Regular Meeting

Tuesday, June 27, 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**
1. Public Hearing on Fiscal Year 2024 Budget on June 27, 2023
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
1. Chair's Report
2. Student Trustee's Report
3. President's Report
1. FY2023 Annual Pre-audit Presentation
5. **Consent Agenda**
1. Approval of the Minutes
1. Regular Meeting Minutes of April 25, 2023
2. Regular Meeting Minutes of May 23, 2023
3. Closed Meeting Minutes of May 23, 2023
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. Furniture for T-Suite Division Offices
2. Maintenance, Repair and Operational Supplies
3. Industrial Technology Equipment
4. Automotive Technology and Collision Repair Electric Vehicles
5. Automotive Technology and Collision Repair Electric Vehicle
6. Fire Systems Testing and Maintenance
7. Shipping Services
8. Commercial Driver's License (CDL) Training School
9. Consultant for Enterprise Resource Planning (ERP) Replacement
10. Web-Based English as a Second Language (ESL) Instructional Program
11. Beverage Vending Services
12. Photography Services
13. Specialty Food Supplies for Hospitality and Culinary Management
14. Hotspots and Broadband Internet Services
15. Investment Advisory Services
16. Bookstore General Merchandise
4. Human Resources
1. New Hires
2. Probationary Period Completion
3. Personnel and Position Changes
4. Promotions
5. Resignations and Retirements
5. Contracts and Grants
6. Other
6. **Presentment of Board Policies and Objectives**
7. **New Business (Action Items)**
1. Personnel and Position Changes - Reorganizations
2. Personnel and Position Changes

3. Contract: Vice President of Strategic Advancement/Chief of Staff
4. Contract: Vice President of Community and Workforce Partnerships
5. Resolution Adopting Fiscal Year 2024 Budget
6. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for Fiscal Year 2024 Project Priorities
7. Enterprise Resource Planning (ERP) Implementation Partner
8. EAB Navigate Technology Platform
9. IT Software Licensing, Maintenance and Subscription Agreements
10. Library Database Fees, Research Materials and Hosting Fees
11. Course Materials and Digital Content
12. Annual Postage
13. Food Service Management
14. Workforce and Professional Development Institute (WPDI) Independent Contractors
15. Judicial Services Contractors
16. Project Management Services
17. Main Entrance Upgrade
18. Urban Farm Center Architectural Services
19. Resolution Authorizing the Submittal of the Fiscal Year 2025 Resource Allocation Management Plan (RAMP)
20. Appoint Legal Counsel and Authorization to Approve Legal Services Agreement
21. Fiscal Year 2024 Priorities of the President
22. 2023-2024 Annual Base Salary Increase: President

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

College of Lake County
Community College District No. 532
June 27, 2023, 5:00 PM
Room A011
19351 W. Washington St., Grayslake, IL

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a regular meeting on Tuesday, June 27, 2023, at 5:00 PM, in Room A011, 19351 W. Washington St., Grayslake, Illinois. For purposes of convenience or for those who do not wish to attend the meeting in person, the College will live stream the meeting via YouTube at: https://youtu.be/8q3WKt9MWdE.

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 are asked to provide their name via email to president@clcillinois.edu by 3:00 PM on the date of the meeting**.** Individuals will be called to the podium when it is their time and provided three minutes to address the Board.

Agenda for Regular Meeting of June 27, 2023

AGENDA

I. Call to Order and Roll Call

II. Approval of the Agenda

   A. Public Hearing on Fiscal Year 2024 Budget on June 27, 2023

III. Receipt of Notices, Communications, Hearings and Petitions

IV. Reports

   A. Chair's Report
   B. Student Trustee's Report
   C. President's Report
      1. FY2023 Annual Pre-audit Presentation

V. Consent Agenda

   A. Approval of the Minutes
      1. Regular Meeting Minutes of April 25, 2023
      2. Regular Meeting Minutes of May 23, 2023
      3. Closed Meeting Minutes of May 23, 2023
   B. Financial
      1. Resolution Approving Reimbursement of Business-Related Travel Expenses
      2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report
   C. Purchasing
      1. Furniture for T-Suite Division Offices (Allsteel, Inc. c/o Midwest Office Interiors, Inc.)
      2. Maintenance, Repair and Operational Supplies (W.W. Grainger, Inc.)
      3. Industrial Technology Equipment (Moss Educational & Industrial Training Solutions)
      4. Automotive Technology and Collision Repair Electric Vehicles (Libertyville Chevrolet, Inc.)
      5. Automotive Technology and Collision Repair Electric Vehicle (Lexus of Highland Park)
      6. Fire Systems Testing and Maintenance (Fox Valley Fire & Safety Co., Inc.)
      7. Shipping Services (United Parcel Services of America, Inc.)
      8. Commercial Driver's License (CDL) Training School (Kotra Driving School)
      9. Consultant for Enterprise Resource Planning (ERP) Replacement (SharperPoint Consulting Group, LLC)
      10. Web-Based English as a Second Language (ESL) Instructional Program (Burlington English Inc.)
      11. Beverage Vending Services (Pepsi Cola General Bottling, Inc.)
      12. Photography Services (Various Vendors)

13. Specialty Food Supplies for Hospitality and Culinary Management (Various Vendors)
14. Hotspots and Broadband Internet Services (T-Mobile USA, Inc.)
15. Investment Advisory Services (PFM Asset Management LLC)
16. Bookstore General Merchandise (Various Vendors)

D. Human Resources**
1. New Hires
2. Probationary Period Completion
3. Personnel and Position Changes
4. Promotions
5. Resignations and Retirements

E. Contracts and Grants (none)

F. Other (none)

VI. Presentment of Board Policies and Objectives (none)

VII. New Business (Action Items)
A. Personnel and Position Changes - Reorganizations
B. Personnel and Position Changes
C. Contract: Vice President of Strategic Advancement/Chief of Staff
D. Contract: Vice President of Community and Workforce Partnerships
E. Resolution Adopting Fiscal Year 2024 Budget
F. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for Fiscal Year 2024 Project Priorities
G. Enterprise Resource Planning (ERP) Implementation Partner (Incline Alchemy, Inc.)
H. EAB Navigate Technology Platform (EAB Global, Inc.)
I. IT Software, Licensing, Maintenance and Subscription Agreements (Various Vendors)
J. Library Database Fees, Research Materials and Hosting Fees (Various Vendors)
K. Course Materials and Digital Content (Various Vendors)
L. Annual Postage (United States Postal Service)
M. Food Service Management (Aladdin Food Management Services, LLC)
N. Workforce & Professional Development Institute (WPDI) Independent Contractors (Various Vendors)
O. Judicial Services Contractors (Various Vendors)
P. Project Management Services (Cotter Consulting, Inc.)
Q. Main Entrance Upgrade (Maneval Construction Company Inc.)
R. Urban Farm Center Architectural Services (Demonica Kemper Architects)
S. Resolution Authorizing the Submittal of the Fiscal Year 2025 Resource Allocation Management Plan (RAMP)
T. Appoint Legal Counsel and Authorization to Approve Legal Services Agreement

U. Fiscal Year 2024 Priorities of the President
V. 2023-2024 Annual Base Salary Increase: President

VIII. Executive Session (Closed)

IX. Other Matters for Information or Discussion

X. Adjournment

*Confidential
** **Note:** Copies of all proposed employee contracts are available at *http://dept.clcillinois.edu/pre/contracts/contractsjune2023.pdf* or by contacting the CLC Human Resources office at 19351 W. Washington Street, Room T102, Grayslake, IL.

II. AGENDA

AGENDA ITEM II.A. PUBLIC HEARING ON FISCAL YEAR 2024 BUDGET ON JUNE 27, 2023

The public hearing on the Fiscal Year 2024 Budget is included as part of the regular Board meeting scheduled for 5:00 p.m. on June 27, 2023. The format for the hearing is as follows:

1. Chair calls the hearing to order.
   Chair makes reference to the notice of the hearing published in the *Daily Herald* and *Lake County News Sun*. Business Services & Finance has made the budget on file and conveniently available for public inspection at the College of Lake County public website (www.clcillinois.edu/budget).
2. Chair opens the hearing for questions from the audience regarding the proposed Fiscal Year 2024 Budget.
3. At the conclusion of questions and discussions on the proposed Fiscal Year 2024 Budget, the Chair declares the public hearing closed.

As published May 26, 2023 in the *Daily Herald* and *Lake County News Sun* newspapers.

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, that commencing at 10:00 a.m. on May 26, 2023, a tentative budget for said District for the fiscal year beginning July 1, 2023, and ending June 30, 2024, will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the College of Lake County website (www.clcillinois.edu/budget).

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 5:00 p.m. on the 27th day of June 2023 at 19351 West Washington Street, Room A011, Grayslake, Illinois.

DATED at Grayslake, Illinois this 23rd day of May 2023.

Board of Trustees, Community College District No. 532
County of Lake and State of Illinois

Published in Daily Herald May 26, 2023 (4600386)

AGENDA ITEM V.B.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 $8,409.49 for travel associated with the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), Governance Leadership Institute (GLI), National Institute for Staff and Organizational Development (NISOD) and the Illinois Community College Trustees Association (ICCTA) meeting.

PASSED this 27th day of June 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.

AGENDA ITEM V.B.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 $192,003.49 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 in the board portal, accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of $192,003.49.

PASSED this 27th day of June 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.

V. CONSENT AGENDA B. FINANCIAL

FY 23 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	536000 02 00072 7020 01	Custodial	Office Services	$ 27,000.00		Temporary Employees Payment
	517001 02 00072 7020 01	Custodial	Custodial Maintenance Staff/FT		$ 27,000.00	
2)	532000 57 00901 4020 01	Talent Development Services	Consultants	$ 69,750.00		Support Sales Lead Generation and B2B
	512002 57 00901 4020 01	Talent Development Services	Specialist Staff PT		$ 10,920.78	Marketing Contract
	513002 57 00901 4020 01	Talent Development Services	Faculty PT		$ 14,655.00	
	541002 57 00901 4020 01	Talent Development Services	Instructional Supplies		$ 32,000.00	
	551000 57 00901 4020 01	Talent Development Services	Conference/Meeting Expenses		$ 2,800.00	
	539000 57 00901 4020 01	Talent Development Services	Other Contractual Services		$ 4,386.00	
	553000 57 00901 4020 01	Talent Development Services	Travel Out-of-District		$ 1,100.00	
	546000 57 00901 4020 01	Talent Development Services	Publications and Dues		$ 956.26	
	552000 57 00901 4020 01	Talent Development Services	Travel Local		$ 950.00	
	547000 57 00901 4020 01	Talent Development Services	Advertising		$ 100.00	
	599000 57 00901 4020 01	Talent Development Services	Other Expenditures		$ 100.00	
	544003 57 00901 4020 01	Talent Development Services	Postage		$ 75.00	
	516001 57 00900 4020 01	Workforce & Professional Devel	Clerical Staff FT		$ 1,706.96	
3)	534009 02 00093 8040 01	Campus Services	Computer Hardware Maintenance	$ 47,000.00		Centralized Print Management Payment
	541010 02 00093 8040 01	Campus Services	Computer Supplies		$ 47,000.00	

4)	539000 57 00906 4010 01	Professional Development	Other Contractual Services	$ 48,253.49		CDL Training
	519001 57 00910 4020 01	WPDI-Operations	Seasonal PT Flex		$ 14,764.77	
	547000 57 00910 4020 01	WPDI-Operations	Advertising		$ 12,200.00	
	532000 57 00910 4020 01	WPDI-Operations	Consultants		$ 5,200.00	
	518000 57 00910 4020 01	WPDI-Operations	Student Employee		$ 4,920.00	
	539000 57 00910 4020 01	WPDI-Operations	Other Contractual Services		$ 3,370.00	
	512001 57 00910 4020 01	WPDI-Operations	Specialist Staff FT		$ 2,251.00	
	544002 57 00910 4020 01	WPDI-Operations	Computer Software		$ 2,000.00	
	542000 57 00910 4020 01	WPDI-Operations	Printing		$ 492.30	
	541001 57 00910 4020 01	WPDI-Operations	Office Supplies		$ 473.02	
	585000 57 00910 4020 01	WPDI-Operations	Equipment Office		$ 440.07	
	544003 57 00910 4020 01	WPDI-Operations	Postage		$ 100.00	
	546000 57 00910 4020 01	WPDI-Operations	Publication and Dues		$ 100.00	
	551000 57 00910 4020 01	WPDI-Operations	Conference Meeting Expense		$ 100.00	
	553000 57 00910 4020 01	WPDI-Operations	Travel/Out-of-District		$ 100.00	
	559000 57 00910 4020 01	WPDI-Operations	Other Conference & Meeting Exp		$ 88.06	
	552000 57 00910 4020 01	WPDI-Operations	Travel/Local		$ 50.00	
	541010 57 00910 4020 01	WPDI-Operations	Computer Supplies		$ 20.22	
	547000 57 00906 4010 01	Professional Development	Advertising		$ 500.00	
	585000 57 00906 4010 01	Professional Development	Equipment Office		$ 400.00	
	546000 57 00906 4010 01	Professional Development	Publications and Dues		$ 246.63	
	541009 57 00906 4010 01	Professional Development	Other Supplies		$ 137.42	
	544003 57 00906 4010 01	Professional Development	Postage		$ 100.00	
	544001 57 00906 4010 01	Professional Development	Audio Visual		$ 100.00	
	551000 57 00906 4010 01	Professional Development	Conference & Meeting Expense		$ 100.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 192,003.49	$ 192,003.49	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 69.2 percent of budgeted revenues through April 2023. At the end of April 2022, the College had received 64.4 percent of the amount budgeted.

As of April 30, 2023, the College had received revenues equal to $43.4 million in FY2023 for local taxes. Local tax revenue is budgeted at $77.4 million for Fiscal Year 2023.

Also, as of April 30, 2023, student enrollment reflected 92.4 percent of the tuition revenue. At the end of April 2022, the College had received 82.8 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 April 30, 2023, reflect 77.9 percent of budgeted expenditures for the year. In comparison, as of April 30, 2022, the College had expended 68.4 percent of the amount budgeted. The College is trending on track with the FY2023 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

April 30, 2023

Agenda Item V.B.2.
June 27, 2023

Balance Sheet - Fund 01
Balance Sheet
As of April 30, 2023

ASSETS

CASH	
Cash In Bank	7,204,324.58
Change Funds	8,800.00
INVESTMENTS	
Other Investments	49,465,326.23
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)
Student Tuition Receivable	10,630,006.28
Vendor Receivables	1,123.07
INTER-FUND	(27,128,607.03)
Prepaid Expenses	
Prepaid Expenses	44,603.00
TOTAL ASSETS	71,431,747.51

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	74,416.31
ACCOUNTS PAYABLE	
Accounts Payable	318,435.42
ACCRUED EXPENSES	
Accrued Expense	658,392.00
DEFERRED REVENUES	
Property Taxes	29,418,910.42
Total Tuititon & Fees	6,306,368.66
Miscellaneous Deferred Revenues	972,445.32
OTHER LIABILITIES	
Other Liabilities	969,374.70
Vacation Accrual	2,963,550.33
TOTAL LIABILITIES	$ 41,681,893.16
FUND BALANCE	
Fund Balance	29,749,854.35
TOTAL FUND BALANCE	$ 29,749,854.35
TOTAL LIABILITIES & FUND BALANCE	$ 71,431,747.51

RECONCILIATION

BEGINNING FUND BALANCE	38,721,962.95
ADD: REVENUE	72,732,083.94
LESS:EXPENDITURES	(76,597,359.54)
OPERATING TRANSFERS	(5,106,833.00)
ENDING FUND BALANCE	29,749,854.35

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: April 30, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	31,810,751.44	43.74%	28,378,840.98	42.52%
CPPRT Corp Pers Prop Repl Tax	3,207,999.50	4.41%	2,418,752.04	3.62%
ICCB Credit Hour Grants	8,072,710.38	11.10%	7,918,455.58	11.86%
Vocational Education	595,491.00	0.82%	575,571.00	0.86%
Tuition	25,682,522.59	35.31%	25,394,012.87	38.05%
Graduation Fees	330.00	0.00%	675.00	0.00%
Transcript Fees	60,743.59	0.08%	58,061.02	0.09%
On-line Course Fee	634,582.64	0.87%	995,864.99	1.49%
Laboratory Fees	501,243.35	0.69%	571,302.58	0.86%
Payment Plan Enrollment Fee	41,900.00	0.06%	40,405.00	0.06%
Credit By Exam Fees	350.00	0.00%	350.00	0.00%
Comprehensive Fees	4,071,742.23	5.60%	4,118,893.56	6.17%
Activity Fee Adjustment	(3,534,402.50)	-4.86%	(3,576,205.00)	-5.36%
Gain(Loss) on Investment	1,158,702.76	1.59%	(236,429.52)	-0.35%
Other Interest	220,842.90	0.30%	0.00	0.00%
Sweep Accounts	121,022.26	0.17%	5,510.32	0.01%
Library Fines	592.39	0.00%	436.44	0.00%
Miscellaneous Revenue	73,350.06	0.10%	64,830.59	0.10%
Other Revenue/Rebates	11,849.35	0.02%	9,272.49	0.01%
Over Short	(240.00)	0.00%	(311.49)	0.00%
Total Income	72,732,083.94	100%	66,738,288.45	100%

V. CONSENT AGENDA B. FINANCIAL

Percentages Rounded

EXPENDITURES				
Salaries	57,489,828.12	75%	53,327,281.13	75%
Employee Benefits	9,720,706.66	13%	8,243,973.42	12%
Contractual Services	4,013,623.89	5%	4,150,510.49	6%
General Material & Supplies	1,987,764.92	3%	2,113,510.92	3%
Travel/Conference Meeting Exp	505,251.08	1%	279,625.65	0%
Fixed Charges	1,096,886.88	1%	1,048,942.00	1%
Utilities	43,389.69	0%	49,909.52	0%
Building Maintenance	0.00	0%	423.20	0%
Capital Outlay	47,620.06	0%	454,816.33	1%
Other Expenditures	1,692,288.24	2%	1,096,026.48	2%
Total Expense	76,597,359.54	100%	70,765,019.14	100%
Beginning Fund Balance	38,721,962.95		35,908,206.69	
Add: Revenues	72,732,083.94		66,738,288.45	
Less: Expenses	(76,597,359.54)		(70,765,019.14)	
Operating Transfers	(5,106,833.00)		(5,942,906.00)	
Ending Fund Balance	29,749,854.35		25,938,570.00	

Percentages Rounded

Balance Sheet - Fund 02
Balance Sheet
As of April 30, 2023

ASSETS

CASH		
Cash In Bank	$	11,075,364.58
INVESTMENTS		
Other Investments		5,614,733.73
RECEIVABLES		
Taxes Receivable - Current Levy		8,707,773.22
Vendor Receivables		15,842.05
INTER-FUND		
INTER-FUND subtotal:	$	(12,996,794.36)
INVENTORY		
Bookstore		0.00
Cafeteria		0.00
Other Inventory		0.00
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	12,657,320.22

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		0.00
CURRENT OBLIGATIONS PAYABLE		
Current Obligations Payable		0.00
ACCOUNTS PAYABLE		
Accounts Payable	$	63,938.15
ACCRUED EXPENSES		
Accrued Expense		0.00
DEFERRED REVENUES		
Property Taxes		7,826,646.59
FIXED LIABILITIES		
Fixed Liabilities		0.00
OTHER LIABILITIES		
Other Liabilities		0.00
TOTAL LIABILITIES	$	7,890,584.74
FUND BALANCE		
Fund Balance		4,766,735.48
TOTAL FUND BALANCE	$	4,766,735.48
TOTAL LIABILITIES & FUND BALANCE		12,657,320.22

RECONCILIATION

BEGINNING FUND BALANCE	5,137,158.56
ADD: REVENUE	8,554,658.82
LESS:EXPENDITURES	(8,925,081.90)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	4,766,735.48

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: April 30, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,403,267.01	98%	7,549,840.18	100%
Building Rentals	136,667.62	2%	167,617.22	2%
Other Facility Rentals	0.00	0%	22,207.32	0%
Miscellaneous Revenue	14,724.19	0%	9,533.45	0%
Total Income	8,554,658.82	100%	7,565,016.09	100%
EXPENDITURES				
Salaries	3,792,748.11	42%	3,162,083.17	38%
Employee Benefits	1,172,364.89	13%	1,123,646.24	13%
Contactual Services	774,204.57	9%	732,232.03	9%
General Material & Supplies	580,902.75	7%	252,595.38	3%
Travel/Conference Meeting Exp	12,995.20	0%	4,881.52	0%
Fixed Charges	942,236.11	11%	810,736.03	10%
Utilities	1,455,408.43	16%	2,141,815.82	26%
Capital Outlay	190,925.57	2%	154,961.71	2%
Other Expenditures	3,296.27	0%	(16,970.81)	0%
Total Expense	8,925,081.90	100%	8,365,981.09	100%
Beginning Fund Balance	5,137,158.56		5,417,145.32	
Add: Revenues	8,554,658.82		7,565,016.09	
Less: Expenses	(8,925,081.90)		(8,365,981.09)	
Operating Transfers	0.00		(788,938.00)	
Ending Fund Balance	4,766,735.48		3,827,242.32	

V. CONSENT AGENDA C. PURCHASING

AGENDA ITEM V.C.1. FURNITURE FOR T-SUITE DIVISION OFFICES

Lead Staff: Richard Ammon, Interim Executive Dean, Educational Affairs

Funding Source: FY2019 surplus

Bids	**Amount**
Allsteel, Inc. c/o Midwest Office Interiors, Inc.*	$29,832.22

**Recommended*

Explanation of Purchase: This purchase is for the installation of cubicles and desks to provide furniture for the division office workspace in T-Wing at the Grayslake campus.

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 IPHEC contract (#1905) for Allsteel and HON furniture.

Recommendation: Approve a purchase with Allsteel, Inc. c/o Midwest Office Interiors, Inc. of Chicago, IL in a not-to-exceed amount of $29,832.22.

AGENDA ITEM V.C.2. MAINTENANCE, REPAIR AND OPERATIONAL SUPPLIES

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
W.W. Grainger, Inc.*	$240,000.00

**Recommended*

Explanation of Purchase: This purchase is for tools, cleaning supplies, equipment repair parts, air filters, personal protective gear and instructional supplies to be used by various departments throughout the College.

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 the Educational & Institutional (E&I) Cooperative Contract #CNR01496 for Maintenance, Repair and Operation Supplies.

Recommendation: Approve a purchase with W.W. Grainger, Inc. of Lake Forest, IL in a not-to-exceed amount of $240,000.00.

AGENDA ITEM V.C.3. INDUSTRIAL TECHNOLOGY EQUIPMENT

Lead Staff: Miguel Mireles, Acting Dean, Engineering, Math & Physical Sciences Division

Funding Source: FY2024 Department of Labor, Employment & Training Administration (DOL ETA) Community Project Grant

Bids	**Amount**
Moss Educational & Industrial Training Solutions*	$127,926.00

**Recommended*

Explanation of Purchase: This purchase is to provide additional industry credential training from the Smart Automation Certification Alliance (SACA), sponsored by the Department of Labor, Employment & Training Administration, to be used for programs at the Advanced Technology Center.

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 Moss Educational & Industrial Training Solutions of Johnston, IA in a not-to-exceed total amount of $127,926.00.

AGENDA ITEM V.C.4. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLES (Ratification)

Lead Staff: Miguel Mireles, Acting Dean, Engineering, Math & Physical Sciences Division

Funding Source: Workforce Equity Initiative (WEI) Grant

Bids	**Amount**
Libertyville Chevrolet, Inc.*	$41,062.52

**Recommended*

This purchase is for two previously owned vehicles that will serve as instructional equipment for both the Automotive Technology and Automotive Collision Repair programs. The program will benefit from updating its fleet of vehicles to include additional manufacturers and models.

Pursuant to 110 ILCS 805/3-27.1 (i) purchases of equipment previously owned by some entity other than the district itself are exempt from the competitive bidding process.

Recommendation: Ratify a purchase with Libertyville Chevrolet, Inc. of Libertyville, IL in a not-to-exceed amount of $41,062.52.

AGENDA ITEM V.C.5. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLE (Ratification)

Lead Staff: Miguel Mireles, Acting Dean, Engineering, Math & Physical Sciences Division

Funding Source: Workforce Equity Initiative (WEI) Grant

Bids	**Amount**
Lexus of Highland Park*	$39,346.26

**Recommended*

This purchase is for a previously owned electric vehicle that will serve as instructional equipment for both the Automotive Technology and Automotive Collision Repair programs. The programs will enhance the electric vehicle curriculum to meet the increasing demand for servicing electric vehicles.

Pursuant to 110 ILCS 805/3-27.1 (i) purchases of equipment previously owned by some entity other than the district itself are exempt from the competitive bidding process.

Recommendation: Ratify a purchase with Lexus of Highland Park, Highland Park, IL, in a not-to-exceed amount of $39,346.26.

AGENDA ITEM V.C.6. FIRE SYSTEMS TESTING AND MAINTENANCE

Lead Staff: Brian Henry, Chief of Police

Funding Source: FY2024 budget

Bids	**Amount**
Fox Valley Fire & Safety Co., Inc.	$60,000.00

**Recommended*

Explanation of Purchase: This purchase is for the required annual inspection, testing, maintenance and related service of all fire systems and related components protecting College properties.

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 with Fox Valley Fire and Safety Co., Inc. of Elgin, IL from July 1, 2023, through June 30, 2024, in a not-to-exceed amount of $60,000.00.

AGENDA ITEM V.C.7. SHIPPING SERVICES

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	Amount
United Parcel Service of America, Inc.*	$40,000.00

**Recommended*

Explanation of Purchase: This purchase is for shipping services used to ship online orders, course materials and supplies to students. In lieu of shipping, students are offered the option to pick up their online orders at any campus bookstore.

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 the State of Illinois Central Management System.

Recommendation: Approve a purchase with United Parcel Service of America, Inc., Chicago, IL in a not-to-exceed amount of $40,000.00.

AGENDA ITEM V.C.8. COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING SCHOOL

Lead Staff: Eric Kurtz, Executive Director, Workforce & Professional Development Institute

Funding Source: FY2024 budget

Bids	**Amount**
Kotra Driving School*	$82,000.00

**Recommended*

Explanation of Purchase: This purchase is for Commercial Driver's License (CDL) training for CLC non-credit students on automatic transmission vehicles. It extends the previous agreement by one year, with modified pricing.

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 contract with Kotra Driving School of Park City, IL from July 1, 2023, through June 30, 2024, in a not-to-exceed amount of $82,000.00.

AGENDA ITEM V.C.9. CONSULTANT FOR ENTERPRISE RESOURCE PLANNING (ERP) REPLACEMENT

Lead Staff: Greg Kozak, Chief Information Officer, Information Technology

Funding Source: FY2022 surplus

Bids	**Amount**
SharperPoint Consulting Group, LLC *	$124,245.00

**Recommended*

Explanation of Purchase: This purchase is for implementation of the Workday Human Capital Management, finance and student modules. The implementation is complex and requires the guidance of experienced experts in project management, planning and oversight for CLC's transition from PeopleSoft ERP to the Workday ERP.

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 contract with SharperPoint Consulting Group, LLC of Reston, VA from July 1, 2023, through June 30, 2024, in a not-to-exceed amount of $124,245.00.

AGENDA ITEM V.C.10. WEB-BASED ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTIONAL PROGRAM

Lead Staff: Tasha Shell, Dean, Adult Education and English as a Second Language

Funding Source: FY2024 budget

Bids	**Amount**
Burlington English Inc.*	$72,600.00

**Recommended*

Explanation of Purchase: This purchase is for an instructional online program to be used for in-class instruction and for student self-study, practice, homework and test preparation. The program also has specific career program and workforce lessons and ESL Civics instruction required by the Illinois Community College Board (ICCB).

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 with Burlington English, Inc. of Boca Raton, FL in a not-to-exceed amount of $72,600.00.

V. CONSENT AGENDA C. PURCHASING

AGENDA ITEM V.C.11. BEVERAGE VENDING SERVICES

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
Pepsi Cola General Bottling, Inc.*	$70,000.00

**Recommended*

Explanation of Purchase: This is for approval to extend the current beverage vending services contract for an additional two years with Pepsi Cola General Bottling, Inc. and purchases of bottled goods for resale across all campuses with a 32% commission rate and case rebate incentives for the College.

Pursuant to 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve a two-year contract extension from July 1, 2023, through June 30, 2025, in a total not-to-exceed amount of $70,000.00 with Pepsi Cola General Bottling, Inc. of Chicago, IL.

V. CONSENT AGENDA C. PURCHASING

AGENDA ITEM V.C.12. PHOTOGRAPHY SERVICES

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

Funding Source: FY2024 budget and FY2023 surplus

Bids	**Amount**
Various Vendors* (see list below)	$98,000.00

**Recommended*

Explanation of Purchase: This purchase is for professional photographers to capture authentic, compelling, journalistic-style imagery to be used on the new website and in digital advertising to promote the College. A Request for Qualification (RFQ) was processed to encourage vendor participation.

***PHOTOGRAPHY SERVICE VENDORS**
J Campa Photography
Kenneth Smith Photography
Susan Ryan Kalina Photography

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 list above in a total not-to-exceed amount of $98,000.00.

AGENDA ITEM V.C.13. SPECIALTY FOOD SUPPLIES FOR HOSPITALITY & CULINARY MANAGEMENT

Lead Staff: Jeff Stomper, Dean, Business & Social Sciences Division

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$170,000.00

**Recommended*

Explanation of Purchase: This purchase is for food supplies from specialty food distribution vendors to be used in hospitality and culinary courses.

***Specialty Food Vendors**	
Fortune Fish	Turano Baking Co.
Albert Uster Imports, Inc.	Bella Brew Coffee & Beverage Co.
Premier Produce, Inc.	Louis Glunz Wine, Inc.
Midwest Foods	Kloss Distributor Co.
Whittingham Meats	Isola Imports, Inc.
Midwest Imports, Inc.	Trimark Marlinn

Pursuant to 110 ILCS 805/3-27.1 (n) contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve purchases with the vendors identified in the list above in a total not-to-exceed amount of $170,000.00.

AGENDA ITEM V.C.14. HOTSPOTS AND BROADBAND INTERNET SERVICES

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY2024 budget

Bids	**Amount**
T-Mobile USA, Inc.*	$155,000.00

**Recommended*

Explanation of Purchase: This purchase is for unlimited broadband internet access for students to support student learning. Providing hotspot technology ensures that students have access to resources and can complete their courses while off campus. Hotspots are returned to the College inventory at the end of the semester and redistributed to others as needed.

This cooperative purchase is pursuant to 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the General Services Administration Agreement (#GS35F0503M) for General Purpose Commercial Information Equipment, Software and Services. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve a purchase with T-Mobile USA, Inc. of Washington D.C. in a not-to-exceed amount of $155,000.00.

AGENDA ITEM V.C.15. INVESTMENT ADVISORY SERVICES

Lead Staff: Jean Stephan, Controller, Finance Department

Funding Source: FY2024 budget

Bids	**Amount**
PFM Asset Management LLC *	$80,000.00

**Recommended*

Explanation of Purchase: This purchase is for an investment advisory services consultant that will provide the College with recommendations and strategies to increase the annual return on investments.

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 contract from July 1, 2023, through June 30, 2024, with PFM Asset Management LLC of Chicago, IL in a not-to-exceed amount of $80,000.00.

AGENDA ITEM V.C.16. BOOKSTORE GENERAL MERCHANDISE

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$130,000.00

**Recommended*

Explanation of Purchase: This purchase is for non-textbook general merchandise from various vendors for resale online and in all campus bookstore locations. This includes items and materials required for various college programs. The actual value of the purchases from individual vendors will vary based on merchandise selected, quantity and market price.

BOOKSTORE GENERAL MERCHANDISE VENDORS	
Vendor	**Description**
D&H Distributing Co	Electronics
Sam's Club	Snacks and Sundries
The Douglas Stewart Company	Electronics
Vistar	Snacks and Sundries

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

Pursuant to 110 ILCS 805/3-27.1 (n) contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve purchases with the vendors identified in the list above in a not-to-exceed total amount of $130,000.00.

AGENDA ITEM V.D.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	Lewis, Mitchell	N/A	Full-time Faculty Position Number: 0923 Instructor, Music, Communication Arts, Humanities and Fine Arts Division	N/A	A1, Row 9 $82,483/ Annual Exempt	8/14/2023	8/14/2023-5/11/2024
2	Hole, Benjamin	N/A	Full-time Faculty Position Number: 0484 Instructor, Philosophy, Communication Arts, Humanities and Fine Arts Division	N/A	F1, Row 7 $98,100/ Annual Exempt	8/14/2023	8/14/2023-5/11/2024
3	Bennett, Nicholas	N/A	Full-time Faculty Position Number: 0475 Instructor, English, Communication Arts, Humanities and Fine Arts Division	N/A	A1, Row 6 $76,376/ Annual Exempt	8/14/2023	8/14/2023-5/11/2024
4	Tyler, Margaret Michelle	N/A	Full-time Faculty Position Number: 0465 Instructor, English, Communication Arts, Humanities and Fine Arts Division	N/A	B1, Row 4 $75,836/ Annual Exempt	8/14/2023	8/14/2023-5/11/2024

AGENDA ITEM V.D.1. NEW HIRES (CONTINUED)

	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
5	Verma, Karishma	N/A	Full-time Faculty Position Number: 0473 Instructor, English, Communication Arts, Humanities and Fine Arts Division	N/A	A1, Row 2 $68,234/ Annual Exempt	8/14/2023	8/14/2023- 5/11/2024
6	Patel, Saurang	N/A	Full-time Faculty Position Number: 0484 Instructor, Computer Information Technology, Business and Social Sciences Division	N/A	A1, Row 7 $78,412/ Annual Exempt	8/14/2023	8/14/2023- 5/11/2024
7	Steffens, Brent	N/A	Full-time Faculty Position Number: 1349 Instructor, Psychology Business and Social Sciences Division	N/A	F1, Row 3 $87,248/ Annual Exempt	8/14/2023	8/14/2023- 5/11/2024
8	Doyle, Deanna	N/A	Full-time Faculty Position Number: 0401 Instructor, ABE/GED Reading, Adult Education and ESL	N/A	E1, Row 9 $99,317/ Annual Exempt	8/14/2023	8/14/2023- 5/11/2024
Recommendation: Approve the above full-time employment.							

AGENDA ITEM V.D.1. NEW HIRES (CONTINUED)

	Reason	Proposed Job Classification, Position Number, Position Title, Department	Proposed Job Grade, FLSA	Contract Dates
Administration is requesting the authorization to make offers of full-time employment and set the start date prior to the August 22, 2023 Board meeting. These positions are funded in the FY 2024 budget. The proposed approvals are as follows:				
1	Full-time Faculty New Hire	Faculty Position Number: 0911 Instructor, Electrical Engineering Technology, Engineering, Math and Physical Sciences Division	TBD	8/14/2023- 5/11/2024
2	Professional New Hire	Professional Position Number: 0170 Assistant Director, Academic Planning, Educational Affairs	C52 Exempt	TBD
3	Administrative New Hire	Administrator Position Number: 1763 Director, Student Success Strategies, Strategic Advancement	D61 Exempt	TBD
4	Administrative New Hire	Administrator Position Number: 0320 Director, Student Activities and Inclusion	D61 Exempt	TBD
5	Professional New Hire	Professional Position Number: 1717 Internal Audit and Compliance Manager, Finance Department	C45 Exempt	TBD

AGENDA ITEM V.D.1. NEW HIRES (CONTINUED)

	Reason	Proposed Job Classification, Position Number, Position Title, Department	Proposed Job Grade, FLSA	Contract Dates
6	Professional New Hire	Professional Position Number: 1845 Student Conduct Coordinator, Student Affairs	C43 Exempt	TBD
7	Administrative New Hire	Administrator Position Number: 0035 Director, Institutional Effectiveness, Planning and Research	D61 Exempt	TBD
Recommendation: Approve the authorization to make offers of full-time employment for the above positions, subject to Board approval of employment contracts at the August 22, 2023, Board meeting.				

AGENDA ITEM V.D.2. PROBATIONARY PERIOD COMPLETION

	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
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.							
1	Castro, Jorge	Specialist Position Number: 1779 College and Career Navigator, Student Recruitment and Onboarding	N/A	B32 $49,388/ Annual Exempt	N/A	Date of Probationary Completion: 5/6/2023	5/6/2023-6/30/2023
2	Luster, Christopher	Specialist Position Number: 1869 Apprenticeship Program Specialist, Career and Job Placement Center	N/A	B32 $49,250/ Annual Exempt	N/A	Date of Probationary Completion: 5/20/2023	5/20/2023-6/30/2023
3	Patterson, Jake	Specialist Position Number: 0947 Social Media Coordinator, Public Relations and Marketing	N/A	B32 $51,200/ Annual Exempt	N/A	Date of Probationary Completion: 5/6/2023	5/6/2023-6/30/2023
Recommendation: Approve the above full-time employment.							

AGENDA ITEM V.D.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

	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
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 502 – Employment Practices and Procedures – Classified.							
4	Ong, Tim	Classified Position Number: 0950 Office Associate, Southlake Campus	N/A	B21 $15.17/Hour Non-exempt	N/A	Date of Probationary Completion: 5/6/2023	N/A
5	Silva, Genesis	Classified Position Number: 1514 Senior Administrative Assistant, Enrollment Services	N/A	B23 $18.59/Hour Non-exempt	N/A	Date of Probationary Completion: 5/6/2023	N/A
6	Stemke, Nick	Classified Position Number: 1398 Help Desk Support, Technology Support	N/A	B21 $15.17/Hour Non-exempt	N/A	Date of Probationary Completion: 5/6/2023	N/A
7	Noote, Patrick	Classified Position Number: 0248 Enrollment Services Generalist, Welcome and One Stop Center	N/A	B22 $16.88/Hour Non-exempt	N/A	Date of Probationary Completion: 5/6/2023	N/A
Recommendation: Approve the above full-time employment.							

AGENDA ITEM V.D.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

	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
The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the College of Lake County Staff Council, LCFT, Local 504							
8	White, Mike	Classified - Union Position Number: 0360 Maintenance Engineer, Maintenance	N/A	$22.04/Hour Non-exempt	N/A	Date of Probationary Completion: 5/6/2023	N/A
Recommendation: Approve the above full-time employment.							

V. CONSENT AGENDA D. HUMAN RESOURCES

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration is requesting a part-time grant-funded specialist position in the Career and Job Placement Center.								
1	New Grant-funded Position	TBD	N/A	Specialist, Part-time (25 hours/week) Position Number: TBD Apprenticeship Program Specialist*, Career and Job Placement Center	N/A	B32 Non-exempt	7/1/2023	N/A
Administration recommends a new professional position for Community and Workforce Partnerships. Administration is also requesting approval to make an offer of employment and set a start date prior to the August 22, 2023, Board meeting. This position will be grant funded and is attributed to the Department of Labor Community Project grant award accepted by the Board in April 2022.								
2	New Grant-funded Position	TBD	N/A	Professional Position Number: TBD Director of Manufacturing Alliance*, Community and Workforce Partnerships	N/A	C52 Exempt	7/1/2023	N/A

*Grant/externally funded position.

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration is requesting a job grade change to the Director of Student Success Strategies position. Administration is also requesting approval to make an offer of employment and set a start date prior to the August 22, 2023, Board meeting. This position is funded through existing funds.								
3	Job Grade	TBD	Administrator Position Number: 1763 Director of Student Success Strategies, Strategic Advancement	Administrator Position Number: 1763 Director of Student Success Strategies, Strategic Advancement	D71 Exempt	D61 Exempt	7/1/2023	TBD
Recommendation: Approve the position changes with effective dates noted above and the search process and selection to occur prior to the next Board meeting.								

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Consistent with the Total Rewards Philosophy, Administration performed job analyses and pay reviews for 133 classified staff positions in spring 2023. This resulted in the recommendations below. The salaries listed include adjustments for the approved across-the-board increase of 5.00%, promotion and market/internal equity. Employees with pay rates at job grade range maximums will receive top-out stipends. The funding for the cyclical pay review was through the current FY2023 budget and reallocation in the FY2024 budget.								
1	Promotion	Patten, Leslie	Classified Position Number: 0216 Lead Accounts Payable Associate, Finance Department	Specialist Position Number: 0216 Accounts Payable Coordinator, Finance Department	B23 $24.10/ Hour Non-exempt	B24 $28.92/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
2	Promotion	Barth, Wendy	Classified Position Number: 0244 Telecommunications Technician, Core Systems and Infrastructure	Specialist Position Number: 0244 IT Network Support Specialist, Core Systems and Infrastructure	B22 $37.50/ Hour Non-exempt	B24 $37.50/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
3	Promotion	Iqbal, Mir	Classified Position Number: 0843 Computer Operations Technician, Application Development	Specialist Position Number: 0843 IT Systems Support Specialist, Application Development	B22 $40.13/ Hour Non-exempt	B24 $40.13/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
4	Promotion	Weidner, Craig	Classified Position Number: 0352 Shift Supervisor, Custodial	Specialist Position Number: 0352 Shift Supervisor, Custodial	B22 $33.56/ Hour Non-exempt	B24 $34.20/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
5	Title, Job Grade	Mosley, India	Classified Position Number: 0787 Office Assistant*, Judicial Services	Classified Position Number: 0787 Office Associate*, Judicial Services	A11 $19.00/ Hour Non-exempt	B21 $21.79/ Hour Non-exempt	7/1/2023	N/A
6	Title, Job Grade	Carrera, Silvia	Classified Position Number: 0300 Senior Accounting Assistant, Finance	Classified Position Number: 0300 Accounting Associate, Finance	B21 $17.23/ Hour Non-exempt	B22 $19.35/ Hour Non-exempt	7/1/2023	N/A
7	Title, Job Grade	Castillo, Jenny	Classified Position Number: 0085 Senior Administrative Assistant, Biological and Health Sciences Division	Classified Position Number: 0085 Assistant to the Dean, Biological and Health Sciences Division	B23 $18.59/ Hour Non-exempt	B24 $22.72/ Hour Non-exempt	7/1/2023	N/A
8	Title, Job Grade	Silva, Genesis	Classified Position Number: 1514 Senior Administrative Assistant, Enrollment Services	Classified Position Number: 1514 Assistant to the Dean, Enrollment Services	B23 $18.59/ Hour Non-exempt	B24 $22.72/ Hour Non-exempt	7/1/2023	N/A
9	Title, Job Grade	White, Sheryl	Classified Position Number: 0075 Senior Administrative Assistant, Adult Education and ESL	Classified Position Number: 0075 Assistant to the Dean, Adult Education and ESL	B23 $20.75/ Hour Non-exempt	B24 $23.22/ Hour Non-exempt	7/1/2023	N/A

*Grant/externally funded position.

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
10	Title, Job Grade	Sparacio-Cremin, Joan	Classified Position Number: 0138 Senior Administrative Assistant, Communication Arts, Humanities and Fine Arts Division	Classified Position Number: 0138 Assistant to the Dean, Communication Arts, Humanities and Fine Arts Division	B23 $22.76/ Hour Non-exempt	B24 $25.46/ Hour Non-exempt	7/1/2023	N/A
11	Title, Job Grade	Buckley, Judith	Classified Position Number: 1488 Senior Administrative Assistant, Student Academic Support	Classified Position Number: 1488 Assistant to the Dean, Student Academic Support	B23 $22.96/ Hour Non-exempt	B24 $25.68/ Hour Non-exempt	7/1/2023	N/A
12	Title, Job Grade	Welzen, Chris	Classified Position Number: 0315 Senior Administrative Assistant, Business and Social Sciences Division	Classified Position Number: 0315 Assistant to the Dean, Business and Social Sciences Division	B23 $23.08/ Hour Non-exempt	B24 $25.81/ Hour Non-exempt	7/1/2023	N/A
13	Title, Job Grade	Nierenberger, Terrie	Classified Position Number: 0167 Senior Administrative Assistant, Engineering, Mathematics and Physical Sciences Division	Classified Position Number: 0167 Assistant to the Dean, Engineering, Mathematics and Physical Sciences Division	B23 $26.83/ Hour Non-exempt	B24 $29.98/ Hour Non-exempt	7/1/2023	N/A

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
14	Title	Rios Martinez, Liz	Classified Position Number: 1403 Office Manager, Southlake Campus	Classified Position Number: 1403 Assistant to the Dean, Southlake Campus	B24 $24.34/ Hour Non-exempt	B24 $25.68/ Hour Non-exempt	7/1/2023	N/A
15	Title	Jackson, Patti	Classified Position Number: 0329 Office Manager, Student Affairs	Classified Position Number: 0329 Assistant to the Dean, Student Affairs	B24 $30.18/ Hour Non-exempt	B24 $31.81/ Hour Non-exempt	7/1/2023	N/A
16	Title, Job Grade	Vacant	Classified Position Number: 0244 Senior Administrative Assistant, Lakeshore Campus	Classified Position Number: 0244 Assistant to the Dean, Lakeshore Campus	B23 Non-exempt	B24 Non-exempt	7/1/2023	N/A
17	Title	Stemke, Nick	Classified Position Number: 1398 Help Desk Support, Technology Support	Classified Position Number: 1398 Help Desk Support Associate, Technology Support	B21 $15.17/ Hour Non-exempt	B21 $17.20/ Hour Non-exempt	7/1/2023	N/A
18	Title	Thornburgh, Nate	Classified Position Number: 1585 Help Desk Support, Technology Support	Classified Position Number: 1585 Help Desk Support Associate, Technology Support	B21 $15.17/ Hour Non-exempt	B21 $17.20/ Hour Non-exempt	7/1/2023	N/A

AGENDA ITEM V.D.3. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
19	Title	May, Ryan	Classified Position Number: 1586 Help Desk Support, Technology Support	Classified Position Number: 1586 Help Desk Support Associate, Technology Support	B21 $15.93/ Hour Non-exempt	B21 $17.37/ Hour Non-exempt	7/1/2023	N/A
20	Title	Briggs, Ryan	Classified Position Number: 1399 Help Desk Support, Technology Support	Classified Position Number: 1399 Help Desk Support Associate, Technology Support	B21 $16.77/ Hour Non-exempt	B21 $18.25/ Hour Non-exempt	7/1/2023	N/A
Recommendation: Approve the proposed position changes with effective dates noted above.								

AGENDA ITEM V.D.4. 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	Diaz, Jeison	Specialist Position Number: 1102 Academic Success Advisor, Advising and Retention	Specialist Position Number: 1220 Lead Academic Success Advisor, Advising and Retention	B32 $68,305/ Annual Exempt	B32 $75,920/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024
2	Feger, Ward	Classified - Union Position Number: 0115 Police Officer, Police Department	Specialist Position Number: 0111 Sergeant, Police Department	$28.00/Hour Non-exempt	C42 $32.46/Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
3	Gonzalez, Sammy	Classified Position Number: 0294 Accounting Associate, Finance Department	Classified Position Number: 0168 Academic Accounting Technician, Engineering Mathematics and Physical Sciences Division	B22 $28.12/Hour Non-exempt	B23 $31.29/Hour Non-exempt	7/1/2023	N/A
4	Milliken, Link	Part-time Classified, Position Number: 1108 Enrollment Services Generalist, Welcome and One Stop Center	Full-time Classified Position Number: 0198 Enrollment Services Generalist, Welcome and One Stop Center	B22 $18.07/Hour Non-exempt	B22 $18.07/Hour Non-exempt	7/1/2023	N/A
5	Ramirez, Violeta	Classified Position Number: 1209 Senior Administrative Assistant, Global Engagement	Specialist Position Number: 0820 International Student Navigator, Global Engagement	B23 $19.94/Hour Non-exempt	B32 $47,488/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024

AGENDA ITEM V.D.4. PROMOTIONS (CONTINUED)

	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
6	Snowden, Magan	Specialist Position Number: 0181 Education Talent Search Program Advisor*, Educational Talent Search Grants	Professional Position Number: 0048 Manager*, Educational Talent Search Grants	B32 $52,852/ Annual Exempt	C45 $65,800/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024
7	Ventura, Mariana	Part-time Classified Position Number: 0336 Assistant Teacher, Children's Learning Centers, Lakeshore Campus	Full-time Specialist Position Number: 0325 Lead Teacher II, Children's Learning Centers, Lakeshore Campus	A13 $13.98/Hour Non-exempt	B23 $20.31/Hour Non-exempt	8/14/2023	8/14/2023-6/30/2024
Recommendation: Approve the above actions.							

*Grant/externally funded position.

AGENDA ITEM V.D.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Butler, Betty	Part-time Classified Position Number: 0143 Office Associate, Judicial Services	5/31/2023
2	Resignation	Gray, Colleen	Specialist Position Number: 0992 International Student Recruiter, Global Engagement	6/12/2023
3	Resignation	Mata, Yesenia	Specialist Position Number: 0345 College and Career Navigator, Student Recruitment and Onboarding	6/12/2023
4	Resignation	Becker, Jack	Specialist Position Number: 0230 Senior Software Developer, Application Development	6/23/2023
5	Resignation	May, Ryan	Classified Position Number: 1586 Help Desk Support, Technology Support	8/21/2023
6	Retirement	Herrington, Fred	Part-time Classified Position Number: 0249 Office Assistant, Lakeshore Campus	6/15/2023
7	Retirement	Lesnak, Frank	Classified Position Number: 0779 Telecommunicator, Police Department	8/20/2023
8	Retirement	Kozak, Greg	Administrator Position Number: 1112 Chief Information Officer, Information Technology	12/31/2023
8	Retirement	Bell, Dona	Specialist Position Number: 1136 Database Administrator, Application Development	6/1/2026 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

VII. NEW BUSINESS

AGENDA ITEM VII.A. 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
As presented to the Board in May 2023, a reorganization is proposed for **Educational Affairs: Central Office**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to increase capacity and efficiency of the Educational Affairs Central office staff to meet the increased operational demands and need for continuous improvement due to growth in programs, reporting requirements and student success initiatives.								
1	New Position	TBD	N/A	Administrator Position Number: TBD Assistant Vice President of Education, Educational Affairs	N/A	E82 Exempt	7/1/2023	TBD
2	Title, Job Grade, Classification	Vacant	Administrator Position Number: 0313 Director Academic Operations and Planning, Educational Affairs	Professional Position Number: 0313 Assistant Director of Academic Operations, Educational Affairs	D61 Exempt	C52 Exempt	7/1/2023	TBD
Recommendation: Approve the proposed new position and position change, with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2023, a reorganization is proposed for **Community and Workforce Partnerships: Community Programs**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to establish an organizational structure for B2B (business-to-business) services for revenue growth and specialization in training and development, sales and solutions and increase efficiencies and economies of scale across similar B2C (business-to-consumer) noncredit departments to maximize revenue opportunities. The salaries listed below include adjustments for the approved across-the-board increase of 5.00% and promotions.								
1	New Position	TBD	N/A	Specialist Position Number: TBD Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	N/A	B32 Exempt	7/1/2023	TBD
2	Promotion	Billimack, Barbara	Specialist Position Number: 0123 Career Services Specialist, Career and Job Placement Center	Specialist Position Number: 0123 Lead Career Services Specialist, Career and Job Placement Center	B32 $52,996/ Annual Exempt	B32 $59,646/ Annual Exempt	7/1/2023	7/1/2023- 6/30/2024
3	Scope	Martin, Roneida	Administrator Position Number: 1009 Executive Director, Community Programming	Administrator Position Number: 1009 Executive Director, Community Programs	D72 $137,882/ Annual Exempt	D72 $148,912/ Annual Exempt	7/1/2023	7/1/2023- 10/31/2023

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
4	Promotion	Zastrow, Ann	Specialist Position Number: 0051 Manager, Professional Development	Specialist Position Number: 0051 Manager, Personal and Professional Development	C41 $65,900/ Annual Exempt	C43 $73,149/ Annual Exempt	7/1/2023	N/A – Probation-ary Period
5	Title, Job Grade	Vacant	Classified Position Number: 1371 Administrative Assistant, Personal Enrichment	Classified Position Number: 1371 Senior Administrative Assistant, Community Programs	B22 Non-Exempt	B23 Non-Exempt	7/1/2023	N/A
6	Title, Job Grade, Department	Kurtz, Eric	Administrator Position Number: 0090 Executive Director, Workforce and Professional Development Institute	Administrator Position Number: 0090 Director, Business Solutions	D72 $130,131/ Annual Exempt	D61 $136,638/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024
7	Department	Vacant	Specialist Position Number: 1755 Solutions Specialist, Workforce and Professional Development Institute	Specialist Position Number: 1755 Manager, Training and Development Solutions*, Business Solutions	B24 Exempt	C41 Exempt	7/1/2023	TBD
8	Department	Pfligler, Eric	Specialist Position Number: 0788 Manager, Talent Development Services	Specialist Position Number: 0788 Manager, Training and Development Sales, Business Solutions	C41 $68,168/ Annual Exempt	C41 $71,576/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024

*Grant/externally funded position.

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
9	Title, Department	Vacant	Specialist Position Number: 1338 Talent Development Consultant, Talent Development Services	Specialist Position Number: 1338 Account Executive, Training and Development Sales, Business Solutions	B32 Exempt	B32 Exempt	7/1/2023	TBD
10	Title, Status, Department	Kotek, Maureen	Specialist, Part-time (30 hours/week) Position Number: 1339 Learning and Development Coordinator*, Talent Development Services	Specialist, Full-time Position Number: 1339 Operations Coordinator*, Business Solutions	B23 $25.55/ Hour Non-Exempt	B23 $26.82/ Hour Non-Exempt	7/1/2023	N/A
11	Status, Department	Hutchings, Rose	Classified, Part-time (30 hours/week) Position Number: 1439 Office Associate*, Small Business/ International Trade Center	Classified, Full-time Position Number: 1439 Office Associate*, Business Solutions	B21 $19.51/ Hour Non-Exempt	B21 $21.13/ Hour Non-Exempt	7/1/2023	N/A
Recommendation: Approve the proposed new position and position changes, with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

*Grant/externally funded position.

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2023, a reorganization is proposed for **Business Services and Finance**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to improve capacity for budget development, forecasting and analysis and improved efficiencies and modify structure of Bookstore to align with revenue streams within changing dynamic of digital resources for student learning. The salaries listed below include adjustments for the approved across-the-board increase of 5.00% and market/internal equity or promotions.								
1	New Position	TBD	N/A	Administrator Position Number: TBD Director Budget and Risk Management, Finance Department	N/A	D71 Exempt	7/1/2023	TBD
2	Promotion	Schreiber, Liz	Classified Position Number: 1165 Lead Retail Associate and Buyer, Bookstore	Specialist Position Number: 1165 Operations Manager, Bookstore	B23 $20.55/ Hour Non-exempt	C41 $56,522/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024
3	Title, FTE	Vacant	Classified, Part-time (24 hours/week) Position Number: 1184 Web Communications Associate	Classified, Part-time (25 hours/week) Position Number: 1184 Web/Communications Associate	B21 Non-exempt	B21 Non-exempt	7/1/2023	N/A
4	Title, Classification	Vacant	Classified Position Number: 1168 Textbook Buyer, Bookstore	Specialist Position Number: 1168 Course Materials Specialist, Bookstore	B23 Non-exempt	B23 Non-exempt	7/1/2023	TBD

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
5	Promotion	Oelkers, Sue	Classified Position Number: 0967 Inventory Associate, Bookstore	Specialist Position Number: 1168 Course Materials Specialist, Bookstore	A13 $16.96/ Hour Non-exempt	B23 $20.63/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
6	Title, Job Grade, Status, FTE	Vacant	Classified, Full-time Position Number: 0967 Inventory Associate, Bookstore	Classified, Part-time (25 hours/week) Position Number: 0967 Inventory/Order Associate, Bookstore	A13 Non-exempt	B21 Non-exempt	7/1/2023	N/A
7	Title, Job Grade	Vacant	Classified, Part-time (25 hours/week) Position Number: 1090 Office Assistant, Bookstore	Classified, Part-time (25 hours/week) Position Number: 1090 Retail Assistant, Grayslake Campus, Bookstore	A11 Non-exempt	A12 Non-exempt	7/1/2023	N/A
8	FTE	House, Will	Classified, Part-time (24 hours/week) Position Number: 1045 Retail Assistant, Southlake Campus, Bookstore	Classified, Part-time (25 hours/week) Position Number: 1045 Retail Assistant, Southlake Campus, Bookstore	A12 $16.92/ Hour Non-exempt	A12 $18.87/ Hour Non-exempt	7/1/2023	N/A

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
9	Transfer	Teets, Cindy	Classified, Part-time (24 hours/week) Position Number: 0131 Office Assistant, Bookstore	Classified, Part-time (25 hours/week) Position Number: 0129 Retail Assistant, Lakeshore Campus, Bookstore	A11 $13.65/ Hour Non-exempt	A12 $16.42/ Hour Non-exempt	7/1/2023	N/A
10	FTE	Ruth, Josh	Classified, Part-time (24 hours/week) Position Number: 1044 Retail Assistant, Lakeshore Campus, Bookstore	Classified, Part-time (25 hours/week) Position Number: 1044 Retail Assistant, Lakeshore Campus, Bookstore	A12 $13.50/ Hour Non-exempt	A12 $16.37/ Hour Non-exempt	7/1/2023	N/A
11	Promotion	Henry, Dale	Classified Position Number: 1164 Assistant Buyer, Bookstore	Specialist Position Number: 1164 Buyer/Inventory Specialist, Bookstore	B21 $19.75/ Hour Non-exempt	B23 $21.92/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
12	Status, FTE	Lehman, Belisa	Classified, Part-time (24 hours/week) Position Number: 1629 Senior Accounting Assistant, Bookstore	Classified, Full-time Position Number: 1629 Senior Accounting Assistant, Bookstore	B21 $18.98/ Hour Non-exempt	B21 $20.57/ Hour Non-exempt	7/1/2023	N/A
Recommendation: Approve the proposed new position and position changes, with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2023, a reorganization is proposed for **Information Technology**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to provide a manageable span of control in Application Development to improve the scope and intensity of the team's ability to deliver solutions in support of students, faculty, and staff, improve management of large complex projects and increase Technology Support capacity on Lakeshore Campus to support growth in programming and services for students. The salaries listed below include adjustments for the approved across-the-board increase of 5.00% and promotion.								
1	Title, Job Grade, Classification	Vacant	Specialist Position Number: 1135 Lead Software Developer, Application Development	Professional Position Number: 1135 Manager, Application Development	C44 Exempt	C45 Exempt	7/1/2023	TBD
2	New Position	TBD	N/A	Specialist, Part-time (25 hours/week) Position Number: TBD Senior IT Technician, Lakeshore Campus, Technology Support	N/A	B23 Non-exempt	7/1/2023	N/A
3	Promotion	Dipersio, Patrick	Specialist Position Number: 1167 Senior Software Developer, Application Development	Specialist Position Number: 1167 Lead Software Developer, Application Development	C43 $77,846/ Annual Exempt	C44 $82,517/ Annual Exempt	10/1/2023	10/1/2023-6/30/2024

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
4	Promotion	Wozniakowski, Przemek	Specialist Position Number: 1707 Cybersecurity Engineer, Cybersecurity	Specialist Position Number: 1707 Senior Cybersecurity Engineer, Cybersecurity	C43 $75,165/ Annual Exempt	C43 $83,659/ Annual Exempt	10/1/2023	10/1/2023- 6/30/2024
5	New Position	TBD	N/A	Professional Position Number: TBD Project Manager**, Application Development	N/A	C45 Exempt	7/1/2023	TBD
6	New Position	TBD	N/A	Professional Position Number: TBD Organizational Change Manager**, Application Development	N/A	C45 Exempt	7/1/2023	TBD

Recommendation: Approve the proposed new positions and position changes, with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.

**Temporary ERP project funded position.

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2023, a reorganization is proposed for **Student Development**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to leverage existing resources to expand capacity, create efficiency, and improve overall service to students through reporting structure changes, realignment of resources, and redesigning job responsibilities in key areas. This aligns with the Lancer Success Framework holistic student support. The salaries listed below include adjustments for the approved across-the-board increase of 5.00% and market/internal equity or promotion.								
1	Promotion	Wuerl, Nicole	Specialist Position Number: 1705 Therapist and Prevention Specialist, Counseling and Psychology Services	Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychology Services	C42 $60,722/ Annual Exempt	C43 $70,820/ Annual Exempt	7/1/2023	7/1/2023- 6/30/2024
2	Promotion	Flores, Art	Classified Position Number: 1197 Media Conversion Technician, Access and Disability Resource Center	Specialist Position Number: 1197 Senior Media Conversion Technician, Access and Disability Resource Center	B23 $20.54/ Hour Non-exempt	B23 $22.80/ Hour Non-exempt	7/1/2023	7/1/2023- 6/30/2024
3	Title	Vacant	Specialist Position Number: TBD Academic Success Advisor, Advising and Retention	Specialist Position Number: TBD Lead Academic Success Advisor, Advising and Retention	B32 Exempt	B32 Exempt	7/1/2023	TBD

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
4	Title, Job Grade, Classification, Department	Vacant	Classified Position Number: 1801 Senior Administrative Assistant, Student Recruitment and Onboarding	Specialist Position Number: 1801 Academic Success Advisor, Advising and Retention	B23 Non-exempt	B32 Exempt	7/1/2023	TBD
5	Department	Robinson, Rochelle	Classified Position Number: 1092 Senior Administrative Assistant, Advising and Retention	Classified Position Number: 1092 Senior Administrative Assistant, Student Recruitment and Onboarding	B23 $23.08/ Hour Non-exempt	B23 $24.34/ Hour Non-exempt	7/1/2023	N/A
6	Department	Jauregui, Luis	Specialist Position Number: 1774 Communication Specialist, Enrollment Services	Specialist Position Number: 1774 Communication Specialist, Student Recruitment and Onboarding	B24 $44,367/ Annual Exempt	B24 $46,585/ Annual Exempt	7/1/2023	7/1/2023-6/30/2024
Recommendation: Approve the proposed promotions and position changes, with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

VII. NEW BUSINESS

AGENDA ITEM VII.A. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2023, a reorganization is proposed for **Strategic Advancement**. Aligned with Pillar 6: Strategic Use of Resources, the goal of this reorganization is to expand organizational structure to ensure a relevant and responsive website design and infrastructure that focuses on prospective students and promote college and external engagement in alignment with the College's digital strategy.								
1	New Position	TBD	N/A	Specialist Position Number: TBD Web Design/Content Manager, Public Relations and Marketing	N/A	C43 Exempt	7/1/2023	TBD
Recommendation: Approve the proposed new position with effective date noted above, and where applicable, the position search process and selection to occur prior to the next Board meeting.								

VII. NEW BUSINESS

AGENDA ITEM VII.B. 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 an additional pay rate increase for a current specialist consistent with the market adjustment awarded to police officers under his supervision. The pay rate listed below includes adjustments for the approved across-the-board increase of 5.00%. The pay rate change is funded through existing budget resources.								
1	Market Equity	Matheny, Tony	Specialist Position Number: 0110 Sergeant, Police Department	Specialist Position Number: 0110 Sergeant, Police Department	C42 $33.30/ Hour Non-exempt	C42 $36.47/ Hour Non-exempt	7/1/2023	7/1/2023-6/30/2024
Recommendation: Approve the proposed pay rate increase with the effective date noted.								

VII. NEW BUSINESS

AGENDA ITEM VII.C. CONTRACT: VICE PRESIDENT OF STRATEGIC ADVANCEMENT/CHIEF OF STAFF

It is recommended that the Board of Trustees approve the contract and compensation for Derrick Harden, Vice President of Strategic Advancement/Chief of Staff. The contract is to be effective July 1, 2023, through June 30, 2025, includes provisions regarding no automatic rollover and separation, and has been posted pursuant to the Illinois Public Community College Act at *http://dept.clcillinois.edu/pre/contracts/contractsjune2023.pdf*.

VII. NEW BUSINESS

AGENDA ITEM VII.D. CONTRACT: VICE PRESIDENT OF COMMUNITY AND WORKFORCE PARTNERSHIPS

It is recommended that the Board of Trustees approve the contract and compensation for Alyssa O'Brien, Vice President of Community and Workforce Partnerships. The contract is to be effective July 1, 2023, through June 30, 2025, includes provisions regarding no automatic rollover and separation, and has been posted pursuant to the Illinois Public Community College Act at *http://dept.clcillinois.edu/pre/contracts/contractsjune2023.pdf*.

AGENDA ITEM VII.E. RESOLUTION ADOPTING FISCAL YEAR 2024 BUDGET

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

Background: Administration proposed the FY2024 tentative budget for the College of Lake County to the Board on May 23, 2023. Notice of the public hearing was published in the *Lake County News Sun* and *Daily Herald* on May 26, 2023. The tentative annual budget has been on public display since May 26, 2023. The public hearing was held earlier this evening (Section III. Receipt of Notices, Communications, Hearings and Petitions). The Resolution Adopting FY2024 Budget is included in this report.

Recommendation: Approve the Resolution Adopting Fiscal Year 2024 Budget.

VII. NEW BUSINESS

RESOLUTION ADOPTING FISCAL YEAR 2024 BUDGET

WHEREAS, the Board of Trustees of Community College District No. 532, Lake County, State of Illinois, caused to be prepared, in tentative form, a budget, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a public hearing was held as to such budget on the 27th day of June 2023, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements having been complied with;

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 fiscal year of said District hereby is fixed and declared to begin July 1, 2023, and end June 30, 2024.

Section 2. That the final budget in the form attached hereto which contains an estimate of the receipts and expenditures from each fund separately, and which the Board deems necessary to defray all necessary expenses and liabilities of the District for the fiscal year, be hereby adopted as the budget of said District for said fiscal year.

ADOPTED AND APPROVED this 27th day of June 2023.

AYES:_____

NAYS:_____

ABSENT:_____

BY: _____
Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

AGENDA ITEM VII.F. RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) FOR FISCAL YEAR 2024 PROJECT PRIORITIES

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

Background: The following resolution authorizes the transfer of up to $8,040,910 to the Operations and Maintenance Fund (Restricted) as proposed in the FY2024 budget to address strategic priorities. The planned strategic investments for FY2024 from the resources previously outlined, total $8,040,910, and include the following:

Eleanor Murkey Community Center Round Tables	$ 15,000
A013 Conference Center	$ 200,000
Digital Strategy	$ 500,000
DEI Professional Development	$62,000
JLC Water Damage Placeholder (pending insurance claim)	$200,000
JLC Curtains	$150,000
WPDI Auxiliary Fund Projected Deficit	$500,000
Total Investments Using Remaining FY2022 Surplus	**$1,627,000**
Replacement of Automated External Defibrillator (AED)	$10,285
Consulting support for GASB 96 implementation	$80,000
Additional audit services (GASB 96 Review)	$40,000
Cotter project management services	$331,040
Seed funding for new sales position - Investment in contract training	$60,000
B2B sales lead generation/marketing to generate new revenue in contract training	$200,000
Electrical wiring for equipment – hook-up abrasive cutoff saw	$6,000
ACUE: micro-credentials and Fostering a Sense of Belonging Courses	$72,000
Interior door locks	$132,000
Financial Edge - Foundation accounting software	$20,000
Computer replacement	$281,585
Network equipment replacement	$750,000
LancerNext (ERP Replacement)	$4,000,000
Waitlist project	$100,000
Targeted marketing Campaign/Photography	$60,000
Racial Climate campus assessment	$21,000
Capital Contingency	$250,000
Total Investments FY2023 Estimated Surplus	**$6,413,910**
Total Surplus Funds Request	**$8,040,910**

Administration requests Board approval to transfer available funds totaling up to $8,040,910 to the Operations and Maintenance Fund (Restricted). Administration will seek approval prior to the use of these funds in accordance with Board Policy.

SUMMARY

Recommended Sources of Funds:	
Remaining FY2022 Surplus	$1,627,000
Estimated FY2023 Surplus	$6,413,910

Recommendation: Adopt the resolution authorizing the transfer of funds to the Operations and Maintenance Fund (restricted) for Fiscal Year 2024 project priorities.

VII. 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 FY2024 budget; and

WHEREAS, the Operations Fund's remaining FY2022 year-end surplus of $1,627,000; and

WHEREAS, the Operations Fund's estimated FY2023 year-end surplus of $6,413,910; 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 $8,040,910 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 $8,040,910 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 one-time priorities totaling $8,040,910

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 June 27, 2023.

AGENDA ITEM VII.G. ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION PARTNER

Lead Staff: Greg Kozak, Chief Information Officer, Information Technology

Funding Source: FY2021 surplus

Bids	**Amount**
Incline Alchemy, Inc.*	$9,170,000.00
AVAAP U.S.A. LLC	$8,599,570.00
Collaborative Solutions	$10,360,751.00

**Recommended*

Explanation of Purchase: This purchase is for implementation of the Workday Human Capital Management, Finance and Student modules. The implementation is complex and requires the guidance of experienced experts in transitioning CLC's student, faculty and staff services and processes from the existing PeopleSoft ERP to the Workday ERP. The services under this agreement cover the full multi-year implementation process.

A cross-functional, 19-member selection committee reviewed the bids and selected a vendor with experience working with Workday transitions in higher education settings.

In consultation with legal counsel, the final scoping and negotiation of the contract is in process. Since the implementation phase is scheduled to start in July, Administration is seeking Board approval in June to prevent any delay of the project. This Board approval is contingent on legal counsel's finalization of the negotiated agreement, and that the negotiated amount is within the budget plan presented to the Board at its February 2023 Financial Planning Committee of the Whole meeting.

Recommendation: Approve a five-year agreement from July 10, 2023, through June 30, 2028, with Incline Alchemy, Inc. of San Ramon, CA in a not-to-exceed amount of $9,170,000.00, subject to review by legal counsel.

AGENDA ITEM VII.H. EAB NAVIGATE TECHNOLOGY PLATFORM

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY2024 budget

Bids	**Amount**
EAB Global, Inc.*	$723,706.00

**Recommended*

Explanation of Purchase: This purchase is for the renewal of EAB Navigate, a technology platform that delivers a personalized student portal with comprehensive case management functionality. The system supports academic planning, appointment scheduling, early alert, student notes and analytics to monitor intervention effectiveness and success metrics. This comprehensive technology solution is used to support the College's strategic goals for student success.

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 a contract with EAB Global, Inc. of Washington D.C. from October 16, 2023, through October 15, 2028, in a not-to-exceed amount of $723,706.00.

VII. NEW BUSINESS

AGENDA ITEM VII.I. IT SOFTWARE, LICENSING, MAINTENANCE AND SUBSCRIPTION AGREEMENTS

Lead Staff: Greg Kozak, Chief Information Officer, Information Technology

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$4,528,845.00

**Recommended*

Explanation of Purchase: This purchase is for FY2024 Information Technology software, licensing, maintenance and subscription agreements. 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.

Categories and Descriptions	Product Name	FY2024
User Software		
Laptop Client Access Security Broker	Netskope	$23,000.00
End-point Protection	Symantec SYMED Bundle	$37,000.00
Productivity and Collaboration Suite	Microsoft Campus Agreement (F1/F3)*	$175,000.00
Password Management Tool	CyberArk	$20,000.00
Adobe Creative Suite Software and Adobe Acrobat PDF ManagementTools	Adobe Agreement (F1/F3)*	$172,000.00
PDF Conversion Software	CUTE Software	$100.00
File Sharing Encryption	Symantec File Share Encryption	$400.00
File Comparison Software	Beyond Compare / Scooter	$500.00
Digital Signage Software	Risevision (F1)	$15,750.00
Hololens	Hololens	$15,000.00
After-hours Support Help	Campus Consortium	$20,000.00
TOTAL USER SOFTWARE		**$478,750.00**
Academic Software		
Bio/Health Sciences Software for Medical Transcriptionist Program	AHIMA - Vlab Virtual Lab Enrollment	$8,500.00
EMPS Engineering Software Hydraulic/Pneumatic Design	Automation Studio	$3,300.00
System State/Management Software for academic computers	Deep Freeze	$4,725.00
Bio/Health Sciences Dental Hygiene Software	Dentrix	$1,573.00
EMPS Engineering Design Software	Eac Pro Engineer University Plus SPN4107	$3,780.00
Bus/SocSci Computer Forensic Software	EnCase Forensics Software License	$700.00
Bio/Health Sciences Nursing Software	Evolve - eLearn (Replaced Healthstream)	$2,226.00
EMPS Computer Aided Manufacturing (CAM) Software	Mastercam (DEPCO)	$2,400.00
Bus/SocSci CIT Subscription Providing Microsoft Products to Students	Azure Dev Tools for Teaching	$499.00
Credit Card Processing Software	Nelnet (Fund 3 - Renew in July)	$55,000.00
Academic Computer Lab Management Software	Netsupport School Classroom Management Soft/Maintenance	$4,000.00
EMPS Computerized Numerical Control (CNC) Software	NC Simulation-HLE	$3,500.00
Bus/SocSci Accounting Software	QuickBooks	$1,000.00
Academic Testing (Lockdown Browser) Software	Respondus/Studymate Licenses	$18,500.00
CommArts Language Lab Management Software	Sananko Study - Lab 300 (B117)	$6,300.00

VII. NEW BUSINESS

Categories and Descriptions	Product Name	FY2024
EMPS Computer Aided Design (CAD) Engineering Software	Solidworks	$3,100.00
Bus/SocSci Statistics Analysis Software	SPSS Statistics-D0EVQLL 85ea	$17,200.00
Bus/SocSci CIT Subscription Providing VMWare Products to Students	VMWare Subscription (a.k.a. Kivuto VMAP)	$1,500.00
Java Software Client Licenses for Faculty and Staff	Java Licenses	$3,500.00
Virtual Desktop Software	Apporto	$285,000.00
TOTAL ACADEMIC SOFTWARE		**$426,303.00**
Enterprise Software		
SIS (Campus Solutions, Finance, HR, etc.)	PeopleSoft	$620,000.00
Document Imaging System	Image Now	$65,000.00
College Portal for Students and Staff	Campus EAI Portal	$32,970.00
College Mobile App	ModoLabs	$40,000.00
Change Control Software for audit purposes	Phire (Audit for PS)	$16,600.00
Security Management Software	PS Firewall (Appsian)	$73,500.00
DB2 Database Licensing Software	Clean Slate	$121,000.00
Database SQL Analysis Tool (Performance Monitoring)	Embarcadero (DbArtisan / Rapid SQL)	$25,000.00
Computer Scheduling Software to Manage Processes	Scheduling Software (NEW)	$57,000.00
Software Used to Transfer Files	SFTp Software (Titanium)	$3,600.00
Hardware Support	Logicalis	$36,750.00
Video Platform for recording/distribution of academic video	Panopto (Growth & Innovation)	$65,000.00
Learning Management System for course materials online	Canvas (replaces Blackboard)	$289,000.00
Platform for hosting and development of OER materials	PressBooks	$5,500.00
Replacement for SafeAssign which was part of Blackboard	Plagiarism Detection Software	$30,000.00
Virtual Meeting Online Office Hours Platform	Zoom-NEW	$52,000.00
Software that links to the LMS for advanced analysis of assessments-nursing	Testing Analytic Software	$20,000.00
Server Virtualization Software	VMWare/Vsphere	$23,500.00
Data Backup Software	Net Backup	$47,700.00
Spam Firewall	Barracuda	$56,200.00
Virtualization Backup Software	VEEAM	$8,000.00
Backup Device	ExaGrid	$29,160.00
Cisco Support	SmartNet	$260,000.00
Enterprise Monitoring Software	SolarWinds	$14,000.00
Firewall Device	Palo Alto	$180,000.00
Secure Certificate	SSL	$6,500.00
Umbrella Insights	Umbrella Insights	$19,000.00
Phone Usage Software	Infortel	$7,000.00
UPS Maintenance	DC Group	$25,000.00
Cost for edu Domain	Educause Domain	$1,200.00
Server Virus Protection	Symantec Server Virus Protection	$4,700.00
SysAid	SysAid-Helpdesk Software (F1/F3)	$19,650.00
Extend Office Phones to Home Devices	Jabber Licenses	$27,332.00
Protect VPN Access to Safe Devices	Palo Alto HIP	$26,695.00
Spam Filter	Barracuda	$25,160.00
EMC SAN	EMC SAN (Maintenance)	$88,000.00
Other Hardware Support Services (IBM Servers, etc.)	Park Place	$40,000.00
DAS Maintenance	Wireless Concepts	$45,200.00
Phone System Maintenance	HyperFlex SAAS	$19,000.00
Mac Computer Management	JAMF	$6,000.00
Website Software-Sitefinity	Progress Software	$28,000.00
Task Management Software	Nintex	$50,000.00
Web Accessibility Software	Site Improve	$16,000.00
Web Search Engine	Hawks Search	$22,000.00
Web Event Calendar	Whale Calendar	$15,000.00
Website/Student Portal	System Hosting	$60,000.00

Categories and Descriptions	Product Name	FY2024
Text Messaging-Students-Ed Affairs	Signal Vine	$33,000.00
TOTAL ENTERPRISE SOFTWARE		**$2,755,917.00**
Enterprise Support & Services		
Internet and Telephone Service	Comcast / ICN services/AT&T/All utilities	$365,000.00
Vulnerability Management Tool (year 3 of 3)	Rapid7 Insight VM	$64,275.00
Log Aggregation	Log Aggregation -Splunk	$26,250.00
Anti-virus/Anti-malware Tool	Crowdstrike	$49,000.00
IT Research and Advising	Gartner	$125,000.00
Website Support Services	Website Services (Marks Nelson/American Eagle) previously PR	$75,000.00
Phishing Simulation/TrainingTtool	SANS	$21,250.00
Malware Analysis Tool	Crowdstrike	$6,000.00
Support	AZURE CLOUD	$5,000.00
Call Accounting	MetroPolis Call Accounting	$23,000.00
Google Workspace	Google	$80,000.00
TOTAL ENTERPRISE SUPPORT & SERVICES		**$839,775.00**
Enterprise Infrastructure Services		
Microsoft Enterprise Support Incidents	Microsoft Support Pack (5 incidents)	$10,500.00
Incident Response Retainer	CDW	$17,600.00
TOTAL ENTERPRISE INFRASTRUCTURE SERVICES		**$28,100.00**
TOTAL IT SOFTWARE LICENSING, MAINTENANCE AND SUBSCRIPTIONS		**$4,528,845.00**

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 with the vendors identified in the list above in a total not-to-exceed amount of $4,528,845.00.

VII. NEW BUSINESS

AGENDA ITEM VII.J. LIBRARY DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$702,993.00

**Recommended*

Explanation of Purchase: This purchase is for library database licensing agreements, fees for software-hosting platforms and the purchase of research material. Each of the resources listed in the table below are reviewed on an annual basis to determine usage and need.

LIBRARY EXPENDITURES			
Item	**Description**	**Type**	**Amount**
U of IL/CARLI	Access to academic databases	College Use Licenses	$142,500.00
Amazon	Purchase of e-books and research materials for the library collection	Books and Research Materials	$8,500.00
Center for Research Libraries	Access to New York Times and database	College Use Licenses	$6,300.00
EBSCO	Online periodical access for research	College Use Licenses	$45,000.00
Gale	Purchase of e-books and research materials for the library collection	Books and Research Materials	$33,000.00
Illinois Heartland Library System	Access to bibliographic records database and Inter-library loan program	College Use Licenses	$31,000.00
INFOBASE Learning	Access to online academic videos for classroom use and e-books for library collection	Books and College Use Licenses	$33,500.00
Innovative Interfaces, Inc.	Hosting fees for software platforms and interfaces for library management	Hosting Fees	$124,043.00
NILRC	Consortium membership for databases and alternative instructional tools	College Use Licenses	$39,000.00
Overdrive	Purchase of e-books for the library collection	Books and Research Materials	$17,500.00
ProQuest	Access academic database and eBooks	College Use Licenses	$100,650.00
Rittenhouse	Purchase of books and materials for the medical & sciences collections	Books and Research Materials	$5,000.00
West Publishing Corp	West Law Database Access and Legal Resources for student research	College Use Licenses	$21,000.00
YBP Library Services	Purchase of books and research materials for the library collection	Books and Research Materials	$96,000.00
	Total Requested for FY2024		**$702,993.00**

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 with the vendors identified in the list above in a total not-to-exceed amount of $702,993.00.

VII. NEW BUSINESS

AGENDA ITEM VII.K. COURSE MATERIALS AND DIGITAL CONTENT

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$1,448,000.00

**Recommended*

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.

***Course Material and Digital Content Vendors**	
Blue Door	MBS Textbook Exchange
Cengage Learning	McGraw Hill School Education Holdings
Elsevier	Pearson Education
Goodheart & Wilcox Co.	Redshelf
John Wiley & Sons, Inc.	Wolters Kluwer Health

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, are exempt from the competitive bidding process.

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 purchases with the vendors identified in the list above in a total not-to-exceed amount of $1,448,000.00.

VII. NEW BUSINESS

AGENDA ITEM VII.L. ANNUAL POSTAGE

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
United States Postal Service (USPS)*	$380,000.00

**Recommended*

Explanation of Purchase This purchase is for FY 2024 postage from USPS. The College's postage machine and Post Office permit accounts are pre-funded and are used to expedite mail processing for operations and support marketing and recruiting campaigns for the College.

Pursuant to 110 ILCS 805/3-27.1 (k) contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process.

Recommendation: Approve purchases with the United States Postal Service of Washington, DC in the not-to-exceed amount of $380,000.00.

VII. NEW BUSINESS

AGENDA ITEM VII.M. FOOD SERVICE MANAGEMENT

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY2024 budget

Bids	**Amount**
Aladdin Food Management Services, LLC *	$280,000.00

**Recommended*

Explanation of Purchase: This purchase is for approval to extend the current food service management contract for an additional two years with Aladdin Food Management Services, LLC and for FY2024 catering purchases, as stipulated in the current contract.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (n), contracts for the purchase of perishable foods and perishable beverages are exempt from the competitive bidding process.

Recommendation: Approve a contract extension from July 1, 2023, through June 30, 2025, with Aladdin Food Management Services, LLC of Charlotte, NC in a not-to-exceed amount of $280,000.00.

VII. NEW BUSINESS

AGENDA ITEM VII.N. WORKFORCE & PROFESSIONAL DEVELOPMENT INSTITUTE (WPDI) INDEPENDENT CONTRACTORS

Lead Staff: Eric Kurtz, Executive Director, Workforce & Professional Development Institute

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$371,000.00

**Recommended*

Explanation of Purchase: This purchase is for vendors to deliver training and coaching programs to be used by WPDI. The expenses incurred for the use of these vendor partners with WPDI are ultimately covered by the revenue received from corporate clients and professional development tuition.

Instructional Vendors	**Description**
Dynamic Developments	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Institute for Leadership Excellence & Development, Inc.	Soft skills, leadership and project management program development, facilitation and coaching for corporate clients and professional development students.
Avail Advisors, LLC	Data analysis skills program development, facilitation and coaching for corporate clients.
fki Quality LLC	Quality skills program development, facilitation and coaching for corporate clients and professional development students.
Michael Sugarman *DBA: Corporate LearnOvations*	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Imprimus Forensic Services, LLC	Forensic skills program development, facilitation and coaching for professional development students and employers.
MKB Leadership Transformation, Inc.	Soft skills and leadership program development, facilitation and coaching for corporate clients.

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 purchases with the vendors identified in the list above in a not-to-exceed amount of $371,000.00.

VII. NEW BUSINESS

AGENDA ITEM VII.O. JUDICIAL SERVICES CONTRACTORS

Lead Staff: Roneida Martin, Executive Director, Community Programming

Funding Source: FY2024 budget

Bids	**Amount**
Various Vendors* (see list below)	$447,000.00

**Recommended*

Explanation of Purchase: This purchase is for the Circuit Court of Lake County Driver Safety and Family Parenting programs to be used by the Community Programs department. The vendors listed provide services that allow the College to carry out training and educational services for the court.

Vendor	Description	FY 2024 Estimated Spend
Driver Safety Program		
National Safety Council	Driver safety training classes in-person and online	$157,000.00
Alliance Against Intoxicated Motorists	Content and speakers for Live Victim Impact Panels	$60,000.00
W.C. Dorsey and Associates	Proprietary system management, maintenance and software license	$88,000.00
Driver Safety Program Totals		**$305,000.00**
Family Parenting Program		
Children First Foundation	In-person and online curriculum	$72,000.00
19th Circuit Court Family Case Coordination	Coordination services	$70,000.00
Family Parenting Program Totals		**$142,000.00**
Judicial Services Total		**$447,000.00**

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

Pursuant to 110 ILCS 805/3-27.1 (k), contracts for goods or services procured from another government agency are exempt from the competitive bidding process.

Recommendation: Approve purchases with the vendors identified in the list above in a total not-to-exceed amount of $447,000.00.

AGENDA ITEM VII.P. PROJECT MANAGEMENT SERVICES

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

Funding Source: FY2023 surplus and FY2024 budget

Bids	**Amount**
Cotter Consulting, Inc.*	$340,184.00

**Recommended*

Explanation of Purchase: This purchase is for project management services for both the Capital, Sustainability and Construction Management and Facilities divisions to successfully execute projects. During design and implementation, these services are critical to managing scope, budget and schedule.

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 contract from July 1, 2023, through June 30, 2024, to Cotter Consulting, Inc. of Chicago, IL in a not-to-exceed amount of $340,184.00.

AGENDA ITEM VII.Q. MAIN ENTRANCE UPGRADE (Ratification)

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

Funding Source: 2022 general obligation bond

Bids	**Amount**
Maneval Construction Company Inc.*	$483,455.00
Alliance Contractors, Inc.	$950,076.90

**Recommended*

Explanation of Purchase: This purchase is for general contractor services to renovate and replace asphalt and concrete surfaces on Sunpivot Circle and the adjacent visitors' parking lot on the Grayslake Campus. The upgrade will support heavy PACE bus traffic, improve stormwater drainage and pedestrian safety and enhance the aesthetics of the main entrance.

Recommendation: Ratify a purchase with Maneval Construction Company Inc. of Ingleside, IL in the amount of $483,455.00 and a 10% contingency of $48,345.50 for a total not-to-exceed amount of $531,800.50.

AGENDA ITEM VII.R. URBAN FARM CENTER ARCHITECTURAL SERVICES

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

Funding Source: CLC Foundation

Bids	**Amount**
Demonica Kemper Architects*	$1,262,460.75

**Recommended*

Explanation of Purchase: This purchase is for architectural services for the design of the Urban Farm Center on the Lakeshore campus with learning and growing space that engages the CLC community, creates a resource for Waukegan residents and serves as a destination for Lake County and beyond. The project includes a 23,583-square-foot building (estimated at $15 million) that will include retail, instructional and demonstration kitchens, classrooms, offices, head house and greenhouses for hydroponics and aquaponics growing systems.

Recommendation: Approve a purchase with Demonica Kemper Architects of Chicago, IL in a not-to-exceed amount of $1,262,460.75.

AGENDA ITEM VII.S. RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2025 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

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

The Resource Allocation Management Plan (RAMP) for FY2025 has been prepared for submission to the Illinois Community College Board (ICCB) as required. The report includes the College's proposed facilities projects and renovations, including the project descriptions and costs to meet the instructional and service needs of the college community. These projects are included in the CLC 2020 Master Plan, adopted by the Board in 2021, and are listed in the prioritized order. The RAMP will be submitted to the ICCB as required:

1. Deferred Maintenance
2. Advanced Technology Center Phase II
3. Wellness and Health Sciences Center
4. Student Center
5. Conference and Professional Development Center
6. Fine and Performing Arts Expansion
7. Automotive Technician/Collision Repair Expansion

Recommendation: Adopt the attached resolution authorizing the submittal of the FY2025 Resource Allocation Management Plan (RAMP).

VII. NEW BUSINESS

AGENDA ITEM VII.S. RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2025 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

WHEREAS, the Illinois Community College Board requires an annual submission of a Resource Allocation Management Plan (RAMP), which shall be submitted by August 1, 2023,

WHEREAS, the administration of the college has carefully prepared such a plan, including a plan for new facilities,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of the College of Lake County, Community College District No. 532, with a quorum present, certifies that it has reviewed and hereby approves the FY2025 Resource Allocation Management Plan (RAMP) for Community Colleges for the College of Lake County, as prepared and submitted.

2. Upon Board approval and under the signatures of the Chair and Secretary, Administration is authorized to forward the RAMP document to the Illinois Community College Board as specified.

PASSED this 27th day of June 2023.

_____

Chair, Board of Trustees
Community College District 532
County of Lake, State of Illinois

_____

Secretary, Board of Trustees
Community College District 532
County of Lake, State of Illinois

AGENDA ITEM VII.T. APPOINT LEGAL COUNSEL AND AUTHORIZATION TO APPROVE LEGAL SERVICES AGREEMENT

Lead Staff: Lori Suddick, President

Funding Source: FY2024 budget

Background: Pursuant to Board Policy 115, the Board shall annually, by July 1, appoint legal counsel, who, by the direction of the Board, will act as its counsel on legal and related matters. Since 1974, the Board has retained the legal counsel and related legal services of Robbins Schwartz.

Legal counsel and related legal services include the following:

- Provide legal counsel, advice and representation to the Board of Trustees, the President and the College Leadership Team (CLT);
- Coordinate and review legal representation of the College's other private legal counsel (i.e. insurance defense counsel);
- Represent the College on various legal matters and litigation;
- Direct litigation activities and transactional matters, overseeing attorneys engaged in legal areas of litigation, employment/personnel, labor, transactional and legislative matters;
- Provide procurement and contract review (i.e., competitive bid, request for proposals, bid disputes, construction, professional services and facility use agreements) and assist with negotiations, as necessary;
- Provide advice and representation in matters relating to real estate, labor and employee relations, employment including FMLA/ADA/Workers Compensation related issues, collective bargaining, Title IX, Title 504, personal injury defense, board policies, board protocols, administrative procedures and intellectual property matters;
- Provide ongoing guidance for compliance with the Open Meetings Act (OMA) and responses to Freedom of Information Act (FOIA) requests;
- Work with College risk management on matters of litigation to identify and analyze loss exposures and maintain appropriate financial reserves to ensure adequate funding of acknowledged liabilities;
- Provide legal counsel, guidance and policy analysis to ensure that the College decisions and actions comply with federal, state and local law; and
- Robbins Schwartz also offers many complimentary resources throughout the year, including virtual conferences, webinars, and publications.

Recommendation: It is recommended that the Board of Trustees appoint Robbins Schwartz, Ltd. as legal counsel and approve a one-year, non-exclusive legal services contract with Robbins Schwartz, Ltd. of Chicago, IL in a not-to-exceed amount of $420,000.00.

AGENDA ITEM VII.U. FISCAL YEAR 2024 PRIORITIES OF THE PRESIDENT

Lead Staff: Lori Suddick, President

Background: In connection with the President's annual performance evaluation, the following priorities have been developed in collaboration with the Board of Trustees. The priorities align with the FY2024 Budget and College Plan. Each priority aligns within the pillars of the 2024 Strategic Plan.

1. **Capital Projects (Phase 0 Master Plan) and Major Capital Projects (Pillar 6)**
    a. A Wing Culinary Expansion and Conference Center – Grayslake Campus
    b. Brae Loch Culinary Center and Restaurant
    c. Outdoor Sports Complex Design, bid and early construction
    d. Urban Farm Center Design
    e. 33 N. Genesee, Lakeshore Renovation (State of Illinois Capital Development Board [CDB] project – Police and academic program spaces, faculty and staff office upgrades, Children's Learning Center expansion and outdoor children's playground)
    f. Digital Redesign
        - New Website launch
        - New Student Portal launch
    g. Execute LancerNext Enterprise Resource Planning (ERP) System implementation phase to prepare for 2025 launch (Finance/Human Resources)

2. **Employee Recruitment, Retention and Success Outcomes**
    a. Design and implement unit-focused action plans for improved employee engagement and collaborative culture. Implement routine unit-based pulse survey to evaluate progress. (Pillar 5)
    b. Launch Leadership Academy for managers and supervisors under the Employee Success Framework for a minimum of two initial cohorts. (Pillar 5)
    c. Evaluate year one implementation of Flexible Work Arrangements for non-bargaining staff under Board Policy 977. (Pillar 5)
    d. Launch First Year Experience onboarding program under the Employee Success Framework. Establish ongoing review of program elements and retention outcomes. (Pillar 5)

3. **Student Access and Success Outcomes and Revenue Growth**
    a. Evaluate Institutional Capacity Framework and Assessment Tool (ICAT) survey results and conduct a college-wide Capacity Café to inform decision-making on the next set of actions toward improved student access and success outcomes. (Pillar 2)
    b. Implement data-driven college-wide equity in retention strategy across all student groups for improved fall-to-spring and fall-to-fall retention with disaggregated tracking. (Pillar 1)
    c. Implement cross-functional enrollment strategy across all student groups with disaggregated tracking in leading and lagging measures. (Pillar 6)
    d. Develop robust systematic programmatic and college-level assessment and facilitate a revised College Level Outcomes Assessment process through participation in the Higher Learning Commission Assessment Academy. (Pillar 3)

e. Implement the Teaching and Learning Academy action plan to increase capacity for faculty professional development and improve student outcomes. (Pillar 3)

4. Enact College's Diversity Equity and Inclusion Plan

a. Expand college-wide professional development catalog under the Employee Success Framework to include foundational diversity, equity and inclusion learning. (Pillar 2)
b. Apply equity-based policy review standards to the following planned Board policy reviews related to employee recruitment, retention and success within the guidelines of the Total Rewards Strategy. (Pillar 2)
    - 939 Non-Bargaining Employees Employment, Compensation and Benefits
    - 940 Recruitment, Promotion and Retention
    - 941 Departmental/Interdepartmental Reorganization
    - 942 Stipends for Temporary Assignments
    - 960 Reimbursement of Travel, Meal and Lodging Expenses
c. Develop Racial Equity Change Effort (RECE) and complete campus racial equity assessment through engagement in Achieving the Dream (ATD) Racial Equity Leadership Academy (RELA). (Pillar 2)

5. Business Access and Success and Auxiliary Revenue Growth

a. Develop and implement refreshed business model for increased revenue and business-to-business contracts in the Community and Workforce Partnerships (CWP) unit. (Pillar 6)
b. Launch a Manufacturers' Alliance in support of a regional approach to manufacturing sector challenges for talent pipelines, talent development, and business growth. (Pillar 4)
c. Work with industry partners to identify instructional programs to be offered in Advanced Technology Center (ATC) Phase 2. (Pillar 4)

6. Foundation Capital Campaign

a. Develop materials and campaign strategy to support the Urban Farm Center and Phase 2 Advanced Technology Center projects. (Pillar 6)
b. Implement fundraising for Urban Farm Center. (Pillar 6)
c. Implement fundraising for Phase 2 Advanced Technology Center. (Pillar 6)
d. Expand strategies for resourcing students to increase student momentum metric of increased number of credits taken per semester. (Pillar 1 and Pillar 6)

Recommendation: Approve the Fiscal Year 2024 Priorities of the President.

AGENDA ITEM VII.V. 2023-2024 ANNUAL BASE SALARY INCREASE: PRESIDENT

The Board of Trustees has completed the President's performance evaluation for the 2022-2023 contract year. It is recommended that the Board of Trustees approve a four (4.00%) percent increase to the President's 2022-2023 annual base salary for the 2023-2024 contract year.