712 – Procurement with the effective date of July 1, 2026.

712 PROCUREMENT

All college procurement shall be under the supervision of the Vice President, ~~for Administrative Services~~ Business Services and Finance / Chief Financial Officer (CFO) or designee in order to promote economies through quantity buying; eliminate duplicate effort; facilitate a system of budgetary control through the use of purchase requisitions; ensure receipt, entry, and auditing of invoices and other documents relating to expenditures; and lend objectivity to the procurement process.

No expenditure for unauthorized purchases shall be approved by the college but shall be the sole responsibility of the person making the unauthorized purchase.

The Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee shall maintain a list of reliable vendors for each type of materials or services for which bids are solicited. In determining the reliability of a vendor, the following will be considered: quality of products, prior experience with the vendor, number of years in business, financial stability of the vendor, and other accounts served by the vendor.

All purchases for commodities must be initiated by requisition and must carry a budget account code number to ensure that funds are available in the proper category to maintain the necessary encumbrance control.

1. Quotations, Bids, and Non-Biddable Purchases

The Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee shall administer all purchases of budgeted items in accordance with the following regulations:

1.1 Purchases between $5,000 and $25,000

Three written quotations must be secured when possible from responsible vendors on any item or group of items ranging in cost from $5,000 to $25,000.

The Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee has authorization to make an award in the best interest of the college, providing the item(s) has been budgeted. When practical, preference shall be given to ~~Disadvantaged Business Enterprises (DBE)~~ the Business Enterprise Program (BEP) and to businesses and firms located within the boundaries of the college district. For informational purposes, a summary report of purchase awards will be provided to the Board of Trustees on a monthly basis for purchases made in the amount of $5,000 to $25,000.

1.2 Purchases in excess of $25,000
After due advertisement, all competitive bids for contracts involving an expenditure expected to exceed $25,000 must be sealed by the bidder and must be publicly opened by the Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee and one other staff member. At this time, the contents of the bids must be publicly announced.

Due advertisement includes, but is not limited to, a minimum of one public notice at least ten days prior to the bid date in a newspaper published within the community college district. Bids shall be solicited directly from responsible vendors that are deemed reliable and competent to furnish the required items. Awards shall be made to the lowest, most responsible bidder whose bid is in accordance with the terms, conditions, and specifications as outlined in the bidding document. The Board of Trustees has the right to accept or reject any or all bids, in whole or in part, when deemed in the best interest of the college. In the case of identical bids, preference shall be given to firms having places of business within the community college district.

A bid summary accompanied by a recommendation for award of contract shall be submitted to the Board of Trustees for formal approval, and no award shall be made prior to or without such approval.

Following the award of a contract, any change order that exceeds 10% of the contract price shall be competitively bid in accordance with 110 ILCS 805/3-27.1.

1.3 Non-biddable purchases
By Illinois Compiled Statutes 110 ILCS 805/3-27.1, the purchase of certain supplies, materials or work, involving $25,000 or more, may be exempt from the competitive bidding process. Procedures for determining and approving non-biddable purchases shall be established by the Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO, or designee, based on exemptions provided for in Illinois Compiled Statutes.

The Board of Trustees shall approve all non-biddable purchases in excess of $25,000 on an annual basis for a single scope of work. The Board of Trustees reserves the right to consider the location of a business or firm within the boundaries of the college district as a criterion for award of such contracts.

1. **Construction Contracts** ~~in Excess of $50,000~~
After due advertisement, all competitive bids for construction contracts involving an expenditure expected to exceed $50,000 must be sealed by the bidder and must be publicly opened by the Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee and one other staff member. At this time, the contents of the bids must be publicly announced.

~~2.1 Construction contracts between $5,000 and $50,000~~

Three written quotations must be secured when possible from responsible contractors on construction contracts ranging in cost from $5,000 to $50,000.

For construction contracts less than $25,000, ~~T~~the Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee has authorization to make an award in the best interest of the college, providing the project has been budgeted. For informational purposes, a summary report of construction contract awards will be provided to the Board of Trustees on a monthly basis for construction contracts made in the amount of $5,000 to $~~50~~25,000.

2.1 Bonding requirements, insurance and change orders
All competitively bid construction contracts in excess of $150,000 shall require bidders to provide a ten percent bid bond, cashier's check, or money order made payable to the College of Lake County, to secure their bid until the award process is complete. Upon award, bid bonds shall expire, and checks will be returned to respective bidders. All construction contracts in excess of $150,000 shall require successful bidders to submit and maintain for the duration of the contract performance, and material and labor payment bonds for 100% of the total contract amount.

The college shall require all contractors working on college property to provide the college with a certificate of liability insurance naming the college as additional insured.

For construction contracts exceeding $50,000, any change order that exceeds 10% of the contract price shall be competitively bid in accordance with 110 ILCS 805/3-27.1.

2.2 Illinois Prevailing Wages
The college shall require all contractors and subcontractors to comply with the Illinois Prevailing Wage Law 820 ILCS 130/0.01 through 130/12.

2.3 Responsible Bidder Criteria for Construction

The College will exercise its discretion in determining the responsibility of bidders for construction projects and will award the contract to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. In addition, to be considered a responsible bidder, all bids shall require submission of proof of compliance with the following criteria:

1. The bidder must be a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in Illinois.

2. The bidder must have a valid Federal Tax Identification Number (FEIN) or social security number.

3. The bidder must provide certificates of insurance indicating the following coverages if called for in the bid solicitation: general liability, workers compensation, completed operations, automobile, hazardous occupation and product liability.

4. The bidder must comply with all provisions of the Illinois Prevailing Wage Act (820 ILCS130), including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.

5. The bidder must provide an apprenticeship and training program that is registered with the United States Department of Labor's Bureau of Apprenticeship and Training or is reasonably equivalent to such programs.

The Responsible Bidder Criteria may be waived in emergency situations or where the timing considerations involved prevent full compliance with all requirements.

The College shall continue to include aspirational goals as part of its bid documents in accordance with the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01 et. seq.). The Responsible Bidder Criteria shall be reviewed periodically by the Board of Trustees to evaluate the Policy's impact on the College's ability to achieve such aspirational goals.

3 Procurement Consortia

Procurement consortia have been developed for educational institutions or government entities to incur cost savings that can be achieved through participation in additional procurement options. The goal of these consortia is to offer cooperative, consolidated, and competitive selection bids and awards to achieve cost savings for all of their members. These consortia follow stringent guidelines for proper sealed bidding procedures. The Vice

President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee is authorized to access consortia that offer purchasing opportunities that will provide the most cost-effective option for acquiring a product or service for the college.

4 Selection of Professional Services

For services expected to exceed $50,000, and after due advertisement, proposals may be obtained using one or a combination of Quality Based Selection, Request for Proposals, Request for Qualifications/Information, Request for Statements of Interest, or Invitation for Sealed Bids. The Board of Trustees requires that the firms be the most qualified and that their services are offered at a reasonable price. The Board of Trustees may determine that a service does not require competitive bidding because of the lack of a competitive environment, or the uniqueness of the service and/or the provider.

Services shall be determined on the basis of demonstrated competence and qualifications for the type of services required and at a fair and reasonable compensation, unless the college has determined that it has an established satisfactory relationship for such services with one or more firms.

5 ~~Disadvantaged Business Enterprises (DBE)~~ – Business Enterprise Program (BEP)

The College recognizes the importance of increasing the participation of businesses owned by minorities, ~~females~~ women and persons with disabilities[1] in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.[2] It is the College's policy to promote the economic development of businesses owned by minorities, ~~females~~ women and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, ~~females~~ women, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, ~~Females~~ Women and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq*. (the "Act") and the Business Enterprise Council for Minorities, ~~Females~~ Women, and Persons with Disabilities (the "Council").[3]

In support of this policy, the College will encourage the participation of qualified minority, ~~females~~ women and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, ~~females~~ women and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative

and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, ~~females~~ women and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President[4] shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, ~~females~~ women and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act[5];
3. The College Liaison shall file an annual report with the Council[6];
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services[7]
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan[8]; and
6. The College shall comply with all other requirements of the Act.

The Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or his designee shall establish ~~DBE~~ BEP goals for all construction bids that exceed $250,000. The goals shall be calculated and established using the known firms in the trades identified within the bid and as documented by the State of Illinois ~~DBE~~ BEP Program. Goals shall be established by project and/or bid. Once goals are established, bidders shall include evidence of their attempt to meet the established goals.

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[1] As defined in 30 ILCS 575/2.
[2] *See* 30 ILCS 575/1.
[3] This Council was created to implement, monitor, and enforce the goals of the Act. *See* 30 ILCS 575/5.
[4] *Id*.
[5] 30 ILCS 575/6-(a).
[6]30 ILCS 575/6(c).
[7] 30 ILCS 575/6a.
[8] 30 ILCS 575/7(5).

6 Local Business Procurement

State law mandates an open and competitive bidding process and requires contracts be awarded to the lowest responsive and responsible bidder.

To the extent permitted by law, the College of Lake County will promote economic development by encouraging the participation of Lake County businesses.

Wherever and whenever possible, language will be included in bid specifications that will maximize and support participation from local businesses. In the event of tie bids, an award preference may be given to persons or firms located within the confines of the college district.

The Vice President, ~~for Administrative Services~~ Business Services and Finance / CFO or designee is responsible for establishing a local vendor list to allow for ease of bid notification and provide College employees a resource for procuring goods and services from local vendors.

7 Blackout Period

During the period when a commodity, contractual, or service is advertised for sealed bid or proposal, the competitive environment will be enhanced when all prospective bidders and proposers have access to identical information. Therefore, until it is approved by the Board of Trustees, members of the college community are prohibited from communicating with prospective bidders or proposers in the procurement of said commodities, contractuals or services. All questions, requests for clarifications or additional information must be referred to the Vice President ~~for Administrative Services~~ Business Services and Finance / CFO or designee. Procedures for responding to all such inquiries shall be established by the Vice President for Administrative Affairs or designee.

8 Sustainability

In order to promote sustainability and reduce carbon emissions, the College of Lake County shall consider the procurement of products or services that minimize potentially negative impacts on the environment and human health, in addition to the established purchasing considerations of price performance, ~~DBE~~ BEP ~~Enterprises~~, and Local Business Procurement competing products or services that serve the same purpose.

Adopted	11/11/~~19~~69
Amended	03/27/~~19~~73
Amended	03/25/~~19~~75
Amended	10/26/~~19~~81
Amended	09/23/~~19~~85
Amended	12/18/~~19~~90

Amended	09/28/~~19~~93
Amended	12/16/~~20~~08
Amended	01/25/~~20~~11
Amended	11/19/~~20~~13
Amended	11/18/~~20~~14
Amended	09/22/~~20~~15
Amended	08/23/~~20~~16
Amended	11/21/~~20~~17
Amended	
Effective	07/01/2026

10.2. CURRICULUM AND CATALOG SOFTWARE

Lead Staff: Kristen Jones, Vice President of Education, Educational Affairs

Funding Source: FY27 budget

Funding Request: $265,192.00

Vendor	Amount
Coursedog, Inc.	$265,192.00

Explanation of Purchase: This purchase is a renewal of the centralized platform for curriculum management and an online catalog.

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 agreement December 1, 2026, through November 30, 2029, with Coursedog, Inc. of New York, NY in a not-to-exceed amount of $265,192.00.

10.3. CHANGE ORDER FOR COURSE MATERIALS AND DIGITAL CONTENT

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

Funding Source: FY26 budget

Funding Request: $300,000.00

Vendor	Amount
Various (see table)	$300,000.00

Course Material and Digital Content Vendors	
Blue Door	MBS Textbook Exchange
Cengage Learning	McGraw Hill School Education Holdings
Elsevier	Pearson Education
Goodheart & Wilcox Co.	Vitalsource
Wolters Kluwer Health	

Explanation of Purchase: This purchase is for additional 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. Original authorization was for $2,000,000.00.

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 an increase of $300,000.00 for purchases with vendors listed above in the cumulative not-to-exceed amount of $2,300,000.00.

10.4. ASSOCIATION OF COLLEGE AND UNIVERSITY EDUCATORS FACULTY PROFESSIONAL LEARNING

Lead Staff: Kristen Jones, Vice President of Education

Funding Source: FY27 budget

Funding Request: $345,000.00

Vendor	Amount
EDCERT, LLC d/b/a Association of College and University Educators	$345,000.00

Explanation of Purchase: This purchase is the Effective Teaching Practices and Effective Teaching 101 courses offered by the Association of College and University Educators (ACUE) as well as access to the ACUE Commons that includes open-enrollment courses.

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 three-year agreement with EDCERT, LLC d/b/a Association of College and University Educators of New York, NY from July 1, 2026, through June 30, 2029, in a not-to-exceed amount of $345,000.00.

10.5. TECHNOLOGY RESEARCH AND ADVISORY SERVICES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: $459,010.00

Vendor	Amount
Gartner, INC	$459,010.00

Explanation of Purchase: This purchase provides CLC with ongoing expert vendor-agnostic technology research and advisory services that enable data-driven decision making, strengthen vendor negotiations and RFP processes, and ensures the College's technology investments are strategically sound and competitively priced.

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 three-year agreement from May 1, 2026, through June 30, 2029, with Gartner, INC of Stamford, CT in a not-to-exceed amount of $459,010.00.

10.6. SMITHGROUP CONTRACT AMENDMENT

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 capital contingency

Funding Request: $492,000.00

Vendor	Amount
SmithGroup	$492,000.00

Explanation of Purchase: The original agreement with SmithGroup was based on a project budget of $8,650,000.00. The revised project budget is now $13,000,000.00. Accordingly, SmithGroup's professional fees are being adjusted, resulting in a contract amendment of $492,000.00.

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

Recommendation: Approve an amendment to the Professional Services Agreement with SmithGroup of Chicago, IL in a not-to-exceed amount of $492,000.00.

10.7. FISCAL YEAR 2027 NON-BARGAINING STAFF PAY INCREASE

Per Policy 939, the Board approves non-bargaining pay increases annually. In alignment with the budget development process, Policy 939 and Board guidance on the Total Rewards Philosophy, Administration proposes a base pay increase of 2.70% for regular full-time and regular part-time, non-bargaining staff (Classified, Specialist, Professional, and Administrative), if hired or promoted prior to April 1, 2026.

In addition, Administration proposes an hourly pay rate increase of 2.70% for part-time under 20 non-bargaining staff who currently earn an hourly pay rate of $24.75/hour or less, and who were hired prior to April 1, 2026.

Recommendation: Approve FY27 non-bargaining staff pay increases as described above effective July 1, 2026.

10.8. FISCAL YEAR 2027 STAFF BENEFITS – NON-BARGAINING STAFF MEDICAL INSURANCE PREMIUM CONTRIBUTION

In alignment with Board guidance to maintain a competitive, fiscally-sustainable medical insurance benefit program, Administration recommends continuation of FY26 cost share percentages into FY27 as noted by job family, plan and coverage tier for eligible non-bargaining staff as noted below:

Job Family	Coverage Tier	Blue Advantage HMO	HMO Illinois	PPO with Health Savings Account	PPO
Classified and Specialist	Employee Only	13%	15%	18%	15%
	Employee + Child(ren)	13%	15%	18%	15%
	Employee + Spouse	15%	17%	20%	17%
	Employee + Family	20%	20%	20%	20%
Administrative and Professional	Employee Only	18%	20%	18%	22%
	Employee + Child(ren)	18%	20%	18%	22%
	Employee + Spouse	20%	22%	20%	23%
	Employee + Family	20%	22%	20%	23%
Recommendation: Approve the non-bargaining staff premium contribution percentages as described above, effective July 1, 2026.					

10.9. FISCAL YEAR 2027 EMPLOYEE BENEFITS – BENEFIT PLAN CONTRACT RECOMMENDATIONS

The College's health and welfare benefit plans are reviewed by the Insurance Benefits Committee, which is comprised of representatives of each employment classification and union, and recommendations are made to Administration. The College is assisted in this process by Alliant Employee Benefits, the College's health and welfare benefits broker/consultant.

Administration recommends approval of the insurance benefit plan contracts with each of the vendors listed below. The amounts listed represent the projected total renewal costs, including any fixed fees, based on enrollment.

	Coverage/Plan	Carrier	Contract Dates	Total Projected Cost Amount	Recommendation
1	**Medical – 4 plans** PPO and PPO with Health Savings Account both with Prescription Drug Coverage	Blue Cross Blue Shield of Illinois (medical) and CVS Caremark (prescription)	7/1/2026-6/30/2027	$19,863,923	Renew with BlueCross BlueShield of Illinois offering two self-funded PPO plans with CVS Caremark prescription drug coverage and two fully insured HMO plans that include prescription drug coverage. Premium cost share with employees varies by job family, plan and coverage tier elected. The estimated gross budget increase with plan design changes to the PPO and PPO with HSA is $2,797,218.
2	**Dental – 2 plans** PPO and DHMO	Delta Dental Illinois	7/1/2026-6/30/2028	$692,444	Renew with Delta Dental offering the PPO and HMO options. Premium cost share with employees. The total estimated gross cost increase with no plan design changes is $45,148.
3	**Flexible Spending Account/Commuter Administration**	Inspira Financial (Benefits Resources Inc.)	7/1/2026-6/30/2027	$15,408	Renew with Inspira Financial. Fees paid by the College with a total estimated cost increase of $336 due to participation increase (no change to the per person rate).

10.9. FISCAL YEAR 2027 EMPLOYEE BENEFITS – BENEFIT PLAN CONTRACT RECOMMENDATIONS (CONTINUED)

4	**COBRA Administration**	Inspira Financial (Benefits Resources Inc.)	7/1/2026-6/30/2027	$4,278	Renew with Inspira Financial. Fees shared with former employees with a total estimated cost increase of $30 due to participation increase in insurance programs (no change to per person rate).
5	**Employee Assistance Program**	Magellan Behavioral Health	7/1/2026-6/30/2028	$20,959	Renew with Magellan Behavioral Health. Fees paid by the College with a total estimated cost increase of $588 due to participation increase (no change to the per person rate).
6	**Voluntary Hospital Indemnity**	Guardian	7/1/2026-6/30/2027	$15,628	Renew with Guardian. Premiums paid by enrolled employees with no change to rates extended to 6/30/2027.
7	**Voluntary Critical Illness**	Guardian	7/1/2026-6/30/2027	$33,927	Renew with Guardian. Premiums paid by enrolled employees with no change to rates extended to 6/30/2027.
8	**Voluntary Identity Protection**	InfoArmor (Allstate)	7/1/2026-6/30/2027	$20,464	Renew with InfoArmor. Premiums paid by enrolled employees with no change to rates extended to 6/30/2027.
Recommendation: Approve the health and welfare benefit plan contract recommendations as described above, effective July 1, 2026.					

10.10. EMPLOYMENT AGREEMENT—INTERIM PRESIDENT

It is recommended that the Board of Trustees approve an employment agreement for Kristen Jones to serve as Interim President for the period from May 1, 2026, through January 3, 2027.

A copy of the employment agreement is posted pursuant to the Illinois Public Community College Act.

Recommendation: Approve the proposed Interim President employment agreement.

10.11. APPROVAL OF 2026-2030 AGREEMENT WITH THE ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL

The Board of Trustees' negotiating team and the Illinois Fraternal Order of Police Labor Council reached a tentative agreement on April 2, 2026, which was ratified by union membership.

The successor agreement is for a four-year period effective from July 1, 2026, through June 30, 2030.

Recommendation: Approve the proposed 2026-2030 collective bargaining agreement between the Board of Trustees and the police and public safety union (that is the Illinois Fraternal Order of Police Labor Council) and authorize the execution of the Agreement.

10.12. DISMISSAL 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 dismissal of employment may be considered after the closed meeting.