College of Lake County
Community College District No. 532
Tuesday, August 25, 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, August 25, 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://youtube.com/live/S2QfQMh26kw?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, August 25, 2026. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

Crowe

Smart decisions. Lasting value.™

College of Lake County

Board of Trustees

August 25, 2026

Crowe LLP

Year Ending June 30, 2026

Agenda

- Engagement Team
- Roles and Responsibilities
- Engagement Objectives
- Scope of Services
- Audit Approach
- Audit Timeline
- Auditor Independence
- Significant Risks and Key Accounting Estimates
- Materiality Considerations
- Related Party Procedures
- Required Communications
- What's New This Year

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Crowe Engagement Team

Christine Torres
Engagement Partner

Haley Daggett
Engagement Manager

Crowe Engagement Team

Role	Name	Definition of Role
Engagement Partner	**Christine Torres**	Christine is the partner in charge of the audit for College of Lake County.
Audit Manager	**Haley Daggett**	Haley will work as the manager reviewing the workpapers as well as coordinating the seniors and staff.
Audit Senior Staff	**Sydney Behrens**	Sydney will serve as senior on the audit working on the more complex areas and supervising the staff. She is also coordinating work with the subcontractors.

Roles and Responsibilities

Those Charged with Governance

- Provide oversight of the external auditor
- Oversee the integrity and transparency of the financial reporting process

Management

- Preparation and fair presentation of financial statements in accordance with U.S. GAAP
- Design, implementation and maintenance of internal control over financial reporting
- Compliance with applicable laws and regulations

Crowe

- Performance of audits in accordance with:
  - GAAS
  - *Government Auditing Standards*
- Express an opinion on the financial statements
- Communicate significant findings to the Board

Engagement Objectives

- To express an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with U.S. GAAP.
- The audit will be conducted in accordance with:
  - Generally Accepted Auditing Standards (GAAS)
  - Government Auditing Standards (GAGAS)
- These standards require that we plan and perform the audit to obtain **reasonable assurance** that the financial statements are free of material misstatement, whether due to fraud or error.
- Our audit includes consideration of internal control over financial reporting; however, we do not express an opinion on the effectiveness of internal controls.

Scope of Services

- Independent Auditor’s Report on the Financial Statements
- Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance for the College
- Management Comment Letter, if applicable

Approach

- At all times acting with
  - PROFESSIONAL SKEPTICISM
  - INDEPENDENCE
  - OBJECTIVITY

- Risk Assessment
  - Understanding the operations
  - Identifying areas of potential misstatement
  - Evaluating internal control design and implementation
  - Continuous

- Control Evaluation
  - Inquiries with management
  - Walkthroughs of key financial processes
  - Testing of key controls where reliance is planned
  - Understanding of IT controls

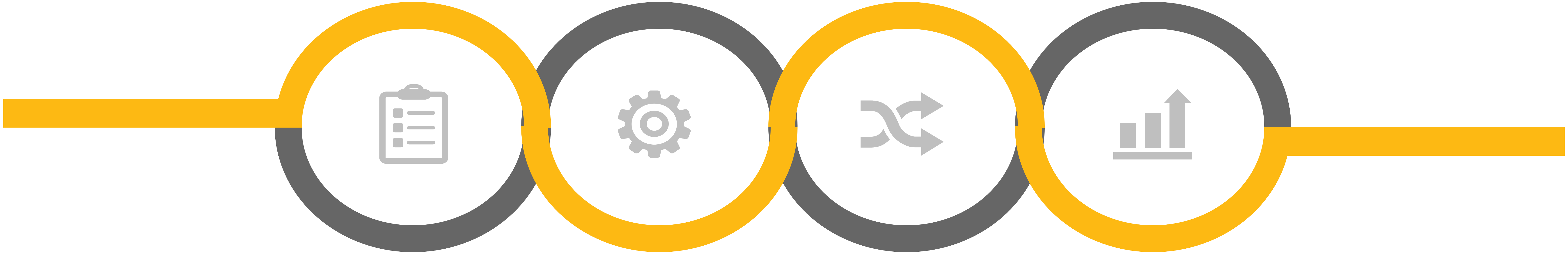
- Substantive Testing
  - Detailed testing of significant account balances
  - Analytical procedures
  - Compliance testing over federal programs

Accumulation and Evaluation of Results

Audit Timeline

July
- Planning and initial risk assessment
- Entrance conference with management
- Provide request list

August - September
- Substantive audit procedures
- Compliance procedures over federal grants
- Review draft financial statements



July - August
- Internal controls walkthroughs
- Testing of key accounts
- Testing of federal grant compliance

October - December
- Finalize audit reports and recommendations
- Presentation to Board

Continuously Evaluating Impact of Testing on Risk Assessment, Execution and Timing of the Audit

Auditor Independence

Crowe LLP is independent of the College of Lake County within the meaning of:

The AICPA Code of Professional Conduct	*Government Auditing Standards*

As part of maintaining independence, we:

Confirm independence annually	Evaluate all services provided to the College	Maintain safeguards to prevent conflicts of interest

We confirm that no prohibited non-audit services have been performed.

Significant Risks

- Definition: An identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration.

- Management Override of Controls:
  - Auditing standards presume a risk of management override of internal controls. Our audit procedures will include testing journal entries, evaluating accounting estimates and reviewing unusual transactions.

Key Accounting Estimates

- Our procedures will evaluate whether these estimates are:
  - Reasonable
  - Consistently applied
  - Appropriately disclosed

Estimate	Audit Focus
Allowance for Doubtful Accounts	Reasonableness of assumptions and historical trends
Compensated Absences	Methodology used to calculate the liability
Pension and OPEB Liabilities	Review actuarial assumptions and valuation reports
Grant Revenue Recognition	Compliance with grant requirements and timing of recognition
Fair Value Measurements	Evaluation of valuation methodologies and disclosures

Materiality Considerations

- Materiality represents the maximum aggregate amount of misstatements that could exist in the financial statements without affecting users' decisions.
- In determining materiality, we consider:
  - Quantitative factors (financial statement amounts)
  - Qualitative factors (nature of transactions, regulatory considerations)
- At the conclusion of the audit, we will communicate to the Board:
  - All uncorrected misstatements identified during the audit
  - The aggregate effect of those misstatements, if any

Related Party Procedures

- Related party transactions may occur with:
  - Affiliates
  - Board members and their immediate family members
  - Members of management and their immediate family members
  - Entities over which the College has significant influence
- Audit procedures:
  - Inquiry of management regarding related party relationships and transactions
  - Review of any disclosures in the financial statements
  - Evaluation of significant transactions with related parties

Required Communications

As you consider your knowledge regarding College of Lake County, reach out to us at anytime if you have any insights that would assist us in understanding College of Lake County and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. Please communicate to us any of the following matters that you consider relevant to the audit:

- Weaknesses in internal control activities
- Inappropriate tone regarding fraudulent activity
- Known, alleged, or suspected fraud
- Oversight activities that do not mitigate risks of fraud
- Tips or complaints regarding financial reporting
- Actual or possible violations of laws or regulations that might affect the audit
- Matters warranting particular attention during the audit
- Significant or unusual transactions

Required Communications

- In accordance with auditing standards, we will communicate to the Board:
  - Any fraud involving senior management
  - Any fraud that results in a material misstatement
  - Illegal acts that come to our attention
  - Disagreements with management
  - Significant difficulties encountered during the audit

What's New This Year

Key Developments in FY2026

- GASB 103 – *Financial Reporting Model Improvements*
  - Updates MD&A requirements
  - Enhances proprietary fund reporting
- GASB 104 – *Disclosure of Certain Capital Assets*
  - New disclosures for capital assets held for sale
  - Expanded disclosure of intangible assets and leases
- Continued focus on federal grant compliance
- Updates to Uniform Guidance requirements
  - Expanded samples in original populations
  - Expanded samples with just one error
  - Changes to how samples are selected
- Increase in single audit threshold

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Contact Information

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Global Engagement at CLC: Who We Are and What We Do

Board of Trustees

August 25, 2026

CLC VALUES

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

Who We Are

The Department of Global Engagement connects CLC students, faculty, and the community with the world through **international student services, study abroad, and campus internationalization**. It creates opportunities for global learning, intercultural engagement, and international partnerships that prepare students to succeed in an increasingly interconnected workforce and society.

CLC VALUES

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DGE STAFF

Voytek Wloch, Ed.D.

- SIO & Director of Global Engagement

Laura Ruiz, M.A.

- International Student Recruiter

Violeta Ramirez, B.A.

- International Student Navigator

Samantha Istvanek, B.A.

- Senior Administrative Assistant

CLC VALUES

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What We do – International Student Services

- Self-sustaining unit with the following tasks:
  - *Recruit* and *support* international students from admission through graduation
  - *Promote* student success, engagement, and belonging
  - *Connect* international students with CLC
  - *Maintain data* on all of the above. Academic Year 2025/2026:
    - 97 students from 42 countries
    - $1.12m in revenue
    - Leading countries: Colombia, India, UAE, Philippines (reflects international community in Lake County)

CLC VALUES

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What We do – International Student Services: *Big Picture*

CLC VALUES

- Excellence
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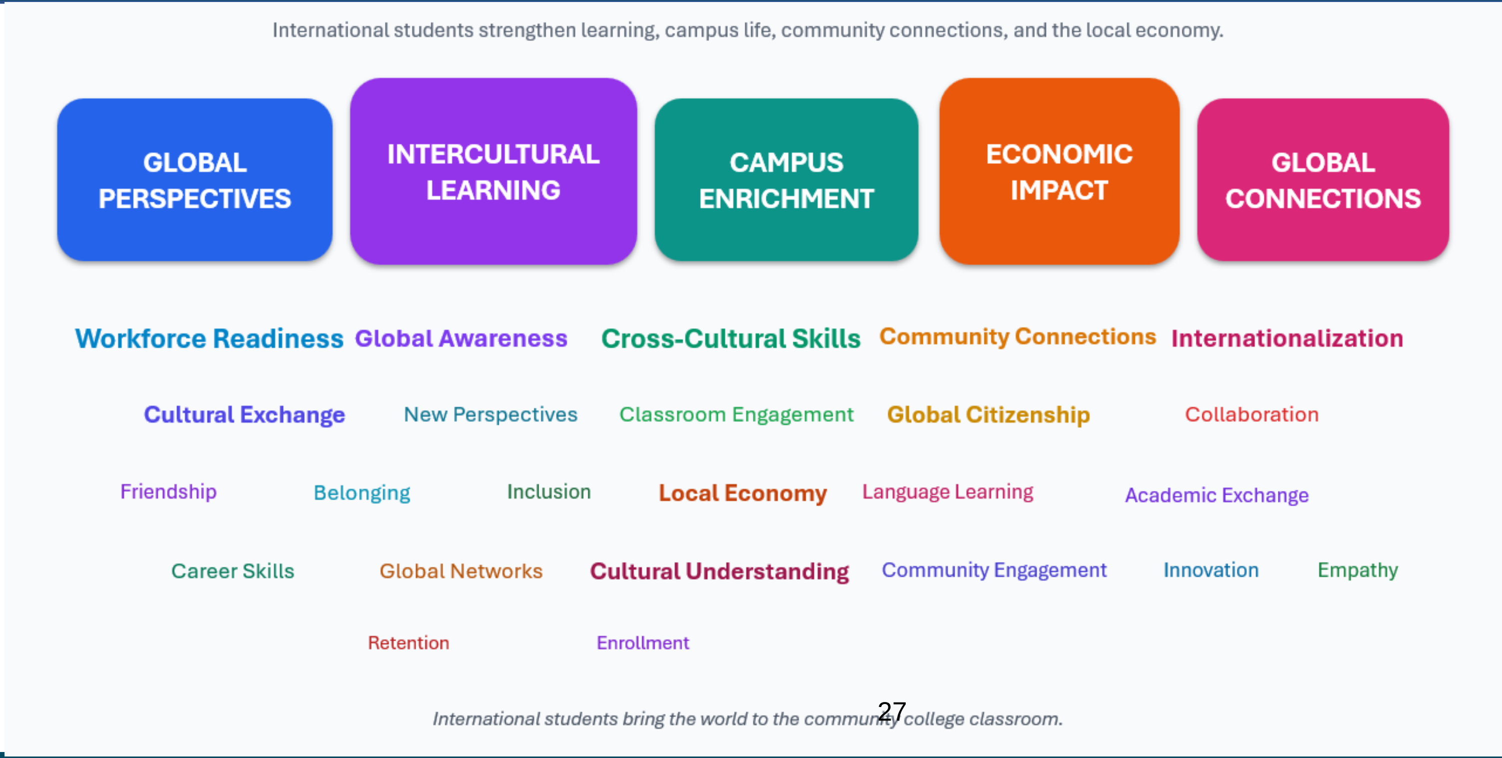
College of Lake County

What We do – International Student Services: *Benefits*



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What We do – Study Abroad

- **Faculty-Led Study Abroad** – *Develop* and *support* short-term, faculty-led programs that combine academic learning with meaningful experiences.
- **Student Access & Support** – *Help* students identify programs, *navigate* applications, *prepare* for travel, and *access* funding and scholarships.
- **Faculty & Partnership Support** – *Work* with faculty and international partners to create academically meaningful and safe global opportunities.
- *Maintain data* on all of the above. Academic Year 2025/2026:
    - 9 faculty and 68 students in 7 countries (*340% growth since 2023*)
    - 53 students received scholarships (DGE, CLC Foundation, Federal)
    - Countries: England, Ireland, Japan, Peru, Poland, Spain, UAE.

CLC VALUES

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College of Lake County™

What We do – Study Abroad: *Benefits*

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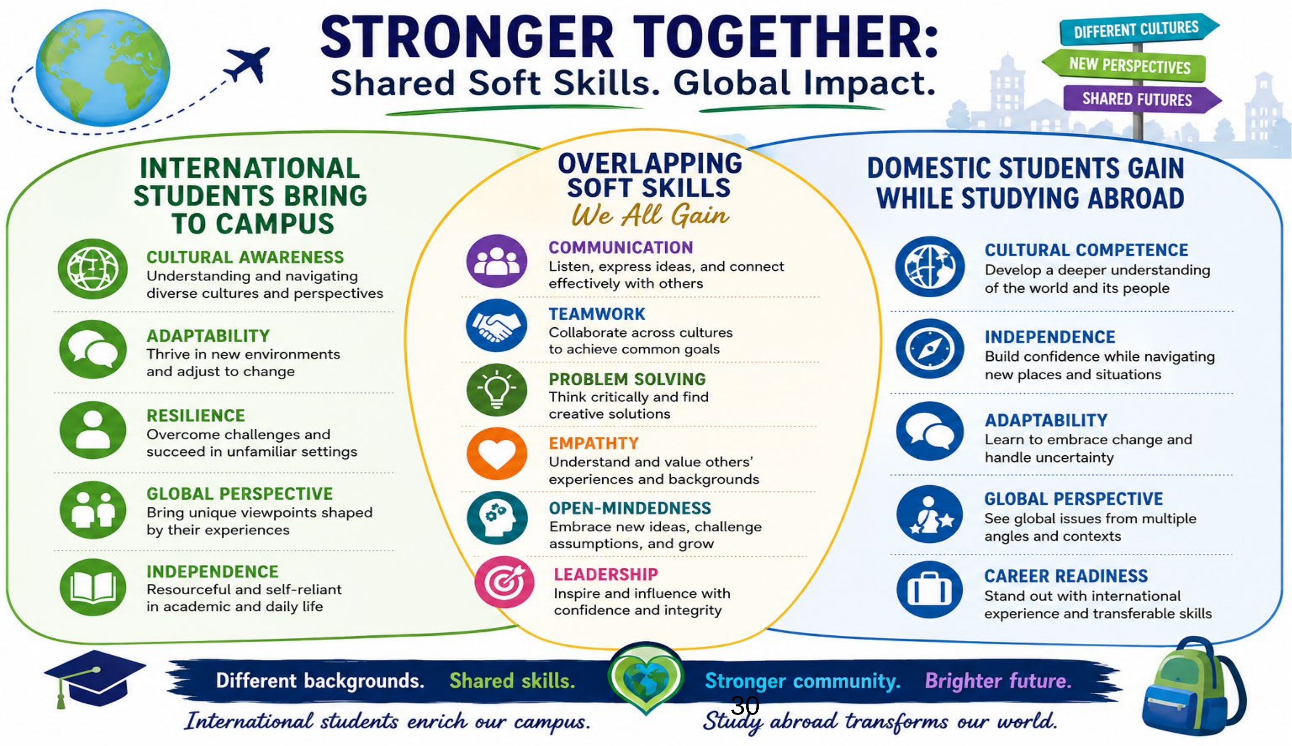
Vision for the Future – More Integration



CLC VALUES

- Excellence
- Purpose
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- Compassion
- Unity
- Inclusion

Vision for the Future – Growth and More Connectedness

CLC VALUES

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

Questions?

CLC VALUES

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

5.1.3. 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 August 2025 through December 2025.

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

5.1.3. 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:

September 24, 2024	COTW
September 24, 2024	Regular
October 15, 2024	Regular
April 23, 2024	Regular
November 19, 2024	Regular
December 17, 2024	Regular

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

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: James Beckom, 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 $5,916.11 for travel associated with Association of Community College Trustees (ACCT) National Legislative Summit, and Illinois Community College Trustees Association (ICCTA) meetings and Lobby Days.

PASSED this 25th day of August 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.

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

Lead Staff: James Beckom, 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 25th day of August 2026 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

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 69.9 percent of budgeted revenues through May 2026. At the end of May 2025, the College had received 74.7 percent of the amount budgeted.

As of May 31, 2026, the College had received revenues equal to $48.9 million in FY26 for local taxes. Local tax revenue is budgeted at $88.5 million for FY26.

Also, as of May 31, 2026, student enrollment reflected 99.9 percent of the tuition revenue. At the end of May 2025, the College had received 104.8 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 May 31, 2026, reflect 87.3 percent of budgeted expenditures for the year. In comparison, as of February 28, 2025, the College had expended 87.3 percent of the amount budgeted. The College is trending on track with the FY26 budget plan.

Monthly Financial Report

FOR THE MONTH ENDED

May 31, 2026

Education Fund
Balance Sheet - Fund 01
As of May 31, 2026

ASSETS

CASH		
	Cash In Bank	1,132,511
	Change Funds	8,800
INVESTMENTS		
	Other Investments	24,668,937
RECEIVABLES		
	Taxes Receivable - Current Levy	33,908,866
	Allowance Uncollectible Taxes	(342,396)
	Student Tuition Receivable	27,740,125
	Allowance for Uncollectable Tuition	(10,558,411)
	Vendor Receivables	618,695
	Other Receivables	84,699
INTERFUND		(8,898,643)
PREPAID EXPENSES		
	Prepaid Expenses	46,670
TOTAL ASSETS		**68,409,854**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	27,005
ACCOUNTS PAYABLE	
Accounts Payable	340,712
ACCRUED EXPENSES	
Accrued Expense	1,177,022
DEFERRED REVENUES	
Property Taxes	34,228,095
Total Tuition & Fees	13,932,757
OTHER LIABILITIES	
Other Liabilities	1,009,187
Vacation Accrual	3,338,487
TOTAL LIABILITIES	**54,053,265**
FUND BALANCE	
Fund Balance	14,356,589
TOTAL FUND BALANCE	**14,356,589**
TOTAL LIABILITIES & FUND BALANCE	**68,409,854**

RECONCILIATION	
BEGINNING FUND BALANCE	35,401,593
ADD: REVENUE	83,200,362
LESS: EXPENDITURES	(99,035,289)
OPERATING TRANSFERS	(5,210,078)
ENDING FUND BALANCE	14,356,589

College of Lake County
Education Fund - Fund 01
Statement of Changes in Fund Balance
Month Ending: May 31, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	37,595,161	45.19%	37,758,311	43.37%
CPPRT Corp Pers Prop Repl Tax	1,424,944	1.71%	1,333,849	1.53%
ICCB Credit Hour Grants	9,339,545	11.23%	9,603,307	11.03%
Vocational Education	725,065	0.87%	643,095	0.74%
Tuition	30,456,053	36.61%	28,538,116	32.78%
Graduation Fees	-	0.00%	53,030	0.06%
Transcript Fees	100,724	0.12%	111,529	0.13%
On-line Course Fee	(16)	0.00%	80,787	0.09%
Laboratory Fees	728,612	0.88%	706,661	0.81%
Payment Plan Enrollment Fee	23,549	0.03%	19,860	0.02%
Credit By Exam Fees	-	0.00%	250	0.00%
Comprehensive Fees	6,783,336	8.15%	8,543,412	9.81%
Activity Fee Adjustment	(6,190,453)	-7.44%	(6,067,136)	-6.97%
Gain(Loss) on Investment	321,801	0.39%	296,953	0.34%
Other Interest	1,833,961	2.20%	4,631,999	5.32%
Library Fines	422	0.00%	588	0.00%
Miscellaneous Revenue	77,456	0.09%	684,218	0.79%
Other Revenue/Rebates	3,498	0.00%	-	0.00%
Over Short	(23,296)	-0.03%	118,935	0.14%
Total Income	83,200,362	100%	87,057,763	100%

EXPENDITURES

Salaries	72,959,278	73.67%	69,896,805	72.65%
Employee Benefits	14,840,025	14.98%	15,173,596	15.77%
Contractual Services	5,018,877	5.07%	4,230,380	4.40%
General Material & Supplies	2,082,600	2.10%	2,410,172	2.51%
Travel/Conference Meeting Exp	627,386	0.63%	611,146	0.64%
Fixed Charges	48,485	0.05%	29,936	0.03%
Utilities	46,099	0.05%	46,430	0.05%
Capital Outlay	88,728	0.09%	51,651	0.05%
Other Expenditures	3,323,811	3.36%	3,757,551	3.91%
Total Expense	99,035,289	100%	96,207,667	100%

Beginning Fund Balance	35,401,593	37,337,188
Add: Revenues	83,200,362	87,057,763
Less: Expenses	(99,035,289)	(96,207,667)
Operating Transfers	(5,210,078)	(6,748,862)
Ending Fund Balance	14,356,589	21,438,422

Maintenance Fund
Balance Sheet - Fund 02
As of May 31, 2026

ASSETS

INVESTMENTS		
	Other Investments	759,702
RECEIVABLES		
	Taxes Receivable - Current Levy	8,883,759
	Allowance Uncollectible Taxes	(86,387)
INTERFUND		2,392,688
PREPAID EXPENSES		
	Prepaid Expenses	281,209
TOTAL ASSETS		**12,230,971**

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	(2,513)
ACCOUNTS PAYABLE	
Accounts Payable	175,677
ACCRUED EXPENSES	
Accrued Expense	(26,998)
DEFERRED REVENUES	
Property Taxes	8,967,328
TOTAL LIABILITIES	**9,113,495**
FUND BALANCE	
Fund Balance	3,117,476
TOTAL FUND BALANCE	**3,117,476**
TOTAL LIABILITIES & FUND BALANCE	**12,230,971**

RECONCILIATION	
BEGINNING FUND BALANCE	7,075,693
ADD: REVENUE	10,053,136
LESS: EXPENDITURES	(12,564,531)
OPERATING TRANSFERS	(1,446,823)
ENDING FUND BALANCE	3,117,476

College of Lake County
Maintenance Fund - Fund 02
Statement of Changes in Fund Balance
Month Ending: May 31, 2026

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	9,850,769	97.99%	9,911,706	99.89%
Building Rentals	50,259	0.50%	10,305	0.10%
Other Interest	146,203	1%	-	0%
Gain(Loss) on Investment	(8,463)	0%	-	0%
Miscellaneous Revenue	14,368	0%	750	0%
Total Income	10,053,136	100%	9,922,761	100%
EXPENDITURES				
Salaries	4,783,805	38.07%	4,629,609	40.59%
Employee Benefits	1,339,696	10.66%	1,138,949	9.99%
Contractual Services	914,628	7.28%	874,945	7.67%
General Material & Supplies	754,910	6.01%	636,818	5.58%
Travel/Conference Meeting Exp	711	0.01%	5,514	0.05%
Fixed Charges	1,716,863	13.66%	1,581,539	13.87%
Utilities	2,904,619	23.12%	2,480,337	21.75%
Capital Outlay	260,859	2.08%	72,566	0.64%
Other Expenditures	(111,559)	-0.89%	(15,207)	-0.13%
Total Expense	12,564,531	100%	11,405,069	100%
Beginning Fund Balance	7,075,693		6,379,132	
Add: Revenues	10,053,136		9,922,761	
Less: Expenses	(12,564,531)		(11,405,069)	
Operating Transfers	(1,446,823)		(1,295,599)	
Ending Fund Balance	3,117,476		3,601,225	

5.3.1. AUTOMOTIVE EQUIPMENT

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

Funding Source: Rev Up 3 Grant

Funding Request: $28,201.27

Vendor	Amount
Snap-On Industrial	$28,201.27

Explanation of Purchase: This purchase includes one lift and the necessary accessories for the Automotive Technology program.

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 (121223-SNP) garage and feet maintenance equipment and vehicle lifts.

Recommendation: Approve a purchase with Snap-On Industrial, a Division of IDSC Holdings LLC, of Kenosha, WI for a not-to-exceed amount of $28,201.27.

5.3.2. STATISTICS PACKAGE FOR SOCIAL SCIENCES SOFTWARE PLATFORM

Lead Staff: Derrick Harden, Vice President, Strategic Advancement

Funding Source: FY27 budget

Funding Request: $29,033.06

Vendor	Amount
International Business Machines Corporation	$29,033.06

Explanation of Purchase: This purchase is for advanced statistical analysis software used to conduct statistical analyses and to support the submission of state compliance 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 from August 1, 2026, through July 31, 2027, with International Business Machines Corporation of Armonk, NY in a not-to-exceed amount of $29,033.06.

5.3.3. PRESENTATION OF THE NUTCRACKER

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

Funding Source: FY27 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 the performances of The Nutcracker at 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.

5.3.4. EMPLOYMENT RECRUITMENT ADVERTISING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY27 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 of purchases with JobElephant.com, Inc. of San Diego, CA in a not-to-exceed amount of $30,000.00.

5.3.5. LEADERSHIP DEVELOPMENT PROGRAM

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY27 budget

Funding Request: $31,275.00

Vendor	Amount
BlueEQ, LLC	$31,275.00

Explanation of Purchase: This purchase is for a three-year agreement for online assessments, on-site workshop facilitation and virtual customized coaching for leaders.

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 BlueEQ, LLC of Alpine, UT from July 1, 2026, through June 30, 2029, in a total not-to-exceed amount of $31,275.00.

5.3.6. VERIFICATION AND SCREENING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY27 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 total not-to-exceed amount of $35,000.00.

5.3.7. OFFICE PRODUCTS, SUPPLIES AND SOLUTIONS

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY27 budget

Funding Request: $ 90,750.00

Vendor	Amount
Staples	$90,750.00

Explanation of Purchase: This is 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.

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 $90,750.00.

5.3.8. LEADERSHIP DEVELOPMENT SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY27 budget

Funding Request: $120,000.00

Vendors	Amount
Various (listed below)	$120,000.00

Leadership Development Vendors	City, State
Honesty Consulting, LLC	Chicago, Illinois
Project Next Leadership	Oakland, California
Strategy Linked Consulting	Arlington Heights, Illinois
KS Goins & Associates LLC	Plainfield, Illinois
Franklin Covey	Draper, Utah
Ionasky Consulting	Eugene, Oregon

Explanation of Purchase: This purchase is for professional employee leadership development services, including coaching and session facilitation.

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 total not-to-exceed amount of $120,000.00.

5.3.9. DIGITAL FORENSICS AND INCIDENT RESPONSE SERVICES (RATIFICATION)

Lead Staff: Jay Meyer, Interim Chief Information Officer

Funding Source: FY26 budget

Funding Request: $125,075.00

Vendor	Amount
Beazley Security	$125,075.00

Explanation of Purchase: This emergency purchase was for an engagement to conduct an Incident Response investigation and provide consulting services related to a recent security incident. The resulting cost exposure was not known or determinable until mid-to-late July.

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

Recommendation: Ratify an emergency purchase from Beazley Security of West Hartford, CT in a not-to-exceed amount of $125,075.00.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Khan, Sadya	Administrator Position Number: 1882 Assistant Vice President, Strategic Advancement	9/28/2026	9/28/2026 – 6/30/2027
2	Davis, Kenneth	Professional Position Number: 0997 Production Manager, Urban Farm Center, Lancer Farms Department	8/31/2026	8/31/2026 – 6/30/2027
3	Reidel, Danielle	Professional Position Number: 0066 Assistant Director, Student Records, Student Records Operations	8/31/2026	8/31/2026 – 6/30/2027
4	Prugh, Adam	Professional Position Number: 0998 Operations Manager, Lancer Farms, Lancer Farms Department	9/14/2026	9/14/2026 – 6/30/2027
Recommendation: Approve the above full-time employment.				

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 position, 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	McElroy, Tim	Specialist Position Number: 0785 Program Manager, Community and Workforce Education	7/3/2026	N/A

Recommendation: Approve the above full-time employment.

5.4.4. 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	Hughes, Rebecca	Classified Position Number: 1304 Administrative Assistant, Adult Education and ESL Division	Classified Position Number: 0075 Assistant to the Dean, Adult Education and ESL Division	8/31/2026	N/A
2	Tolp, Kevin	Classified Position Number: 0260 Testing Assistant, Testing Operations Department	Classified Position Number: 0125 Administrative Assistant, Career Readiness Department	8/31/2026	N/A
3	Cushing, Jacob	Administrator Position Number: 1762 Director, Student Recruitment and Onboarding, Enrollment Services Division	Administrator Position Number: 1473 Dean, Enrollment Services Division	8/31/2026	8/31/2026-6/30/2027

Recommendation: Approve the above action.

5.4.5. TRANSFERS

The following employees applied for and have been selected for a transfer 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	Ramirez, Cesar	Union – Classified Position Number: 0963 Custodian, Custodial	Classified Position Number: 0197 Enrollment Services Generalist, Welcome and One Stop Center	8/31/2026	N/A
2	Jaworski, Emma	Specialist Position Number: 0432 Academic Success Advisor, Academic Success Advisors Department	Specialist Position Number: 1336 Academic Success Advisor, Academic Success Advisors Department	8/31/2026	8/31/2026-6/30/2027
3	Argomaniz, Paulina	Specialist Position Number: 0589 College and Career Navigator, College and Career Navigation Department	Specialist Position Number: 1782 College and Career Navigator, College and Career Navigation Department	8/31/2026	8/31/2026-6/30/2027

Recommendation: Approve the above action.

5.4.6. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Blackburn, Vanesha	Specialist Position Number: 1770 Orientation and Success Programs Coordinator, Orientation/First Year Experience	7/22/2026
2	Resignation	Lay, Matthew	Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid	7/24/2026
3	Resignation	Munguia, Melissa	Specialist Position Number: 0324 Lead Teacher, Children's Learning Centers	7/30/2026
4	Resignation	Jones, Kristin	Professional Position Number: 1711 Title IX and Compliance Coordinator, Student Affairs	7/31/2026
5	Resignation	Regez, Bradley	Full-time Faculty Position Number: 0514 Instructor, Engineering, Engineering, Mathematics and Physical Sciences Division	8/4/2026
6	Resignation	Williams, Jon'nah	Specialist Position Number: 1913 Program Coordinator Urban Farm Center, Community Programs	8/5/2026
7	Resignation	Sullivan, Sarah	Specialist Position Number: 0430 College and Career Navigator, Student Recruitment and Onboarding	8/14/2026

5.4.6. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
8	Resignation	Xu, Yang	Specialist Position Number: 1384 Research Analyst, Institutional Effectiveness, Planning and Resources	8/17/2026
9	Resignation	McCormick, Katie	Specialist Position Number: 1755 Senior Program Coordinator, Community Education	8/19/2026
10	Resignation	Diwan, Divya	Specialist Position Number: 1145 Testing Specialist, Testing	8/20/2026
11	Resignation	Coddington, Matt	Classified – Union Position Number: 0358 HVAC Engineer, Heating, Ventilation and Air Conditioning	8/21/2026
12	Resignation	Albarran, George	Classified – Union Position Number: 0105 Office Assistant, Campus Services	8/24/2026
13	Resignation	Lopez, Jenifer	Specialist Position Number: 0265 Testing Specialist, Testing	8/29/2026
14	Retirement	Paddock, Janet	Specialist Position Number: 0126 Prospect Research Coordinator, College Foundation	7/31/2026
15	Retirement	Patterson, Denise	Specialist Position Number: 0064 Student Records Specialist, Student Records	10/31/2026 Eligible for Benefits Policy 925
16	Retirement	Albrecht, Kenneth	Full-time Faculty Position Number: 1691 Instructor, Automation, Robotics and Mechatronics, Engineering, Mathematics and Physical Sciences Division	5/31/2027

5.4.6. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
17	Retirement	Ledvina, Holly	Full-time Faculty Position Number: 0546 Librarian, Library Learning Innovation and Teaching Excellence Division	7/29/2027
18	Retirement	Rial, Scott	Administrator Position Number: 0183 Dean, Educational Technology Learning Innovation and Teaching Excellence Division	7/29/2027 Eligible for Benefits Policy 925 and 930
19	Retirement	Alfano, John	Specialist Position Number: 0099 Campus Services Supervisor, Campus Services	11/30/2027 Eligible for Benefits Policy 930
20	Retirement	Polich, Diane	Specialist Position Number: 0307 Visual Communications Specialist, Graphic Design Department	12/31/2027 Eligible for Benefits Policy 925 and 930
21	Retirement	Contreras, Armando	Classified–Union Position Number: 0396 Custodian, Custodial	6/15/2030 Eligible for Benefits Article IX.K and MOU Retirees
22	Revised Retirement Date	Ekornaas, Nels	Specialist – Union Position Number: 0185 Lead Network Engineer, Core Systems and Infrastructure	12/31/2026 Eligible for Benefits Article 11.12 & MOU

Recommendation: Approve the above action.

7. NEW BUSINESS

7.1. APPROVAL OF THE PRESIDENTIAL PROFILE

Lead Trustee: Allena Barbato, Chair, Board of Trustees

The Board of Trustees has initiated the search for the next President of the College of Lake County. As part of the presidential search process, the College, with the assistance of the Association of Community College Trustees (ACCT), engaged employees, students, and community members through Public Forums and an electronic survey to gather input regarding the qualities, characteristics, qualifications, opportunities, and challenges to be reflected in the Presidential Profile.

The Presidential Profile will serve as a guiding document for the national search process and will be used to inform recruitment efforts, candidate evaluation, and the selection of finalists for Board consideration.

Recommendation: Approve the Presidential Profile for the College of Lake County presidential search.

7.2. POLICY 423 INCOMPLETES – REVISED – SECOND READING

Policy 423 – Incompletes, is presented for a Second Reading. The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel. The revised policy will be effective Fall 2027.

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

Recommendation: Approve the revised Policy 423 – Incompletes.

423 INCOMPLETES

An "I" (Incomplete) grade is granted when unforeseen circumstances (e.g. illness, family emergencies, military deployment, etc.) impede the completion of required coursework by the end of the term, allowing the remaining work to be finished after the class concludes. ~~may be given to a student who finds it impossible to complete the work by the end of the semester because of a justifiable reason such as illness. If an "I" grade is assigned, the instructor shall notify the student and the Dean. The specific "I" grade procedure will be set forth in the appropriate section of the College Catalog.~~

To be eligible for an Incomplete grade, the student must:

- Request the Incomplete before the end of the term.
- Be able to achieve a grade of "D" or higher after submitting the remaining coursework.

A student receiving an Incomplete ~~"I" grade~~ has ~~120~~ 90 calendar days from the last day of the academic term to submit their remaining ~~complete~~ coursework and receive a final grade. If remaining coursework is not submitted within 90 calendar days, the grade will change from an "I" ~~becomes~~ to an "F" ~~on the 121st calendar day after the end of the term~~ unless the instructor submits a grade change form~~. if no grade change is signed by the instructor.~~ Exceptions to the 90-day completion deadline may be granted by an instructor. ~~only in unusual circumstances and with the approval of the appropriate Dean.~~ The procedure regarding the necessary steps a student must take to request an Incomplete appears in the appropriate section of the College Catalog.

The final grade shall be "A," "B," "C," "D," or "F."

Veterans, ~~and~~ military personnel and their spouses may request an Incomplete when they are ~~who are deployed (including training at U.S. or overseas locations) or~~ called to active military service (including both domestic and international combat or non-combat deployment purposes). ~~duty and receive an "I" Incomplete grade~~ They will be given up to one (1) year after the end of the academic term~~, or before the date of graduation (whichever comes first)~~ to complete the course requirements. A final grade will be recorded within 365 calendar days after the end of the term. ~~The final grade shall be~~

~~"A," "B," "C," "D," or "F."~~ If remaining coursework is not submitted within 365 calendar days after the end of the term, the grade will change from an "I" ~~becomes~~ to an "F" unless the instructor submits a grade change form. ~~on the 366th calendar day after the end of the term if no grade change is signed by the instructor. This procedure also applies to the spouses of veterans and military personnel.~~ Exceptions to the 365-day completion deadline may be granted by an instructor ~~under special circumstances and with the approval of the appropriate Dean.~~

Adopted 01/22/1998
Amended 01/25/2000
Amended 06/22/2010
Amended 04/17/2012
Amended (Effective Fall 2027)

7.3. SOFTWARE, LICENSING, MAINTENANCE AND SUBSCRIPTION AGREEMENTS

Lead Staff: Jay Meyer, Interim Chief Information Officer, Information Technology

Funding Source: FY27 budget

Funding Request: $395,000.00

Vendors	Amount
Various (listed below)	$395,000.00

Vendor	Description
AT&T	Internet and Telephone Services
Comcast	Internet and Telephone Services
Technology Management Revolving Fund	Internet and Telephone Services

Explanation of Purchase: This purchase is for infrastructure technology. Each of these products is reviewed on an annual basis to address and determine usage and need. The actual value of the purchases from individual vendors may vary based on material availability and market price.

Pursuant to 110 ILCS 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement for installation of data processing equipment, software or services, are exempt from the competitive bidding process.

Recommendation: Approve purchases from the identified vendors in the cumulative not-to-exceed amount of $395,000.00.

7.4. VIDEO PRODUCTION SERVICES

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

Funding Source: FY27 budget

Funding Request: $420,950.00

Vendor	Amount
JJack Productions	$420,950.00

Explanation of Purchase: This purchase is for professional video production services to meet the strategic communications needs across the College.

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 February 1, 2027, to January 31, 2030, with JJack Productions of Chicago, IL in a not-to-exceed amount of $420,950.00.

7.5. VIRTUAL DESKTOP SOFTWARE PLATFORM

Lead Staff: Jay Meyer, Interim Chief Information Officer

Funding Source: FY27 budget

Funding Request: $774,893.00

Vendor	Amount
Apporto Corporation	$774,893.00

Explanation of Purchase: This purchase is for a three-year contract with a Virtual Desktop as a Service platform that will allow CLC students to access advanced software applications on their personal devices on campus or at home.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, 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 Apporto Corporation of Santa Rosa, CA in a total not-to-exceed amount of $774,893.00.

7.6. COURSE MATERIALS AND DIGITAL CONTENT

Lead Staff: Mahsa Karamy, Executive Director of Business Operations

Funding Source: FY27 budget

Funding Request: $2,300,000.00

Vendor	Amount
Various (see below)	$2,300,000.00

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

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.

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/or

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

7.7. RETIREMENT AGREEMENT AND RELEASE

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2(c)1: "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body."

A motion to approve the recommendation for separation of employment of a faculty member may be considered after the closed meeting.