Regular Meeting

Tuesday, January 24, 2023 5:00 PM
Grayslake Campus, Room A011, 19351 West Washington Street, Grayslake, IL 60030

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
1. Chair's Report
2. Student Trustee's Report
3. President's Report
1. Dual Credits
2. Flexible Work Implementation
5. **Consent Agenda (Action Items)**
1. Approval of the Minutes
1. Closed Meeting Minutes of November 15, 2022*
2. Regular Meeting Minutes of December 13, 2022
3. Closed Meeting Minutes of December 13, 2022*
4. Action on Closed Meeting Minutes
5. Action on Closed Meeting Recordings
2. Financial
1. Resolution Approving Reimbursement of Business-Related Travel Expenses
2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report
3. Purchasing
1. Audio Visual Equipment for Lower Level Conference A (Mesa Electronics, Inc)
2. Curriculum Development Consulting Services and Management Software (Wisconsin Technical College System Foundations, Inc.)
4. Human Resources
1. New Hires
2. Probationary Period Completion
3. Promotions
4. Personnel and Position Changes
5. Resignations and Retirements
5. Contracts and Grants
6. Other
6. **Presentment of Board Policies and Objectives (Information Items)**
7. **New Business (Action Items)**
1. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for FY2023 Project Priorities
2. Brae Loch Culinary, A-Wing Culinary and Conference Center Contingency (Boller Construction Company, Inc.)
3. Policy 132 - Board Governing Principles - New - Third Reading
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

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 the need for confidentiality still exists as to the closed session minutes for the period from July 2022 through November 2022.

Recommendation: Determine that the closed session minutes from July 2022 through November 2022, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5.1.5. ACTION ON CLOSED MEETING RECORDINGS

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

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

February 22, 2021	Regular
March 16, 2021	Regular
April 6, 2021	Committee of the Whole
April 27, 2021	Regular

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

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

Lead Staff: Kevin Appleton, Vice President of Business Services and Finance

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

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

NOW BE IT RESOLVED that the Board of Trustees approves the reimbursement for business-related travel expenses in the amount of $3,652.25 for registration and travel associated with the November Illinois Community Colleges Trustees Association (ICCTA) Board of Representatives, committee meetings and the Association of Community College Trustees (ACCT) Governance Leadership Institute.

PASSED this 24th day of January 2023 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 APPROVING AND RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING MONTHLY FINANCIAL REPORT

Lead Staff: Kevin Appleton, Vice President, 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 Approval of Bills for Payment Policy 713; and

WHEREAS, the full details of the monthly financial report are contained in this document and a summary is attached hereto; and

WHEREAS, budget transfers in the amount of $237,990 are recommended to the Fiscal Year 2023 Budget and are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of $237,990.

PASSED this 24th day of January 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving and ratifying bills, authorizing budget transfers and accepting monthly financial report.

5. CONSENT AGENDA 2. FINANCIAL

FY 23 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	536000 02 00072 7020 01	Custodial	Office Services	$ 54,000.00		Temporary Staff Services
	517001 02 00072 7020 01	Custodial	Custodial Maintenance Staff/FT		$ 54,000.00	
2)	532000 57 00901 4020 01	Talent Development Services	Consultants	$ 130,000.00		Sales Empowerment Group Project
	512001 57 00901 4020 01	Talent Developments Services	Specialist Staff Full-Time		$ 80,000.00	
	512001 57 00910 4020 01	WPDI Operations	Specialist Staff Full-Time		$ 50,000.00	
3)	518000 27 27001 9010 01	Student Support/Comp Fee SD	Student Employees	$ 53,990.00		Student Employment
	592000 27 27001 9010 01	Student Support/Comp Fee SD	Student Grants and Scholarships		$ 33,990.00	
	599000 27 27001 9010 01	Student Support/Comp Fee SD	Other Expenditures		$ 20,000.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 237,990.00	$ 237,990.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 58.4 percent of budgeted revenues through November 2022. At the end of November 2021, the College had received 52.3 percent of the amount budgeted.

As of November 30, 2022, the College had received revenues equal to $41.5 million in Fiscal Year 2023 for local taxes. Local tax revenue is budgeted at $77.4 million for Fiscal Year 2023.

Also, as of November 30, 2022, student enrollment reflected 74.4 percent of the tuition revenue. At the end of November 2022, the College had received 71.6 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded. Comprehensive fees are initially recorded in the Education Fund. The adjustment to move the majority of these fees to other funds.

EXPENDITURES: The expenditures in the operating funds as of November 30, 2022, reflect 36.2 percent of budgeted expenditures for the year. In comparison, as of November 30, 2021, the College had expended 33.9 percent of the amount budgeted. The College is trending on track with the FY 2023 budget plan.

INVESTMENTS: November saw Treasury yields falling as the Federal Reserve signaled a slowdown in the pace of tightening as early as December while indicating more hikes to fight inflation. The Bloomberg U.S. Aggregate Index (Aggregate) gained 3.68 percent in November. As a whole, investment-grade (IG) credit returned 4.97 percent, AAA-rated bonds returned 2.41 percent, AA-rated bonds returned 4.85 percent, A-rated bonds returned 4.98 percent and BBB-rated bonds returned 5.41 percent.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

November 30, 2022

January 24, 2023

Educational Fund
Balance Sheet
As of November 30, 2022

ASSETS

CASH	
Cash In Bank	20,759,602.17
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	7,300.00
INVESTMENTS	
Repurchase Agreements	0.00
Treasury Bills	0.00
Certificates of Deposit	0.00
Other Investments	65,461,081.32
RECEIVABLES	
Taxes Receivable - Current Levy	32,730,949.49
Corp PRS Property Replacement Tax Receivable	626,196.03
Allowance for Uncollectable Tuition	(2,150,974.14)
Allowance Acct.Traffic Program	0.00
Governmental Claims Receivable	0.00
Chargebacks Receivables	0.00
Student Tuition Receivable	12,388,273.64
3rd Party Tuition Receivable	0.00
Vendor Receivables	0.00
Traffic System Tuition Receivable	0.00
Family Parenting Receivable	0.00
Contract System Receivable	0.00
Other Receivables	0.00
ACCRUED REVENUE	
Accrued Interest	0.00
Accrued State Apportionment	0.00
Other Accrued Revenue	19,936.72
INTER-FUND RECEIVABLE	
Receivable From Education Fund	84,436.46
Receivable From Maintenance Fund	1,791.43
Receivable From O.B.M. Fund	2,222,881.15
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	98,101.82
Receivable From Restricted Purpose Fund	22,942,600.86
Receivable From Working Cash	0.00
Tuition Receivable From Financial Aid	0.00
Receivable Form Other Funds	9,149,119.15
Deferred Expenses	
Deferred Expenses	36,027.50
TOTAL ASSETS	164,377,323.60

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	86,761.78
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	704,955.12
ACCRUED EXPENSES	
Accrued Expense	658,392.00
INTER-FUND PAYABLE	
Payable to Maintenance Fund	7,348.00
Payable to Education Fund	10,614,507.57
Payable to O. B. M. Funds	10,365,156.31
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	64,189.41
Payable to Restricted Purpose Fund	25,909,871.77
Payable to Working Cash Fund	0.00
Payable to Other Funds	25,145,254.10
DEFERRED REVENUES	
Property Taxes	29,418,910.42
Total Tuititon & Fees	0.00
Miscellaneous Deferred Revenues	0.00
OTHER LIABILITIES	
Other Liabilities	968,584.70
Vacation Accrual	2,807,342.68
FUND BALANCE	
Fund Balance	57,626,049.74
TOTAL FUND BALANCE	57,626,049.74
TOTAL LIABILITIES & FUND BALANCE	164,377,323.60

RECONCILIATION	
BEGINNING FUND BALANCE	38,721,962.95
ADD: REVENUE	60,244,910.21
LESS:EXPENDITURES	(36,233,990.42)
OPERATING TRANSFERS	(5,106,833.00)
ENDING FUND BALANCE	57,626,049.74

College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: November 30, 2022

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	31,619,854.89	52.49%	26,968,943.62	50.63%
CPPRT Corp Pers Prop Repl Tax	1,541,134.90	2.56%	593,052.09	1.11%
ICCB Credit Hour Grants	4,036,355.19	6.70%	3,752,095.29	7.04%
Vocational Education	297,745.50	0.49%	0.00	0.00%
Tuition	20,419,966.84	33.89%	19,919,084.90	37.40%
Graduation Fees	165.00	0.00%	330.00	0.00%
Transcript Fees	10,947.18	0.02%	40,374.95	0.08%
On-line Course Fee	479,416.94	0.80%	789,654.69	1.48%
Laboratory Fees	287,510.61	0.48%	304,880.27	0.57%
Payment Plan Enrollment Fee	0.00	0.00%	26,760.00	0.05%
Credit By Exam Fees	300.00	0.00%	50.00	0.00%
Comprehensive Fees	3,255,838.58	5.40%	3,246,719.14	6.10%
Activity Fee Adjustment	(2,410,718.00)	-4.00%	(2,346,102.00)	-4.40%
Gain(Loss) on Investment	595,538.29	0.99%	(70,834.07)	-0.13%
Sweep Accounts	54,956.17	0.09%	681.69	0.00%
Library Fines	286.50	0.00%	204.19	0.00%
Miscellaneous Revenue	45,877.27	0.08%	30,880.89	0.06%
Other Revenue/Rebates	11,849.35	0.02%	8,383.72	0.02%
Over Short	(2,115.00)	0.00%	1.00	0.00%
Total Income	60,244,910.21	100%	53,265,160.37	100%

EXPENDITURES				
Salaries	27,266,273.53	75%	27,351,050.08	76%
Employee Benefits	3,826,192.24	11%	3,988,709.68	11%
Contractual Services	2,243,319.50	6%	2,274,038.49	6%
General Material & Supplies	1,068,681.78	3%	1,019,647.48	3%
Travel/Conference Meeting Exp	215,218.15	1%	110,595.09	0%
Fixed Charges	524,562.44	1%	512,811.78	1%
Utilities	21,238.10	0%	14,299.75	0%
Capital Outlay	6,954.46	0%	22,891.85	0%
Other Expenditures	1,056,424.40	3%	541,474.08	2%
Total Expense	36,228,864.60	100%	35,835,518.28	100%
Beginning Fund Balance	38,721,962.95		35,908,206.69	
Add: Revenues	60,244,910.21		53,265,160.37	
Less: Expenses	(36,228,864.60)		(35,835,518.28)	
Operating Transfers	(5,106,833.00)		(5,942,906.00)	
Ending Fund Balance	57,631,175.56		47,394,942.78	

Operations & Maintenance Fund
Balance Sheet
As of November 30, 2022

ASSETS

CASH	
Cash In Bank	18,162,835.05
Illinois Funds	0.00
Petty Cash	0.00
Change Funds	0.00
INVESTMENTS	
Repurchase Agreements	0.00
Treasury Bills	0.00
Certificates of Deposit	0.00
RECEIVABLES	
Taxes Receivable - Current Levy	8,707,773.22
Governmental Claims Receivable	0.00
Vendor Receivables	15,842.05
Traffic System Tuition Receivable	0.00
Other Receivables	0.00
ACCRUED REVENUE	
Accrued Interest	0.00
Other Accrued Revenue	0.00
INTER-FUND RECEIVABLE	
Receivable From Education Fund	16,433.00
Receivable From O.B.M. Fund	1,702,269.28
Receivable From Bond/Int Fund	0.00
Receivable From Auxiliary Fund	0.00
Recivable From Restricted Purpose Fund	1,040,534.51
Receivable From Working Cash	0.00
Receivable Fom Other Funds	117,823.38
Deferred Expenses	
Deferred Expenses	204,422.50
TOTAL ASSETS	31,532,290.88

LIABILITIES AND FUND BALANCE

LIABILITIES	
CURRENT OBLIGATIONS PAYABLE	
Current Obligations Payable	0.00
ACCOUNTS PAYABLE	
Accounts Payable	142,522.24
ACCRUED EXPENSES	
Accrued Expense	0.00
INTER-FUND PAYABLE	
Payable to Education Fund	730,761.08
Payable to O. B. M. Funds	12,774,102.37
Payable to Bond & Interest Fund	0.00
Payable to Auxiliary Fund	72.24
Payable to Restricted Purpose Fund	48,778.53
Payable to Working Cash Fund	0.00
Payable to Other Funds	0.00
DEFERRED REVENUES	
Property Taxes	7,826,646.59
Miscellaneous Deferred Revenues	0.00
OTHER LIABILITIES	
Other Liabilities	0.00
FUND BALANCE	
Fund Balance	10,009,407.83
TOTAL FUND BALANCE	10,009,407.83
TOTAL LIABILITIES & FUND BALANCE	31,532,290.88

RECONCILIATION	
BEGINNING FUND BALANCE	5,137,158.56
ADD: REVENUE	8,361,065.65
LESS:EXPENDITURES	(3,488,816.38)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	10,009,407.83

College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: November 30, 2022

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,352,891.17	99.90%	7,174,754.40	98.81%
Building Rentals	1,225.00	0.01%	72,751.47	1.00%
Other Facility Rentals	0.00	0.00%	9,869.92	0.14%
Miscellaneous Revenue	6,949.48	0.08%	4,021.92	0.06%
Total Income	8,361,065.65	100%	7,261,397.71	100%
EXPENDITURES				
Salaries	1,623,875.52	47%	1,461,942.74	42%
Employee Benefits	575,514.76	16%	566,462.54	16%
Contractual Services	313,782.55	9%	342,383.28	10%
General Material & Supplies	251,262.49	7%	72,854.46	2%
Travel/Conference Meeting Exp	3,814.11	0%	4,062.81	0%
Fixed Charges	165,191.34	5%	166,954.17	5%
Utilities	521,306.35	15%	784,107.32	23%
Capital Outlay	38,408.02	1%	67,800.92	2%
Other Expenditures	(4,338.76)	0%	(14,073.47)	0%
Total Expense	3,488,816.38	100%	3,452,494.77	100%
Beginning Fund Balance	5,137,158.56		5,417,145.32	
Add: Revenues	8,361,065.65		7,261,397.71	
Less: Expenses	(3,488,816.38)		(3,452,494.77)	
Operating Transfers	0.00		(788,938.00)	
Ending Fund Balance	10,009,407.83		8,437,110.26	

5.3.1. AUDIO VISUAL EQUIPMENT FOR LOWER LEVEL CONFERENCE A

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management Services

Funding Source: FY 2021 surplus

Funding Request: n/a

Bid	Amount
Mesa Electronics, Inc.*	$207,269.74
SHI International Corporation	$210,081.86
Conference Technology, Inc.	$260,837.82
ACP CreativeIT	$265,480.76
22Tones/BIP66, LLC	$274,869.00
Applied Communications Group	$313,784.69

**Recommended*

Explanation of Purchase: This purchase is for an audiovisual (AV) integrator, AV equipment, installation and commissioning for the lower level A-wing conference center on the Grayslake campus.

Recommendation: Approve a purchase with Mesa Electronics, Inc. of Lombard, Illinois in a not-to-exceed total amount of $207,269.74.

5.3.2. CURRICULUM DEVELOPMENT CONSULTING SERVICES AND MANAGEMENT SOFTWARE

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

Funding Source: Strengthening Career and Technical Education for the 21st Century Act (Perkins V) and FY 2023 budget

Funding Request: n/a

Bid	Amount
Wisconsin Technical College System Foundation, Inc.*	$102,000.00

**Recommended*

Explanation of Purchase: This purchase is for services and software to develop College of Lake County's (CLC) Career Pathways and Programs of Study (PoS) that meet the Illinois Community College Board's (ICCB) Quality Criteria. This continues a body of work with the Worldwide Instructional Design System (WIDS) team over the past two years to support CLC in achieving high quality curriculum relevant to industry needs and establishing clear curriculum pathways. The collaborative input process engages faculty, industry and P20 partners.

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 agreement with Wisconsin Technical College System Foundation, Inc. of Madison, WI from April 1, 2023, through March 31, 2024, in a not-to-exceed total amount of $102,000.00.

5.4.1. NEW HIRES

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Stephan, Yao-Chun	N/A	Administrator Position Number: 1307 Controller, Finance Department	N/A	D71 $155,400/ Annual Exempt	1/17/2023	1/17/2023 - 6/30/2023
2	Butler, John	N/A	Administrator Position Number: 1834 Director of Corporate and Foundation Relations, College Foundation	N/A	D71 $119,600/ Annual Exempt	2/13/2023	2/13/2023 - 6/30/2023
3	Gergely, Laura	N/A	Professional Position Number: 0806 Director of Development, College Foundation	N/A	C52 $106,900/ Annual Exempt	2/13/2023	2/13/2023 - 6/30/2023
4	Ward, Catherine	N/A	Professional Position Number: 1863 Capital Project Manager, Capital, Sustainability and Construction Management Services	N/A	C45 $80,000/ Annual Exempt	2/13/2023	2/13/2023 - 6/30/2023

Recommendation: Approve the above full-time employment.

5.4.2 PROBATIONARY PERIOD COMPLETION

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-appointed positions, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialists.

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
1	Blackburn, Vanesha	Specialist Position Number: 1770 Orientation and Success Programs Coordinator, Student Academic Success	N/A	C41 $51,000/ Annual Exempt	N/A	Date of Probationary Completion: 12/3/2022	12/3/2022 - 6/30/2023
2	Hernandez, Itzel	Specialist Position Number: 1103 Academic Success Advisor, Advising and Retention	N/A	B32 $49,388/ Annual Exempt	N/A	Date of Probationary Completion: 12/3/2022	12/3/2022 - 6/30/2023
3	Wrobel, Beth	Specialist Position Number: 1683 Therapist, Counseling and Psychological Services	N/A	C42 $55,500/ Annual Exempt	N/A	Date of Probationary Completion: 12/3/2022	12/3/2022 - 6/30/2023
4	Peil, Drake	Specialist Position Number: 1849 Laboratory Specialist, Welding	N/A	B22 $19.53/Hour Non-exempt	N/A	Date of Probationary Completion: 12/17/2022	12/17/2022 - 6/30/2023

Recommendation: Approve the above full-time employment.

5.4.2 PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employee has successfully completed the appropriate probationary period and is being recommended for continued employment, in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the Illinois Fraternal Order of Police Labor Council.

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
1	Lemoine, Rachel	Classified-Union Position Number: 0122 Telecommunicator, Police Department	N/A	$21.25/Hour Non-exempt	N/A	Date of Probationary Completion: 12/6/2022	N/A

Recommendation: Approve the above full-time employment.

AGENDA ITEM 5.4.3. PROMOTIONS

The following employees applied for and have been selected for a promotion in the Board-approved positions noted below.

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Jocson, Joseph	Specialist Position Number: 1495 Human Resources Specialist, Human Resources	Specialist Position Number: 1022 Human Resources Generalist, Human Resources	B24 $25.23/ Hour Non-Exempt	B32 $58,900/ Annual Exempt	1/30/2023	1/30/2023 - 6/30/2023
2	Villa, Rudy	Union – Classified Position Number: 0104 Shipping and Receiving Technician, Campus Services	Union – Classified Position Number: 1743 Campus Services Lead, Campus Services	$16.38/ Hour Non-Exempt	$20.53/ Hour Non-Exempt	Probationary Period Completed: 1/6/2023	N/A
3	Armstrong, Sara	Specialist Position Number: 1733 Software Developer, Application Development	Specialist Position Number: 1733 Senior Software Developer, Application Development	C41 $63,356/ Annual Exempt	C43 $66,976/ Annual Exempt	1/1/2023	1/1/2023 - 6/30/2023
4	Rios Martinez, Liz	Classified Position Number: 0318 Senior Administrative Assistant, Southlake Campus	Classified Position Number: 1403 Office Manager, Southlake Campus	B23 $22.96/ Hour Non-Exempt	B24 $24.34/ Hour Non-Exempt	1/30/2023	N/A
5	Cushing, Jacob	Administrator Position Number: 1222 Director, Student Records and Global Engagement	Administrator Position Number: 1762 Director, Student Recruitment and Onboarding	D61 $96,968/ Annual Exempt	D61 $109,000/ Annual Exempt	1/30/2023	1/30/2023 - 6/30/2023
Recommendation: Approve the above actions.							

5.4.4. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends the reassignment of a vacant specialist position for Cybersecurity, Information Technology. The position change is funded through existing budget resources.								
1	Title, Job Grade	Vacant	Specialist Position Number: 0182 IT Project Coordinator, Information Technology	Specialist Position Number: 0182 Cybersecurity Analyst, Information Technology	B23 Non-exempt	C41 Exempt	1/25/2023	TBD
Administration recommends the reassignment of two vacant staff positions for Finance. The position changes are funded through existing budget resources.								
1	Title, Job Grade, Classification	Vacant	Full-time Classified Position Number: 0291 Accounting Associate, Finance	Full-time Specialist Position Number: 0291 Senior Accountant, Finance	B22 Non-exempt	C41 Exempt	1/25/2023	TBD
2	Title, Job Grade, Status, Classification	Vacant	Part-time Classified Position Number: 0299 Accounting Associate, Finance	Full-time Specialist Position Number: 0299 Accountant, Finance	B22 Non-exempt	C41 Exempt	1/25/2023	TBD
Recommendation: Approve the position changes effective January 25, 2023.								

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Dulaney, Wes	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	1/6/2023
2	Resignation	Horstein, Dana	Faculty Position Number: 0462 Instructor, ELI/English, English Language Instruction	1/9/2023
3	Resignation	Kairamkonda, Isha	Specialist Position Number: 1135 Lead Software Developer, Application Development	1/13/2023
4	Resignation	Villanueva, Sandra	Administrator Position Number: 0035 Director, Institituional Effectivness, Planning and Research	1/27/2023
5	Resignation	Locher, Mary	Professional Position Number: 1318 Assistant Controller, Student Accounting	1/20/2023
6	Retirement	Thompson, Marcy	Specialist Position Number: 0311 Grant Writer, Resource Development and Legislative Affairs	2/28/2023
7	Retirement	Harlan, Darryl	Professional Position Number: 0117 Lieutenant, Police Department	12/31/2026 Eligible for Policy 925 and Policy 930
8	Retirement - Revised Date Request	Hensel, Barbara	Classified Position Number: 0310 Office Associate*, Small Business Development/International Trade Center	8/31/2023 Eligible for Policy 925 and Policy 930

Recommendation: Approve the above actions.

7. NEW BUSINESS

7.1. RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) FOR FISCAL YEAR 2023 PROJECT PRIORITIES

Lead Staff: Kevin Appleton, Vice President of Business Services and Finance

Background: In June 2022, the Board approved the FY2023 budget that included $5,106,833 in planned surplus investments and the transfer of the funds to complete the specific projects included in the budget proposal. In alignment with prior practice, a secondary request is brought forward in January to ensure remaining resources are available per the audit outcomes. The items outlined below represent planned strategic investments and carry-over items from the FY2023 budget process. A summary of the allocation and available surplus resource is provided below. Estimated net available resources will be integrated in the FY2024 budget and planning process.

This resolution authorizes the transfer of up to $1,814,688 to the Operations and Maintenance Fund (Restricted) to address strategic priorities. Administration will seek approval prior to the use of these funds in accordance with Board Policy.

The planned allocations and strategic investments for this FY2023 Mid-year Request are as follows:

Allocation or Investment	**Amount**
Student Employment Wages: to address unmet needs associated with department-level requests	$155,207
Laptops for remote-work-eligible employees and on-campus flexible work location	$250,000
IT Security Operations Center	$200,000
Student Portal Project: added funding to address emerging needs	$220,000
Facilities Maintenance Contracts: to address escalation of contract costs	$79,786
B3 Energy Information Software Renewal	$10,200
Police Radios for Emergency Communications	$300,000
Additional Audit Costs – RSM US LLP Services & Visual Lease Software (GASB 87; GASB 96)	$37,000
Cloud-based software to operate monument sign	$11,000
Digital Redesign Project: Content production for website	$325,000
Cotter Consulting Project Management	$104,040
table continues on next page	

7.1. RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) FOR FISCAL YEAR 2023 PROJECT PRIORITIES (CONTINUED)

Allocation or Investment	Amount
National Association of College and University Business Officers (NACUBO) Study	$22,455
Geothermal System Repair	$100,000

Recommended Sources of Funds: Estimated FY2022 Surplus	$1,814,688

Summary of Available FY2022 Surplus Resources:

Total Estimated FY2022 Surplus Available = $8,567,096

Allocation of Resource in FY2023 Budget Approval (June 2022) = $5,106,833

Mid-Year Allocation Request (January 2023) = $1,814,688

Net Available FY2022 Surplus = $1,645,575

Recommendation: Adopt the resolution authorizing the transfer of available funds totaling up to $1,814,688 to the Operations and Maintenance Fund (Restricted) for FY2023 project priorities.

7. NEW BUSINESS

RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) AND APPROVE PROJECT PRIORITIES

WHEREAS, there is a need to allocate resources to support the advancement of strategic priorities within the FY2023 budget; and

WHEREAS, the operating funds have adequate funds available; and

WHEREAS, the Board of Trustees deems that it is in the interest of the College's long-range financial plans that the Operations and Maintenance Fund (Restricted) receive up to $1,814,688 from the funds listed above.

NOW THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 532, Lake County, Illinois as follows:

Section 1. That the statements in the preamble of this resolution are hereby found to be true and correct.

Section 2. That this Board of Trustees does hereby authorize the permanent transfer of up to $1,814,688 to the Operations and Maintenance Fund (Restricted).

Section 3. That the Treasurer of the College District is hereby authorized and directed to take all steps necessary to record appropriate entries on the College's ledgers to complete the transfer of funds as directed.

Section 4. That the Board of Trustees does hereby authorize the funding of these strategic priorities totaling $1,814,688

Section 5. That the Secretary is directed to file a certified copy of this resolution with the Treasurer.

Trustee _____ moved that the foregoing resolution be adopted, and Trustee _____ seconded the motion. Upon the roll being called, the members voted as follows:

AYE:_____

NAY:_____

The Chair declared the resolution duly adopted on January 24, 2023.

7.2. BRAE LOCH CULINARY, A-WING CULINARY AND CONFERENCE CENTER CONTINGENCY

Lead Staff: Sue Kilby, Director, Capital, Sustainability and Construction Management Services

Funding Source: FY 2020 and 2021 surplus, 2022 general obligation bond

Funding Request: n/a

Bid	Amount
Boller Construction Company, Inc.*	$305,320.00

**Recommended*

Explanation of Purchase: This item is to include a 10% contingency as part of the approval of the contract previously awarded in November 2022 to Boller Construction Company, Inc. to cover unexpected costs that may arise during the interior renovations of the culinary and conference center spaces on the Grayslake campus and Brae Loch Culinary spaces. The 10% contingency was not included in the Board action item previously approved.

Recommendation: Approve a 10% contingency as part of the approval of the contract with Boller Construction Company, Inc. of Waukegan, Illinois in a not-to-exceed total amount of $305,320.00.

7. NEW BUSINESS

7.3. POLICY 132 – BOARD GOVERNING PRINCIPLES – NEW – THIRD READING

Policy 132 – BOARD GOVERNING PRINCIPLES, is presented for a Third reading and approval.

Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College operations.

Policy 132 is based on previous Board discussions to achieve standards of practice and clarity in the roles and responsibilities of the Board and President to ensure aligned leadership, a collaborative environment and support of the mission, vision and values of the College.

Policy 132 has been reviewed by the College's legal counsel. Changes since the Second Reading are highlighted in blue and reflect changes presented as the Third Reading.

Recommendation: Approve Policy 132 – Board Governing Principles.

7.3. POLICY 132 – BOARD GOVERNING PRINCIPLES – NEW – THIRD READING (CONTINUED)

132 BOARD GOVERNING PRINCIPLES

~~It is expected that each member of~~ ~~t~~The College of Lake County Board of Trustees ~~accepts responsibility to uphold and~~ supports the Governing Principles as outlined below to promote an environment of respectful, effective and accountable governance.

Governance and action of the Board is defined within, but not limited to, the Illinois Public Community College Act, the State Officials and Employee Ethics, Act, the Illinois Open Meetings Act, and College Policy. Trustees affirm their commitment to uphold the duties/obligations under applicable state and federal laws and College policies (Policy 105) during their oath of office.

1. The primary focus of the board is to ~~develop and support~~ define and advance the mission and vision of the ~~organization~~ College to ensure ~~an~~ equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves. The board's decisions ~~are focused on the organizational purpose and~~ ~~should~~ align with its defined duties under Policy 105. ~~building a collaborative student-focused culture.~~

2. Trustees commit to developing and maintaining positive relations with fellow board members and the president. This is achieved through timely, respectful open and honest communication, as well as mutual support of one another. ~~Trustees emulate the values of the organization as they work in partnership with the president to achieve common goals.~~

3. The board and the president work ~~in partnership~~collaboratively to establish strategic priorities, develop and achieve common goals and set clear expectations.

~~3~~4. The board governs as ~~a whole body~~ one unit and not as individuals (Policy 107). No individual trustee has legal authority to determine or implement policies, programs or procedures or to direct staff or students. Authority rests with the entire board through ~~its~~ official actions in meetings and ~~through~~ its established policy and strategic direction for the ~~organization~~ College. Once the board has ~~decided~~ enacted a policy or ~~decision through official actions~~ decided an issue, ~~individual~~ trustees should support administration's implementation of the board's decision. ~~the position publicly through a unified voice as no individual member has the power to act in the name of the College.~~

~~4~~5. Trustees demonstrate a commitment to informed and ethical practice, as well as their fiduciary responsibility for sound budgetary and fiscal management. Trustees commit to following college policies that apply to elected or appointed officials and support administration's implementation of college policies in the

7.3. POLICY 132 – BOARD GOVERNING PRINCIPLES – NEW – THIRD READING (CONTINUED)

management of the college. College Policies specific to the Board of Trustees are contained in Sections 100 and 900 of the Policy Manual.

6. Trustees commit to prepare for and attend scheduled meetings~~, prepare for meetings through review of materials provided,~~ and follow established board communication protocols ~~established by the board and president~~ for requests for information or clarification ahead of meetings to allow for informed and timely decisions. ~~Trustees should commit to referring contacts from employees, students and community residents to the board chair or president so that an appropriate administrator with knowledge of the subject or the contact can follow up or respond accordingly, as individual trustees are not involved in the day-to-day operations of the college. Trustees will follow all college policies.~~

7. Trustees recognize that they are not involved in the day-to-day operations of the College and that individual trustees have no legal authority to commit the College in any way (Policy 118). For these reasons, trustees should commit to referring contacts from employees, students and community residents to the board chair or president so that an appropriate administrator with knowledge of the subject or the contact can follow up or respond accordingly~~, as individual trustees are not involved in the day-to-day operations of the college.~~ ~~Trustees will follow all college policies.~~

~~5. The board derives authority from and is accountable to the community as a whole. Trustees are responsible to the well-being of the entire community. Trustees will not use their position to benefit themselves, family members, associates, or personal interests.~~

~~6. The board and the president work in partnership to pursue shared purpose and establish strategic priorities, establish mutual and clear expectations, demonstrate trust and support, establish and follow agreed-upon communication protocols, and publicly support each other. Trustees promote a healthy working relationship with the president through timely, respectful, open and honest communication. Trustees refer contacts from employees, students and community residents to the president.~~

~~*(continued)*~~

~~7~~8. The board is focused on its policy-making function which guides ~~how~~ administration of the ~~c~~College (Policy 105) ~~shall be administered~~. ~~Authority for the~~ ~~a~~Administration of policy, programs, services, implementation of board actions and conducting college business and operations is delegated to the college president (Policy 118). ~~Trustees respect this delegation of authority to the president.~~

7.3. POLICY 132 – BOARD GOVERNING PRINCIPLES – NEW – THIRD READING (CONTINUED)

~~8. The board fulfills its fiduciary responsibility for sound budgetary and fiscal management by reviewing financial reports and following established procedures to allow staff to address questions accurately.~~

~~9~~8. Trustees ~~engage in the college community and as lifelong learners by devoting~~ devote time to professional development as a group and individually to enhance their knowledge of the ~~c~~College, the community college system and higher education issues. Trustees also devote time to ~~and~~ participate in college events ~~as appropriate~~.

~~9~~10. The board endeavors to engage in annual self-evaluation and professional ethics.

Adopted XX/XX/XXXX