

**College of Lake County
Community College District No. 532
Tuesday, October 27, 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, October 27, 2026, at 5:00 PM, in Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085. Virtual meeting access is available via YouTube live stream at: <https://youtube.com/live/Os25qdnXDjA?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcollinois.edu by 3:00 p.m. on Tuesday, October 27, 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** **4**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. Lakeshore Campus Report
 - 4.3.2. College Response to Phantom Student Enrollment
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of September 22, 2026
 - 5.1.2. Closed Meeting Minutes of September 22, 2026
 - 5.1.3. Committee of the Whole Meeting Minutes of September 26, 2026
 - 5.1.4. Committee of the Whole Closed Meeting Minutes of September 26, 2026

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- 7.5. Amendment to Employment Agreement — Interim President 38
- 8. **Executive Session (Closed)**
- 9. **Other Matters for Information or Discussion**
- 10. **Adjournment**

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AGENDA

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5.2. Financial

5.2.1. Approving Reimbursement of Business-Related Travel Expenses

5.2.2. Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report

5.3. Purchasing

5.3.1. Automotive Electrical Installation

5.3.2. Grayslake Campus Pumps Installation and Electrical Work

5.3.3. Energy Submetering and Energy Dashboard Improvements

5.3.4. Lakeshore Campus Urban Farm Center Donor Recognition and Interpretive Signage Design Services

5.3.5. Grayslake Campus Sports Complex Network Equipment

5.3.6. Lakeshore Campus Urban Farm Center Retail Furnishings

5.4. Human Resources

Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/ContractsOctober2026.pdf>

5.4.1. New Hires

5.4.2. Personnel and Position Changes

5.4.3. Probationary Period Completion

5.4.4. Promotions

5.4.5. Resignations and Retirements

5.5. Contracts and Grants

5.6. Other

6. Presentment of Board Policies and Objectives (Information Items)

6.1. Policy 410 — Semester Credit Hour System — Revised — First Reading

6.2. Policy 440 — Student Records Policy — Revised — First Reading

7. New Business (Action Items)

7.1. Policy 978 — Staff Performance Evaluation — New — Second Reading

7.2. Policy 229 — Administrative Staff Evaluation — Deletion — Second Reading

7.3. Policy 511 — Classified Staff Evaluation — Deletion — Second Reading

7.4. Policy 610 — Performance Evaluation — Deletion — Second Reading

7.5. Amendment to Employment Agreement — Interim President

8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

5. CONSENT AGENDA 2. FINANCIAL

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: James Beckom, 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 \$919.53 for travel associated with Association of Community College Trustees (ACCT) Governance Leadership Institute.

PASSED this 27th day of October 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. CONSENT AGENDA 2. FINANCIAL

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 FY27 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 27th day of October 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

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 12.6 percent of budgeted revenues through August 2026. At the end of August 2025, the College had received 11.8 percent of the amount budgeted.

As of August 31, 2026, the College had received revenues equal to \$6.3 million in FY27 for local taxes. Local tax revenue is budgeted at \$92.0 million for FY27.

Also, as of August 31, 2026, student enrollment reflected 26.5 percent of the tuition revenue. At the end of August 2025, the College had received 26.6 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 August 31, 2026, reflect 15.1 percent of budgeted expenditures for the year. In comparison, as of August 31 2025, the College had expended 16.3 percent of the amount budgeted. The College is trending on track with the FY27 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

August 31, 2026

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of August 31, 2026**

ASSETS

CASH

Cash In Bank	2,362,587
Change Funds	8,800

INVESTMENTS

Other Investments	32,022,044
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RECEIVABLES

Taxes Receivable - Current Levy	37,251,601
Allowance Uncollectible Taxes	(360,139)
Student Tuition Receivable	21,488,075
Allowance for Uncollectable Tuition	(11,126,130)
Vendor Receivables	630,605
Other Receivables	34,518

ACCRUED REVENUE

Accrued Interest	146,181
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INTERFUND

(2,512,113)

PREPAID EXPENSES

Prepaid Expenses	85,236
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TOTAL ASSETS

80,031,266

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable	3,679,423
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ACCOUNTS PAYABLE

Accounts Payable	602,307
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ACCRUED EXPENSES

Accrued Expense	1,189,132
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DEFERRED REVENUES

Property Taxes	35,354,193
Total Tuition & Fees	3,584,967
Miscellaneous Deferred Revenues	102,901

OTHER LIABILITIES

Other Liabilities	1,009,187
Vacation Accrual	3,336,587

TOTAL LIABILITIES	48,858,697
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FUND BALANCE

Fund Balance	31,172,569
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TOTAL FUND BALANCE	31,172,569
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TOTAL LIABILITIES & FUND BALANCE	80,031,266
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College of Lake County
Fund 01 - Education Fund
Statement of Changes in Fund Balance
Month Ending: August 31, 2026

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	4,946,311	30.61%	3,708,702	25.09%
CPPRT Corp Pers Prop Repl Tax	88,550	0.55%	47,756	0.32%
ICCB Credit Hour Grants	1,950,948	12.07%	1,259,977	8.52%
Tuition	7,289,847	45.11%	6,865,884	46.45%
Graduation Fees	-	0.00%	62,369	0.42%
Transcript Fees	19,239	0.12%	20,738	0.14%
Laboratory Fees	102,745	0.64%	48,212	0.33%
Payment Plan Enrollment Fee	5,308	0.03%	-	0.00%
Credit By Exam Fees	100	0.00%	-	0.00%
Comprehensive Fees	1,544,996	9.56%	1,507,536	10.20%
Gain(Loss) on Investment	4,146	0.03%	243,363	1.65%
Other Interest	207,064	1.28%	562,158	3.80%
Library Fines	44	0.00%	184	0.00%
Miscellaneous Revenue	(158)	0.00%	452,976	3.06%
Over Short	1	0.00%	-	0.00%
Total Income	16,159,141	100%	14,779,856	100%

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

Salaries	14,228,515	80.99%	13,879,762	74.38%
Employee Benefits	1,642,334	9.35%	2,832,022	15.18%
Contractual Services	966,199	5.50%	1,318,162	7.06%
General Material & Supplies	410,459	2.34%	271,295	1.45%
Travel/Conference Meeting Exp	122,713	0.70%	76,856	0.41%
Fixed Charges	20,643	0.12%	7,042	0.04%
Utilities	8,921	0.05%	4,649	0.02%
Capital Outlay	39,363	0.22%	40,489	0.22%
Other Expenditures	129,204	0.74%	229,163	1.23%
Total Expense	<u>17,568,350</u>	<u>100%</u>	<u>18,659,441</u>	<u>100%</u>

Beginning Fund Balance	32,690,589	36,059,514
Add: Revenues	16,159,141	14,779,856
Less: Expenses	(17,568,350)	(18,659,441)
Operating Transfers	(108,811)	(94,286)
Ending Fund Balance	<u>31,172,569</u>	<u>32,085,642</u>

**Maintenance Fund
Balance Sheet - Fund 02
As of August 31, 2026**

ASSETS

INVESTMENTS

Other Investments	6,161,885
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RECEIVABLES

Taxes Receivable - Current Levy	9,772,074
Allowance Uncollectible Taxes	(90,963)

<u>INTERFUND</u>	(173,530)
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PREPAID EXPENSES

Prepaid Expenses	272,881
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TOTAL ASSETS	15,942,347
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LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable	(2,513)
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ACCOUNTS PAYABLE

Accounts Payable	520,960
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DEFERRED REVENUES

Property Taxes	9,274,304
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TOTAL LIABILITIES	9,793,176
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FUND BALANCE

Fund Balance	6,149,170
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TOTAL FUND BALANCE	6,149,170
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TOTAL LIABILITIES & FUND BALANCE	15,942,347
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5. CONSENT AGENDA 2. FINANCIAL

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

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	1,297,312	96.33%	971,567	100.00%
Building Rentals	3,694	0.27%	-	0.00%
Other Interest	28,951	2%	-	0%
Gain(Loss) on Investment	16,724	1%	-	0%
Miscellaneous Revenue	40	0%	-	0%
Total Income	1,346,720	100%	971,567	100%
<u>EXPENDITURES</u>				
Salaries	919,087	35.75%	890,327	42.10%
Employee Benefits	287,214	11.17%	237,362	11.22%
Contractual Services	120,698	4.70%	136,154	6.44%
General Material & Supplies	167,932	6.53%	93,309	4.41%
Travel/Conference Meeting Exp	1,875	0.07%	589	0.03%
Fixed Charges	671,295	26.11%	108,285	5.12%
Utilities	412,558	16.05%	645,895	30.54%
Capital Outlay	-	0.00%	2,756	0.13%
Other Expenditures	(9,920)	-0.39%	243	0.01%
Total Expense	2,570,738	100%	2,114,920	100%
Beginning Fund Balance	7,373,188		7,079,430	
Add: Revenues	1,346,720		971,567	
Less: Expenses	(2,570,738)		(2,114,920)	
Ending Fund Balance	6,149,170		5,936,078	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. AUTOMOTIVE ELECTRICAL INSTALLATION

Lead Staff: Jennifer Davidson, Acting Vice President of Educational Affairs

Funding Source: Rev Up 3 Grant

Funding Request: \$34,400.00

Vendor	Amount
Associated Electrical Contractors, LLC	\$34,400.00

Explanation of Purchase: This purchase is for the electrical work needed in the Automotive Technology program lab to expand our electrical capacity for instructional equipment.

Recommendation: Approve a contract with Associated Electrical Contractors, LLC, of Woodstock, IL for a not-to-exceed amount of \$34,400.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. GRAYSLAKE CAMPUS PUMPS INSTALLATION AND ELECTRICAL WORK

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

Funding Source: FY27 budget

Funding Request: \$34,938.20

Vendor	Amount
F.J. Kerrigan	\$31,752.00

Explanation of Purchase: This purchase is for pump system replacement, installation and necessary electrical work at the Grayslake Campus.

Recommendation: Approve a contract with F.J. Kerrigan, of Wilmette, IL for \$31,752.00, plus a ten percent contingency of \$3,176.20 for a not to exceed total amount of \$34,938.20.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. ENERGY SUBMETERING AND ENERGY DASHBOARD IMPROVEMENTS

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

Funding Source: FY27 budget, Energy Benchmarking and Efficiency Grant

Funding Request: \$43,516.00

Vendor	Amount
Delta Controls Chicago, Inc.	\$43,516.00

Explanation of Purchase: This is for the purchase and installation of eight energy meters to improve the College's energy dashboard.

Pursuant to 110 ILCS 805/3-27.1 (e), contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or authorized service agent, are exempt from the competitive bidding process.

Recommendation: Approve a contract for submeter purchase and installation with Delta Controls Chicago, Inc. of Lombard, IL in a not-to-exceed amount of \$43,516.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. LAKESHORE CAMPUS URBAN FARM CENTER DONOR RECOGNITION AND INTERPRETIVE SIGNAGE DESIGN SERVICES

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

Funding Source: Foundation

Funding Request: \$55,000.00

Vendor	Amount
Demonica Kemper Architects	\$55,000.00

Explanation of Purchase: This purchase is for design services for donor recognition and educational interpretive signage at the Lakeshore Campus Urban Farm Center.

Recommendation: Approve a contract with Demonica Kemper Architects of Chicago, IL in a not-to-exceed amount of \$55,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. GRAYSLAKE CAMPUS SPORTS COMPLEX NETWORK EQUIPMENT

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

Funding Source: FY27 budget

Funding Request: \$61,789.17

Vendor	Amount
CDW Government LLC	\$61,789.17

Explanation of Purchase: This purchase is for network equipment for the Grayslake Campus Sports Complex.

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

Recommendation: Approve a purchase from CDW Government LLC of Vernon Hills, IL in a not-to-exceed amount of \$61,789.17.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. LAKESHORE CAMPUS URBAN FARM CENTER RETAIL FURNISHINGS

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

Funding Source: FY27 budget

Funding Request: \$155,751.75

Bids	Amount
Warehouse Direct, Inc.	\$141,592.75
Carriage Works	\$192,000.00

Explanation of Purchase: This purchase is for retail furnishings in the Lakeshore Campus Urban Farm Center.

Recommendation: Approve a purchase from Warehouse Direct, Inc. of Des Plaines, IL of \$141,592.75, plus a ten percent contingency of \$14,159.00, for a total not-to-exceed amount of \$155,751.75.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1 NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Winters, Karin	Professional Position Number: 1122 Program Manager Lancer Farms, Lancer Farms Department	11/9/2026	11/9/2026 - 6/30/2027
2	Mcwilliams Perrin, Africa	Professional Position Number: 0996 Human Resources Business Partner, Talent Management and Development Division	11/2/2026	11/2/2026 - 6/30/2027
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following position change and promotion in the Student Development unit to improve efficiency, centralize accountability, strengthen compliance and increase holistic support to students. The proposed changes are funded within the FY27 budget.								
1	Job Title, Job Grade, Department, Promotion	Parra, Karen	Professional Position Number: 1845 Student Conduct Coordinator, Student Affairs Division	Professional Position Number: 1845 Manager, Student Conduct and Title IX, Compliance and Accessibility Department	C43 Exempt	C45 Exempt	11/2/2026	11/2/2026-6/30/2027
Administration recommends salary adjustments for staff in administrative positions in the Student Development unit who have assumed expanded operational oversight as part of the recommended staffing plan changes. The adjustments recognize permanent increases in scope, complexity and leadership expectations. The proposed changes are funded within the FY27 budget.								
2	Department Name, Salary	Marcellis, Samantha	Administrator Position Number: 0020 Director, Counseling and Peer Support Department, Student Affairs Division	Administrator Position Number: 0020 Director, Counseling and Health Services Department, Student Affairs Division	D61 Exempt	D61 Exempt	11/2/2026	11/2/2026-6/30/2027
3	Department Name, Salary	Crowe, Thomas	Administrator Position Number: 0254 Director, Accessibility and Resources Services Department, Student Affairs Division	Administrator Position Number: 0254 Director, Compliance and Accessibility Department, Student Affairs Division	D61 Exempt	D61 Exempt	11/2/2026	11/2/2026-6/30/2027
4	Salary	Singleton, Greg	Administrator Position Number: 0027 Dean of Students, Student Affairs Division	Administrator Position Number: 0027 Dean of Students, Student Affairs Division	D72 Exempt	D72 Exempt	11/2/2026	11/2/2026-6/30/2027
Recommendation: Approve the changes with the effective dates noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-approved 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	Mancilla Zonido, Cristian	Specialist Position Number: 1297 Enrollment Services Specialist, Outreach and Enrollment Department	9/11/2026	9/11/2026-6/30/2027

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. 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 IT Professionals of the College of Lake County (ITPCLC), Lake County Federation of Teachers, IFT Local 504.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Vazquez, Alex	Specialist - Union Position Number: 1399 Help Desk Support Associate, Help Desk Department	9/11/2026	N/A
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

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	Lopez-Cruz, Mariel	Specialist Position Number: 1405 Student Organization Outreach and Program Coordinator, Student Activities and Inclusion	Specialist Position Number: 1770 Orientation and Success Programs Coordinator, Student Activities and Inclusion	11/2/2026	11/2/2026-6/30/2027
2	Streightiff, Ben	Part-time Classified Position Number: 1184 Web and Communications Associate, Bookstore	Union – Classified Position Number: 0105 Office Assistant, Campus Services	11/9/2026	N/A
3	Kamper, Jake	Specialist Position Number: 1779 College and Career Navigator, College and Career Navigation Department	Professional Position Number: 0135 Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division	11/2/2026	11/2/2026-6/30/2027
Recommendation: Approve the above action.					

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Craft, J'nai	Classified – Union Position Number: 1048 Custodian, Custodial, Southlake	9/23/2026
2	Resignation	Atwood, Alex	Classified – Union Position Number: 1865 Maintenance Engineer, Maintenance, Lakeshore	10/2/2026
3	Resignation	Humphrey, Janika	Classified – Union Position Number: 0388 Custodian, Custodial, Third Shift	10/13/2026
4	Resignation	Corpolongo, Nick	Specialist Position Number: 0942 Senior Program Coordinator, Judicial Services Department	10/16/2026
5	Resignation	Silva, Genesis	Specialist Position Number: 0195 Financial Aid Coordinator, Financial Aid Operations Department	10/23/2026
6	Resignation	Gergely, Laura	Administrator Position Number: 0806 Director Development, College Foundation Division	10/30/2026
7	Resignation	Cumpston, Ryan	Faculty Position Number: 0518 Instructor, Earth Sciences, Engineering, Math and Physical Sciences Division	12/15/2026
8	Retirement	Sparr, Patti	Classified Position Number: 0343 Senior Administrative Assistant, Outreach and On-Campus Experience Department	10/16/2026

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
9	Retirement	Alonso, Javier	Faculty Position Number: 0555 Instructor, Criminal Justice, Business and Social Sciences Division	7/30/2027
Recommendation: Approve the above action.				

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

6.1. POLICY 410 – SEMESTER CREDIT HOUR SYSTEM – REVISED – FIRST READING

Policy 410 - Semester Hour Credit System policy is presented for a First Reading. The revisions of this policy align with the 2030 Strategic Plan and the Lancer Success Framework's definition of student success.

The policy revision includes input obtained through the shared governance system.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action is requested at this time.

410 SEMESTER HOUR CREDIT SYSTEM
The unit of credit is the semester hour. The ~~regular~~ academic year is divided into two (2) semesters and a summer session.

Adopted 11/26/1968

Amended

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

6.2. POLICY 440 – STUDENT RECORDS POLICY – REVISED – FIRST READING

Policy 440- Student Records Policy is presented for a First Reading. The revisions of this policy align with the 2030 Strategic Plan and the Lancer Success Framework's definition of student success.

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 is requested at this time.

440 STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) of 1974, **codified at 20 U.S.C. § 1232g with implementing regulations at 34 C.F.R. Part 99**, establishes the right of students to inspect their records and limits the disclosure of the contents thereof to other individuals. The requirements for implementation of the Act, as amended, shall be set forth in the **Student Handbook and College Catalog and in the Student Rights and Responsibilities** and shall be available at offices that maintain student educational records.

Adopted 03/27/1979

Amended 06/27/2000

Amended

7. NEW BUSINESS

7.1. POLICY 978 – STAFF PERFORMANCE EVALUATION – NEW – SECOND READING

Board approval is requested for the new Staff Performance Evaluation policy. The adoption and implementation of this new policy replaces three existing employee group-specific evaluation policies with a single, comprehensive framework that provides greater consistency and clarity regarding staff performance evaluations and supports the College's 2030 Strategic Plan.

The policy has been reviewed by the College's legal counsel and vetted through CLC's shared governance system, which includes representation from all impacted staff.

There are no revisions for the Second Reading.

Recommendation: Approve Policy 978 – Staff Performance Evaluation.

7. NEW BUSINESS

978 STAFF PERFORMANCE EVALUATION

The College of Lake County is committed to recruiting, retaining, recognizing, and developing a qualified workforce to serve our students and community. Performance evaluation and feedback are essential tools for acknowledging achievements, supporting employee development, encouraging meaningful dialogue, fostering accountability and continuous improvement and aligning individual contributions with the College's mission, vision, values, and strategic priorities.

Annual Staff Performance Evaluations and Mid-Year Reviews provide eligible staff and their leaders with structured and documented opportunities to discuss performance, accomplishments, goals, and professional learning, provide two-way feedback, and ensure ongoing alignment between employee performance and institutional goals.

- An Annual Performance Evaluation is a formal and comprehensive assessment of an employee's work performance during the established evaluation period and a discussion of goals and aspirations for the upcoming year. It is completed once each fiscal year.
- A Mid-Year Review is a formal opportunity to discuss progress toward current-year goals, learning and development activities, and other professional aspirations. It is completed once each fiscal year.

This policy applies to all Board-appointed, regular, non-bargaining full-time and part-time staff. Performance evaluation requirements for employees covered by collective bargaining agreements shall be governed by the provisions of their respective agreements.

Adopted XX/XX/2026

7. NEW BUSINESS

7.2. POLICY 229 – ADMINISTRATIVE STAFF EVALUATION – DELETION – SECOND READING

Policy 229 – Administrative Staff Evaluation is presented for a Second Reading for deletion. Revised language of this policy has been incorporated into proposed new Policy 978 – Staff Performance Evaluation.

The policy deletion has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from all impacted staff. There are no revisions for the Second Reading.

Recommendation: Delete Policy 229 – Administrative Staff Evaluation.

~~229—ADMINISTRATIVE STAFF EVALUATION~~

~~Administrative staff members shall be evaluated periodically on their performance and achievements related to the charter of responsibility for the office to which they are assigned. The evaluation shall be conducted in accordance with written procedures, which shall be distributed to all staff members.~~

~~Adopted 11/27/79~~

~~Amended 10/27/81~~

~~Deleted~~

7. NEW BUSINESS

7.3. POLICY 511 – CLASSIFIED STAFF EVALUATION – DELETION – SECOND READING

Policy 511 – Classified Staff Evaluation is presented for a Second Reading for deletion. Revised language of this policy has been incorporated into proposed new Policy 978 – Staff Performance Evaluation.

The policy deletion has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from all impacted staff. There are no revisions for the Second Reading.

Recommendation: Delete Policy 511 – Classified Staff Evaluation.

511—CLASSIFIED STAFF EVALUATION

~~Each supervisor is required to annually evaluate the work performed of all Board established full and part-time employees under his/her supervision in accordance with the established classified evaluation procedures. The evaluation must be discussed with the employee.~~

~~Adopted 03/25/69~~

~~Amended 01/23/73~~

~~Amended 03/21/78~~

~~Amended 10/27/81~~

Deleted

7. NEW BUSINESS

7.4. POLICY 610 – PERFORMANCE EVALUATION – DELETION – SECOND READING

Policy 610 – Performance Evaluation is presented for a Second Reading for deletion. Revised language of this policy has been incorporated into proposed new Policy 978 – Staff Performance Evaluation.

The policy deletion has been reviewed by the College’s legal counsel and vetted through CLC’s shared governance system, which includes representation from all impacted staff. There are no revisions for the Second Reading.

Recommendation: Delete Policy 610 – Performance Evaluation.

610—PERFORMANCE EVALUATION

~~Each supervisor is responsible for conducting at least one (1) formal evaluation each year of the work performed by all regular Specialist Staff under his/her supervision. This annual evaluation shall be conducted in accordance with written procedures, which shall be distributed to specialist staff and supervisors.~~

~~Adopted 04/21/78~~

~~Amended 07/25/78~~

~~Amended 06/24/80~~

~~Amended 06/23/81~~

~~Amended 01/17/89~~

Deleted

7. NEW BUSINESS

7.5. AMENDMENT TO EMPLOYMENT AGREEMENT—INTERIM PRESIDENT

It is recommended that the Board of Trustees approve an amendment to the employment agreement for Dr. Kristen Jones to continue to serve as Interim President through June 30, 2027.

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

Recommendation: Approve the proposed Amendment to the Interim President employment agreement.