Regular Meeting

Tuesday, April 25, 2023 5:00 PM
Grayslake Campus, Room A011, 19351 West Washington Street, Grayslake, IL 60030

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Approval of the Minutes**
   1. Regular Meeting Minutes of February 28, 2023 (as corrected)
   2. Regular Meeting Minutes of March 28, 2023
   3. Closed Meeting Minutes of March 28, 2023
4. **Resolutions Honoring Trustees Matthew J. Stanton and Robert J. Tomei, Jr.**
5. **Reorganization for the Board of Trustees**
   1. Approval of the report of the Outcome of the Board of Trustees Election on April 4, 2023
   2. Oath of Office and Seating of Newly Elected Trustees and Student Trustee
   3. Roll Call with Newly Seated Trustees
   4. Appointment of Board Chair Pro Tempore
   5. Election of Chair
   6. Election of Vice-Chair
   7. Election of Secretary
   8. Appointment of Treasurer and Establishment of Salary
   9. Appointment of Ethics Officer and Establishment of Salary
6. **Receipt of Notices, Communications, Hearings and Petitions**
7. **Reports**
   1. Chair's Report
   2. President's Report
8. **Consent Agenda (Action Items)**
   1. 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
   2. Purchasing
      1. Fiscal Year 2024 Printing for Marketing
      2. Grayslake Campus Student Furniture
      3. Printing of Continuing Education Class Schedules
      4. Kubota Utility Tractor
      5. Diploma Production and Distribution Services
      6. Automotive Technology and Collision Repair Electric Vehicles
      7. Video Production Services
      8. Security Camera Licenses and Maintenance
      9. Student Furniture for Recruitment and Onboarding
      10. Faculty Cohort of Effective Teaching Practice Course
      11. DEI Professional Development
   3. Human Resources
      1. New Hires
      2. Probationary Period Completion
      3. Personnel and Position Changes
      4. Promotions
      5. Faculty Employment Contracts

6. Resignations and Retirements
4. Contracts and Grants
5. Other
9. **Presentment of Board Policies and Objectives (Information Items)**
10. **New Business (Action Items)**
1. Temporary Employment Services
2. Digital Strategy Project
3. License Agreement with the Lake County Forest Preserve District to Operate the Green Youth Farm
4. Fiscal Year 2024 Staff Benefits - Benefit Plan Contract Renewal
5. Fiscal Year 2024 Staff Benefits - Non-Bargaining Unit Employee Medical Insurance Premium Contribution
6. Fiscal Year 2024 Staff Salary Ranges
7. Fiscal Year 2024 Annual Employee Salary Increase and Salary Structure Adjustment
8. Approval of 2023-2026 Agreement with the Illinois Fraternal Order of Police Labor Council
11. **Executive Session (Closed)**
12. **Other Matters for Information or Discussion**
13. **Adjournment**

5. REORGANIZATION FOR THE BOARD OF TRUSTEES

5.1. APPROVAL OF THE REPORT OF THE OUTCOME OF THE BOARD OF TRUSTEES ELECTION ON APRIL 4, 2023

Official election results were released for College of Lake County Board of Trustee candidates on April 20, 2023, following the 2023 Consolidated Election held on April 4, 2023, by the Lake County Office of the County Clerk. Candidates William M. Griffin and Allena Barbato won with the highest number of votes, 19,369 and 18,672 respectively, for the two 6-year terms. Official April 4, 2023, Consolidated Election results are listed on the Lake County Clerk's Election Department website and provided on the following page.

RECOMMENDATION: Approve the Report of the Outcome of the Board of Trustees Election on April 4, 2023.

8.1.1. 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 $8,769.30 for the American Association of Community Colleges (AACC) conference, Association of Community College Trustees (ACCT) Governance Leadership Institute, Achieving the Dream annual conference and National Legislative Summit.

PASSED this 25th day of April 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.

8.1.2. 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, no budget transfers exceeding the threshold of $25,000 are recommended to the Fiscal Year 2023 Budget;

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

PASSED this 25th day of April 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 the monthly financial report.

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 67.5 percent of budgeted revenues through February 2023. At the end of February 2022, the College had received 61.5 percent of the amount budgeted.

As of February 28, 2023, the College had received revenues equal to $42.6 million in Fiscal Year 2023 for local taxes. Local tax revenue is budgeted at $77.4 million for Fiscal Year 2023.

Also, as of February 28, 2023, student enrollment reflected 95.9 percent of the tuition revenue. At the end of February 2022, the College had received 93.4 percent of the amount budgeted.

EXPENDITURES: The expenditures in the operating funds as of February 28, 2023, reflect 56.4 percent of budgeted expenditures for the year. In comparison, as of February 28, 2022, the College had expended 55.8 percent of the amount budgeted. The College is trending on track with the FY 2023 budget plan.

College of Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

February 28, 2023

April 25, 2023

Balance Sheet - Fund 01
Balance Sheet
As of February 28, 2023

ASSETS

CASH		
Cash In Bank	$	14,607,982.93
Change Funds		8,800.00
INVESTMENTS		
Other Investments		57,250,341.13
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		7,853,374.34
INTER-FUND RECEIVABLE		
Receivable From Education Fund		84,436.46
Receivable From Maint. Fund		1,791.43
Receivable From O.B.M. Fund		2,259,467.04
Receivable From Auxiliary Fund		98,101.82
Receivable From Restricted Purpose Fund		30,992,413.25
Receivable Fom Other Funds		7,202,948.36
subtotal - INTER-FUND	$	40,639,158.36
Prepaid Expenses		
Prepaid Expenses		44,603.00
TOTAL ASSETS	$	151,610,431.14

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		90,535.52
ACCOUNTS PAYABLE		
Accounts Payable		790,435.30
ACCRUED EXPENSES		
Accrued Expense		658,392.00
INTER-FUND PAYABLE		
Payable to Maintenance Fund		7,348.00
Payable to Education Fund		10,759,249.85
Payable to O. B. M. Funds		10,412,388.52
Payable to Auxiliary Fund		64,189.41
Payable to Restricted Purpose Fund		26,024,600.36
Payable to Other Funds		25,145,254.10
subtotal - INTER-FUND	$	72,413,030.24
DEFERRED REVENUES		
Property Taxes		29,418,910.42
OTHER LIABILITIES		
Other Liabilities		969,374.70
Vacation Accrual		2,807,342.68
TOTAL LIABILITIES	$	107,148,020.86
FUND BALANCE		
Fund Balance		44,462,410.28
TOTAL FUND BALANCE	$	44,462,410.28
TOTAL LIABILITIES & FUND BALANCE	$	151,610,431.14

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: February 28, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	31,810,751.44	44.96%	27,906,222.09	43.84%
CPPRT Corp Personal Property Replacement Tax	2,426,644.13	3.43%	1,126,965.25	1.77%
ICCB Credit Hour Grants	6,304,762.44	8.91%	5,838,635.28	9.17%
Vocational Education	595,491.00	0.84%	287,786.00	0.45%
Tuition	25,711,202.77	36.34%	25,370,513.68	39.85%
Graduation Fees	315.00	0.00%	600.00	0.00%
Transcript Fees	43,400.08	0.06%	47,632.02	0.07%
On-line Course Fee	637,375.82	0.90%	998,446.69	1.57%
Laboratory Fees	382,107.10	0.54%	418,296.56	0.66%
Payment Plan Enrollment Fee	26,775.00	0.04%	29,015.00	0.05%
Credit By Exam Fees	350.00	0.00%	350.00	0.00%
Comprehensive Fees	4,078,128.22	5.76%	4,125,421.14	6.48%
Activity Fee Adjustment	(2,410,718.00)	-3.41%	(2,346,102.00)	-3.69%
Gain(Loss) on Investment	818,125.96	1.16%	(192,994.93)	-0.30%
Other Interest	128,128.91	0.18%	0.00	0.00%
Sweep Accounts	121,022.26	0.17%	1,847.97	0.00%
Library Fines	369.89	0.00%	363.19	0.00%
Miscellaneous Revenue	72,739.96	0.10%	41,966.10	0.07%
Other Revenue/Rebates	11,849.35	0.02%	6,956.47	0.01%
Over Short	0.00	0.00%	3.17	0.00%
Total Income	70,758,821.33	100%	63,661,923.68	100%

Percentages Rounded

8. CONSENT AGENDA 1. FINANCIAL

EXPENDITURES				
Salaries	45,267,301.01	76%	42,672,755.31	75%
Employee Benefits	7,001,561.84	12%	7,263,791.70	13%
Contractual Services	3,465,183.05	6%	3,520,870.92	6%
General Material & Supplies	1,490,379.22	2%	1,559,251.80	3%
Travel/Conference Meeting Exp	363,887.12	1%	191,833.00	0%
Fixed Charges	880,747.50	1%	851,398.62	1%
Utilities	35,560.31	0%	35,343.07	0%
Capital Outlay	33,621.15	0%	233,240.11	0%
Other Expenditures	1,373,299.80	2%	887,777.31	2%
Total Expense	59,911,541.00	100%	57,216,261.84	100%
Beginning Fund Balance	38,721,962.95		35,908,206.69	
Add: Revenues	70,758,821.33		63,661,923.68	
Less: Expenses	(59,911,541.00)		(57,216,261.84)	
Operating Transfers	(5,106,833.00)		(5,942,906.00)	
Ending Fund Balance	44,462,410.28		36,410,962.54	

Percentages Rounded

Balance Sheet - Fund 02
Balance Sheet
As of February 28, 2023

ASSETS

CASH		
Cash In Bank	$	15,976,555.15
RECEIVABLES		
Taxes Receivable - Current Levy		8,707,773.22
Vendor Receivables		15,842.05
ACCRUED REVENUE		
Accrued Interest		0.00
Other Accrued Revenue		0.00
INTER-FUND RECEIVABLE		
Receivable From Education Fund		16,433.00
Receivable From O.B.M. Fund		1,702,269.28
Recvbl From Restricted Purpose Fund		1,057,044.95
Receivable Fom Other Funds		115,734.15
INTER-FUND subtotal:	$	2,891,481.38
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	29,446,786.53

LIABILITIES AND FUND BALANCE

LIABILITIES		
CURRENT OBLIGATIONS PAYABLE		
Current Obligations Payable		0.00
ACCOUNTS PAYABLE		
Accounts Payable	$	241,947.91
INTER-FUND PAYABLE		
Payable to Education Fund		1,958,321.73
Payable to O. B. M. Funds		12,775,239.37
Payable to Auxiliary Fund		72.24
Payable to Restr. Purpose Fund		49,307.76
Payable to Working Cash Fund		0.00
Payable to Other Funds		0.00
INTER-FUND subtotal:	$	14,782,941.10
DEFERRED REVENUES		
Property Taxes		7,826,646.59
OTHER LIABILITIES		
Other Liabilities		0.00
TOTAL LIABILITIES	$	22,851,535.60
FUND BALANCE		
Fund Balance		6,595,250.93
TOTAL FUND BALANCE	$	6,595,250.93
TOTAL LIABILITIES & FUND BALANCE		29,446,786.53

RECONCILIATION	
BEGINNING FUND BALANCE	5,137,158.56
ADD: REVENUE	8,497,888.86
LESS:EXPENDITURES	(7,039,796.49)
OPERATING TRANSFERS	0.00
ENDING FUND BALANCE	6,595,250.93

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: February 28, 2023

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,403,267.01	98.89%	7,424,105.76	98.14%
Building Rentals	84,525.04	0.99%	118,076.49	1.56%
Other Facility Rentals	0.00	0.00%	17,272.36	0.23%
Miscellaneous Revenue	10,096.81	0.12%	5,561.48	0.07%
Total Income	8,497,888.86	100%	7,565,016.09	100%
EXPENDITURES				
Salaries	3,046,689.15	43%	2,557,499.64	39%
Employee Benefits	934,330.37	13%	903,515.18	14%
Contactual Services	505,553.24	7%	576,310.72	9%
General Material & Supplies	505,571.00	7%	153,602.25	2%
Travel/Conference Meeting Exp	11,468.79	0%	4,062.81	0%
Fixed Charges	819,353.84	12%	735,032.57	11%
Utilities	1,085,723.12	15%	1,521,458.78	23%
Capital Outlay	127,553.46	2%	114,006.88	2%
Other Expenditures	3,553.52	0%	(16,441.42)	0%
Total Expense	7,039,796.49	100%	6,549,047.41	100%
Beginning Fund Balance	5,137,158.56		5,417,145.32	
Add: Revenues	8,497,888.86		7,565,016.09	
Less: Expenses	(7,039,796.49)		(6,549,047.41)	
Operating Transfers	0.00		(788,938.00)	
Ending Fund Balance	6,595,250.93		5,644,176.00	

8. CONSENT AGENDA 2. PURCHASING

8.2.1. FY 2024 PRINTING FOR MARKETING

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

Funding Source: FY 2024 budget

Bids	**Amount**
Vogue Printers, Inc.*	$155,941.91
Graphic Partners, Inc.	$162,792.00
Visio Graphic	$175,475.25
Lake County Press, Inc.	$188,627.00

**Recommended*

Explanation of Purchase: This purchase is for services to print the biannual magazine, CLC Connects, the annual Community Impact Report, general enrollment fliers, the annual Open House postcard, and Play booklets for art events geared toward promoting the college and its programs.

Recommendation: Approve a purchase with Vogue Printers, Inc. of Waukegan, IL in a not-to-exceed amount of $155,941.91.

8.2.2. GRAYSLAKE CAMPUS STUDENT FURNITURE

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

Funding Source: FY 2023 budget

Bids	**Amount**
Frank Cooney Company, Inc.*	$77,880.17
Midwest Office Interiors, Inc.	$79,774.98
Henricksen and Company, Inc.	$82,268.38

**Recommended*

Explanation of Purchase: This purchase provides the installation of furniture around the College to create more collaborative seating and engagement spaces for students in common areas at the Grayslake campus.

Recommendation: Approve a purchase with Frank Cooney Company, Inc. of Elk Grove Village, IL in a not-to-exceed amount of $77,880.17.

VIII. CONSENT AGENDA B. PURCHASING

AGENDA ITEM VIII.B.3. PRINTING OF CONTINUING EDUCATION CLASS SCHEDULES

Lead Staff: Ali O'Brien, Vice President of Community & Workforce Partnerships

Funding Source: FY 2024 budget

Bids	**Amount**
Woodward Printing Services*	$ 61,565.60
Lake County Press, Inc.	$101,241.00

**Recommended*

Explanation of Purchase: This purchase is for the printing and delivery of approximately 135,000 non-credit continuing education class schedules for fiscal year 2024, including fall 2023, spring 2024 and summer 2024.

Recommendation: Approve a purchase with Woodward Printing Services of Platteville, WI in a not-to-exceed amount of $61,565.60.

8.2.4. KUBOTA UTILITY TRACTOR

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY 2023 budget

Bids	**Amount**
Burris Equipment Company*	$37,992.79

**Recommended*

Explanation of Purchase: This purchase is for the replacement of equipment that has reached the end of its useful life.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under Sourcewell contract (#122220) for Utility Vehicles.

Recommendation: Approve a purchase with Burris Equipment Company of Waukegan, IL in a not-to-exceed amount of $37,992.79.

8.2.5. DIPLOMA PRODUCTION & DISTRIBUTION SERVICES

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY 2023 budget

Bids	**Amount**
Parchment, LLC*	$109,335.00

**Recommended*

Explanation of Purchase: This purchase is for the production and efficient distribution of student diplomas. Students receive automated communications, mail tracking, a simplified way to order reprints and a paper and an electronic diploma.

Recommendation: Approve a purchase agreement with Parchment, LLC of Scottsdale, AZ from April 28, 2023, through April 27, 2026, in a not-to-exceed amount of $109,335.00.

8.2.6. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLES (Ratification)

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

Funding Source: Workforce Equity Initiative (WEI) Grant

Bids	**Amount**
Libertyville Chevrolet, Inc.*	$65,886.52

**Recommended*

Explanation of Purchase: This purchase is for two used electric vehicles 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 Libertyville Chevrolet, Inc. of Libertyville, IL, agreement in a not-to-exceed amount of $65,886.52.

8.2.7. VIDEO PRODUCTION SERVICES (Ratification)

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

Funding Source: FY 2021 surplus, Governor's Emergency Education Fund Grant, FY 2023 budget

Bids	Amount
JJack Productions*	$68,359.10

**Recommended*

Explanation of Purchase: This purchase is for several key promotional projects beyond those originally approved. These projects include the fall 2023 marketing campaign, the Brae Loch culinary program restaurant and student resource outreach. The projects are funded with existing budget and will be completed within the time period of the current three-year agreement.

Administration is requesting ratification for FY 2023 previous purchases of $31,359.10 and approval for remaining projects in FY 2024 of $37,000.00 in a not-to-exceed total amount of $68,359.10.

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

Recommendation: Ratify purchases with JJack Productions of Chicago, IL in a not-to-exceed amount of $31,359.10 and approve the FY 2024 spend in a not-to-exceed amount of $37,000.00 for a cumulative total of $68,359.10.

8.2.8. SECURITY CAMERA LICENSES & MAINTENANCE (Ratification)

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

Funding Source: Capital Development Board (CDB) Project Trust

Bids	Amount
e.Norman Security Systems, Inc.*	$29,556.80

**Recommended*

Explanation of Purchase: This purchase is for 95 security camera licenses and software maintenance for cameras at the Lakeshore Campus Student Center.

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.

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: Ratify a purchase with e.Norman Security Systems, Inc. of Naperville, IL in a not-to-exceed amount of $29,556.80.

8.2.9. STUDENT FURNITURE FOR RECRUITMENT AND ONBOARDING

Lead Staff: Jacob Cushing, Director, Student Recruitment & Onboarding

Funding Source: FY 2021 surplus

Bids	Amount
Allsteel, Inc. c/o Midwest Office Interiors, Inc.*	$46,183.42

**Recommended*

Explanation of Purchase: This purchase is for the installation of cubicles and desks to provide each of the College and Career Navigators (CCN) in the Student Recruitment and Onboarding Department with a workspace at the Grayslake campus. This will create a professional space for CCNS to meet with prospective students and their families.

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 $46,183.42.

8.2.10. FACULTY COHORT OF EFFECTIVE TEACHING PRACTICE COURSE

Lead Staff: Kristen Jones, Vice President of Education

Funding Source: FY 2022 surplus and FY 2024 budget

Bids	Amount
EDCERT, LLC d/b/a Association of College and University Educators*	$118,000.00

**Recommended*

Explanation of Purchase: This purchase is for the Association of College and University Educators (ACUE) to facilitate one cohort of the Effective Teaching Practices Course, two micro-credential courses and two Fostering Sense of Belonging courses for faculty professional development. These courses have the endorsement of a variety of national educational networks, including the American Council on Education, and offer the potential for graduate credit earned for faculty.

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 agreement with EDCERT, LLC d/b/a Association of College and University Educators of New York, NY from July 1, 2023, through June 30, 2024, in a not-to-exceed amount of $118,000.00.

8.2.11. DEI PROFESSIONAL DEVELOPMENT

Lead Staff: Derrick Harden, Vice President of Strategy / Chief of Staff

Funding Source: FY 2022 surplus

Funding Request: $62,000.00

Bid	Amount
The Washington Consulting Group, Inc.	$59,550.00
America and Moore LLC*	$62,000.00

**Recommended*

Explanation of Purchase: This purchase is for diversity, equity and inclusion (DEI) training program for 64 college leaders and members of the Black African American (BAA) employee resource and faculty allies group. This specific professional development is a recommendation from the Black African American (BAA) employee resource group and faculty allies group and aligns with the College's DEI plan goal to implement a college-wide professional development plan.

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 agreement with America and Moore LLC of Green Bay, WI from May 1, 2023, through June 30, 2024, in a not-to-exceed amount of $62,000.00.

8.3.2. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade Salary, FLSA	Effective Date	Contract Dates
1	Borland, Emily	Specialist Position Number: 1862 Community Resource Advisor, Advising and Retention	N/A	B32 $49,388/ Annual Exempt	N/A	Date of Probationary Completion: 3/11/2023	3/11/2023 - 6/30/2023
2	Rintz, Ann	Specialist Position Number: 0946 Art Gallery Curator, Art Gallery	N/A	C41 $56,700/ Annual Exempt	N/A	Date of Probationary Completion: 3/25/2023	3/25/2023 - 6/30/2023
Recommendation: Approve the above full-time employment.							

8.3.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

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.

	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
3	Flores Calderon, Valeria	Classified Position Number: 0244 Office Manager, Lakeshore Campus	N/A	B24 $20.31/Hour Non-exempt	N/A	Date of Probationary Completion: 3/25/2023	N/A
4	Pogue, Sandra	Classified Position Number: 1317 Payroll Associate, Finance Department	N/A	B23 $18.59/Hour Non-exempt	N/A	Date of Probationary Completion: 3/25/2023	N/A
5	Thornburgh, Nate	Classified Position Number: 1585 Help Desk Support, Technology Support	N/A	B21 $15.17/Hour Non-exempt	N/A	Date of Probationary Completion: 3/25/2023	N/A
Recommendation: Approve the above full-time employment.							

8.3.2. 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.							
6	Harrell, Curt	Classified - Union Position Number: 0391 Custodian, Custodial, Lakeshore Campus	N/A	$16.70/Hour Non-exempt	N/A	Date of Probationary Completion: 3/25/2023	N/A
The following employee has successfully completed the appropriate probationary period and is being recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the Illinois Fraternal Order of Police Labor Council.							
7	Lopez, Danny	Classified - Union Position Number: 0120 Community Service Officer, Police Department	N/A	$18.25/Hour Non-exempt	N/A	Date of Probationary Completion: 3/28/2023	N/A
Recommendation: Approve the above full-time employment.							

AGENDA ITEM VIII.C.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 recommends the promotion of a current specialist to Lead Teacher II, Children's Learning Centers, for obtaining a degree for required qualifications. The position change is funded through existing budget resources.								
1	Promotion	Pough, Chelsea	Specialist Position Number: 0324 Lead Teacher, Children's Learning Centers	Specialist Position Number: 0324 Lead Teacher II, Children's Learning Centers	B21 $19.05/ Hour Non-exempt	B23 $20.31/ Hour Non-exempt	4/26/2023	4/26/2023- 6/30/2023
Administration recommends the promotion of a current part-time specialist to full-time Grant Specialist, Adult Education and ESL. The position change is funded through existing grant resources.								
2	Promotion	Prete, Jeanne	Specialist, Part-time Position Number: 0838 Grant Specialist*, Adult Education and ESL	Specialist, Full-time Position Number: 0838 Grant Specialist*, Adult Education and ESL	B24 $24.68/ Hour Non-exempt	B24 $24.68/ Hour Non-exempt	5/1/2023	5/1/2023- 6/30/2023
Administration recommends the transfer of a current specialist to Grants Accountant, Finance Department. The position change is funded through existing budget resources.								
3	Transfer	Vagnoni, Kim	Specialist Position Number: 1149 Accountant, Resource Development and Legislative Affairs	Specialist Position Number: 1149 Grants Accountant, Finance Department	C41 $64,218/ Annual Exempt	C41 $80,000/ Annual Exempt	5/1/2023	5/1/2023- 6/30/2023

*Grant/externally funded position.

AGENDA ITEM VIII.C.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 recommends the promotion of a current administrator to Associate Dean of Engineering, Math and Physical Sciences Division. The position change is funded through existing budget resources.								
4	Promotion	Mireles, Miguel	Specialist Position Number: 1469 Career Program Manager, Engineering, Math and Sciences Division	Administrator Position Number: 0043 Associate Dean, Engineering, Math and Physical Sciences Division	C41 $77,961/ Annual Exempt	D61 $100,200/ Annual Exempt	5/1/2023	5/1/2023-6/30/2023
Administration recommends the promotion of a current professional to Director of Student Records. The position change is funded through existing budget resources.								
5	Promotion	Esser, Krysty	Professional Position Number: 1179 Assistant Director Technology, Student Records	Administrator Position Number: 1179 Director, Student Records	C52 $85,669/ Annual Exempt	D61 $96,000/ Annual Exempt	5/1/2023	5/1/2023-6/30/2023
Administration recommends the reclassification of full-time Retail Associate to part-time Retail Assistant. The position change is funded through existing budget resources.								
6	Reclassification	Vacant	Classified, Full-time Position Number: 0129 Retail Associate, Lakeshore Campus Bookstore	Classified, Part-time Position Number: 0129 Retail Assistant, Lakeshore Campus Bookstore	A13 Non-exempt	A12 Non-exempt	4/26/2023	N/A
Recommendation: Approve the position changes with effective dates noted above.								

8.3.3. PROMOTIONS

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

	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
1	Dymchuk, Anastasiia	Classified Position Number: 0198 Enrollment Services Generalist, Welcome and One Stop Center	Specialist Position Number: 1129 Enrollment Services Specialist*, Adult Education Testing	B22 $17.64/ Hour Non-exempt	B23 $19.55/ Hour Non-exempt	5/1/2023	5/1/2023-6/30/2023
2	Miranda, Alma	Specialist Position Number: 1319 Accountant, Finance Department	Specialist Position Number: 0291 Senior Accountant, Finance Department	C41 $53,379/ Annual Exempt	C41 $80,000/ Annual Exempt	5/1/2023	5/1/2023-6/30/2023
3	Umbricht, Christopher	Specialist Position Number: 1117 Campus IT Support Coordinator, Technology Support	Specialist Position Number: 0182 Cybersecurity Analyst, Cybersecurity	B31 $85,261/ Annual Exempt	C41 $90,377/ Annual Exempt	5/9/2023	5/9/2023-6/30/2023
Recommendation: Approve the above actions.							

*Grant/externally funded position.

8.3.5. FACULTY EMPLOYMENT CONTRACTS

Per the 2022-2025 Collective Bargaining Agreement (CBA) between the Board of Trustees of the College of Lake County and the College of Lake County Federation of Teachers, Local No. 2394, AFT approved by the Board on February 28, 2023, the following full-time instructional and non-instructional faculty are employed for the 2023-2024 academic year (contract dates August 14, 2023 - May 11, 2024). These contracts are regular full-time load and do not include overload pay. These contracts have been made public with the public posting of the board meeting agenda.

	Last Name, First Name	Position Title
1	Abdallah, Mohammad	Instructor, Heating and Air Conditioning Engineering Technology
2	Ahchiyski, Vasil	Instructor, Mechatronics
3	Aiossa, Elizabeth	Instructor, English
4	Albrecht, Kenneth	Instructor, Mechatronics
5	Alonso, Javier	Instructor, Criminal Justice
6	Alpert, Valerie	Instructor, Dance
7	Andersen, Eric	Instructor, Precision Machining Technology
8	Anderson, Diane	Librarian
9	Andrade, Francisco	Instructor, CAD
10	Andrews, Jeff	Instructor, Mathematics
11	Aquino, Tessa	Instructor, English
12	Arce, Kelly	Instructor, ESL
13	Ardito, Frank	Instructor, Physical Education
14	Audi, Ahmad	Instructor, Chemistry
15	Behling, Erika	Librarian
16	Beintema, Mark	Instructor, Mathematics
17	Belec-Olander, Ruth	Instructor, Basic Nurse Assisting
18	Benjamin, Nora	Instructor, Psychology
19	Benson, Perry	Instructor, Academic Success
20	Berkowitz, Eric	Instructor, Computer Information Technology Cybersecurity

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
21	Black, Kelly	Instructor, Reading
22	Bolton, David	Instructor, Art
23	Bonine, Mary	Instructor, Biology
24	Boyd, Riyanti	Instructor, Mathematics
25	Boyke, Kimberly	Instructor, Mathematics
26	Breen, Nathan	Instructor, English
27	Bruellman, Jill	Instructor, ELI/TESOL/TESL
28	Brueske, Shari	Instructor, Psychology
29	Buckner, Mary	Instructor, Nursing
30	Burde, Jared	Instructor, Physics
31	Burgos, Douglas	Instructor, Heating and Air Conditioning Engineering Technology
32	Calderon Duran, Marcela	Instructor, Early Childhood Education*
33	Carlson, Donna	Instructor, Mathematics
34	Cartwright, Kelly	Instructor, Biology
35	Cash, Amanda	Instructor, English
36	Cashmore, Jason	Instructor, Biology
37	Casper, Natalia	Instructor, Mathematics
38	Cavazos, Octavio	Instructor, Automotive Collision Repair
39	Chapa, Michael	Instructor, Heating and Air Conditioning Engineering Technology
40	Chernaik, Anne	Librarian
41	Chessman, Nolan	Instructor, English
42	Chittal, Jay	Instructor, Accounting
43	Chmara, Joel	Instructor, Communication
44	Chu, Shanti	Instructor, Philosophy
45	Clark, Patty	Instructor, Business Administration

*Grant/externally funded position.

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
46	Colton, Cathy	Instructor, English
47	Cooling, Chris	Instructor, Communication
48	Coykendall, Mark	Instructor, Biology
49	Crews, Therese	Instructor, Dance
50	Cullen II, Mick	Instructor, Human Services
51	Cumpston, Ryan	Instructor, Earth Sciences
52	Cunningham, Ali	Instructor, Communication
53	Dameron, Kristi	Instructor, Biology
54	Dublis, Katie	Instructor, English
55	Durbha, Vara	Instructor, Psychology
56	Edwards, Jan	Instructor, Engineering
57	Eggler, Elliot	Instructor, Surgical Technology
58	Fasano, Lisa	Instructor, Medical Assisting
59	Faulk, Josie	Instructor, History
60	Filiatreault, Dory	Instructor, Sociology
61	Filicette, Teresa	Instructor, Academic Success
62	Flack, Michael	Instructor, Music
63	Folger, Tracie	Instructor, Theatre
64	Forsberg, Imelda	Instructor, Basic Nurse Assisting
65	Garcia Jr, David	Instructor, Automotive Collision Repair
66	Gifford, Fred	Instructor, Communication
67	Giordani, Tania	Instructor, ABE/GED Mathematics
68	Gollapudi, Lakshmi	Instructor, Biology
69	Gonder, Patrick	Instructor, English/Humanities
70	Gordon, Gregory	Instructor, History
71	Habeger, Hans	Instructor, Art

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
72	Harper, Lynn	Instructor, Communication
73	Hasbrouck, Jason	Instructor, Mathematics
74	Hasbrouck, Kim	Instructor, Mathematics
75	Hawarny, Becky	Instructor, Nursing (Contract end date 12/31/2023)
76	Hay, Marsha	Instructor, Biology
77	Herzog, Kalyn	Instructor, Biology
78	Hester, Joseph	Instructor, ESL
79	Hines, Jeffrey	Instructor, Machine Tool Trade/Precision Machine Technology
80	Hobart, Laura	Instructor, Mathematics
81	Hodges, Terence	Instructor, Human Services
82	Hooper, David	Instructor, Hospitality and Culinary Management
83	Howell, Jeff	Instructor, Fire Science Technology/Emergency Management
84	Hulvat, Jen	Instructor, Criminal Justice
85	Hunt, Barb	Instructor, Nursing (Contract end date 12/29/2023)
86	Hunter, Byron	Instructor, Mathematics
87	Hutchinson, Frederic	Instructor, Sociology
88	Hwang, Saehan	Instructor, Mathematics
89	Illg, Karsten	Instructor, Welding Fabrication Technology
90	Iordan, Dunia	Instructor, Nursing
91	Jacobs, Mary	Instructor, Dental Hygiene
92	Jimenez, Miguel	Instructor, English
93	Jones, Malika	Instructor, Adult Basic Education Transitions
94	Jones, Shane	Instructor, Biology
95	Kahveci, Ajda	Instructor, Chemistry
96	Kaur Singh, Neeru	Instructor, Health Information Technology

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
97	Keesling, Derrek	Instructor, Automotive Technology
98	Kellerhals, Bill	Instructor, Automation, Robotics, and Mechatronics
99	Kikuchi, Ken	Instructor, Psychology
100	Kordik, Cheryl	Instructor, Chemistry
101	Kozien, Michael	Instructor, Digital Media and Design
102	Krachtus, Debbie	Instructor, Nursing
103	Krishnamurthy, Venkat	Instructor, Business Administration
104	Kumar, Sanjay	Instructor, Computer Information Technology
105	Kupetz, John	Instructor, Digital Media and Design
106	Kurbanov, Elbek	Instructor, Chemistry
107	Kurschner, Mike	Instructor, Industrial Technology*
108	Kurup, Shyam	Instructor, Mathematics
109	Kusiak, Kathy	Instructor, English
110	Lally, Martha	Instructor, Psychology
111	Latza, Michael	Instructor, English
112	LeFeber, Lindsey	Librarian
113	Ledvina, Holly	Librarian
114	Lee, Yoonill	Instructor, Electrical Engineering Technology
115	Leifheit, Cristen	Instructor, Art/Digital Media
116	Leiter, Derek	Instructor, Pharmacy Technician
117	Lenz, Steven	Instructor, Heating and Air Conditioning Engineering Technology
118	Lossmann, Robert	Instructor, Art
119	Lozano, Christina	Instructor, Medical Imaging
120	MacDonald, Cindy	Instructor, Nursing
121	MacDonald, Lucia	Instructor, Nursing
122	Martin, Elisabeth	Instructor, Biology

*Grant/externally funded position.

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
123	Maslanka, Vasilka	Instructor, English
124	Mazilu, Ana	Instructor, Physics
125	Melnytschuk, Chris	Instructor, Health Information Technology
126	Meyer, Kathryn	Instructor, Business and Supply Chain Management
127	Micek, Alyssa	Instructor, ESL
128	Mikol, Carmella	Instructor, Nursing
129	Milburn, Colleen	Instructor, Nursing
130	Miller, Gayle	Instructor, Legal Studies
131	Mullinax, Stefan	Instructor, Economics
132	Munk, Rebecca	Instructor, Philosophy
133	Murphy, Timothy	Instructor, Political Science
134	Myers, Don	Instructor, Automotive Collision Repair
135	Nehring, Annette	Instructor, Mathematics
136	Nelson, Michele	Instructor, English
137	Norwood, Angela M	Instructor, Phlebotomy
138	Novinska, Teresa	Instructor, Hospitality and Culinary Management
139	O'Connell, Mary	Librarian
140	O'Grady, Liz	Instructor, Biology
141	Oliva, Sonia	Instructor, Sociology
142	Ott, Adina	Instructor, Chemistry
143	Otto, Laura	Instructor, English
144	Pabedinskas, Joana	Instructor, Health and Wellness Promotion
145	Palumbo, Scott	Instructor, Anthropology
146	Pitrello, Nina	Instructor, Anthropology
147	Pittman, Deidra	Instructor, Phlebotomy
148	Poma, Gladys	Instructor, Mathematics

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
149	Porter, Margie	Instructor, Mechanical Engineering
150	Priest, Eric	Instructor, Earth Sciences
151	Proctor, Michelle	Instructor, Education
152	Proft, Kari	Instructor, Communication
153	Pryga, Suzanne	Instructor, Sociology
154	Racina, Janet	Instructor, Nursing
155	Raman, Vasumathi	Instructor, Economics
156	Ramirez, Abel	Instructor, Hospitality and Culinary Management
157	Rasmussen, Matthew	Instructor, Psychology
158	Reed, Scott	Instructor, Mathematics
159	Remedi, Bob	Instructor, Biology
160	Rich, Craig	Instructor, Theatre
161	Rodgers, Jason	Instructor, Digital Media and Design
162	Rolli, William	Instructor, Mathematics
163	Roque, Rav	Instructor, Nursing
164	Rowe, Erick	Instructor, Art Photography
165	Ruiz-Velasco, Theresa	Instructor, Spanish
166	Schael, Diane	Instructor, Early Childhood Education
167	Scheffler, Mary	Instructor, Nursing
168	Scherbaum, Robert	Instructor, Computer Information Technology
169	Schevera, Nicholas	Instructor, English
170	Scott, Lorri	Instructor, Legal Studies
171	Seitz, Jeanine	Instructor, Biology
172	Shireman, Herschell	Instructor, Welding Fabrication Technology
173	Simmons, Tara	Instructor, Chemistry
174	Smith, Mark	Instructor, Mathematics

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
175	Smith, Scott	Instructor, Business Administration
176	Soybel, Phyllis	Instructor, History
177	Sprague, Jon	Instructor, Mathematics
178	Staben, Jennifer	Instructor, English
179	Stahl, Esley	Instructor, English
180	Starzec, Kathryne	Instructor, English
181	Stegman, Patrick	Instructor, Accounting
182	Swanson, Katherine	Instructor, Surgical Technology
183	Taha, Jack	Instructor, Medical Assisting
184	Thomas-George, Cindu	Instructor, Communication
185	Thompson, Danielle	Instructor, Dental Hygiene
186	Thornburgh, Stewart	Instructor, Mathematics
187	Toch, Uri	Librarian (Contract end date 8/9/2023)
188	Trimier, Jackie	Instructor, Philosophy/Humanities
189	Trombino, Cynthia	Instructor, Biology
190	Twardock, Rob	Instructor, Engineering
191	Utecht, Chris	Instructor, Criminal Justice
192	Valentine-French, Suzanne	Instructor, Psychology
193	Valtierra, Felipe	Instructor, Automotive Technology
194	Varblow, Jeff	Instructor, Accounting
195	Vena, William	Instructor, Hospitality and Culinary Management
196	Wakefield-Thorne, Heide	Instructor, Nursing
197	Wells, Theodore	Instructor, Automotive Technology (Contract end date 12/31/2023)
198	White, Tonitta	Instructor, Economics
199	Wiechert, Lynn	Instructor, Medical Imaging
200	Wilson, Beth	Instructor, Chemistry

8.3.5. FACULTY EMPLOYMENT CONTRACTS (CONTINUED)

	Last Name, First Name	Position Title
201	Wismer, Carol	Instructor, Biology
202	Wolf, Page	Faculty Development Instructional Developer
203	Wooten, Dave	Instructor, Industrial Technology
204	Wu, Maggie	Instructor, Accounting
205	Wyniawskyj, Chris	Instructor, Mathematics
206	Xiang, Yang	Instructor, Digital Media and Design
207	Zahina-Ramos, John	Instructor, Horticulture
208	Zhai, Xiaoming	Instructor, Geology

Recommendation: Approve the above full-time instructional and non-instructional faculty contracts that have been posted on the College's website for public review for the 2023-2024 academic year.

8.3.6. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Ford, Cedric	Specialist Position Number: 1429 Payroll Manager, Payroll	3/30/2023
2	Resignation	Murillo, Elsa	Classified Position Number: 1801 Senior Administrative Assistant, Student Recruitment and Onboarding	3/20/2023
3	Resignation	Mahmood, Abdullah	Classified - Union Position Number: 0997 Community Service Officer, Police Department	4/4/2023
4	Resignation	Ros, Susan	Specialist Position Number: 1808 Program Manager College Readiness Dual Credit, P-20 Educational Partnerships	4/14/2023
5	Resignation	Ratilla, Athena	Classified Position Number: 0980 Office Associate, Workforce and Professional Development Institute Operations	4/21/2023
6	Resignation	Valencia-Garcia, Pablo	Specialist Position Number: 1842 Head Athletics Trainer, Athletics and Physical Activity	5/31/2023
7	Resignation	Mudrock, Jeff	Faculty Position Number: 1268 Instructor, Mathematics	8/1/2023

8.3.6 RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
8	Retirement	Wells, Theodore	Faculty Position Number: 0510 Instructor, Automotive Technology	12/31/2023
9	Retirement	Ardito, Frank	Faculty Position Number: 0545 Instructor, Physical Education, Health and Wellness Promotion	5/31/2024 Faculty Post-Retirement Award program
10	Retirement	Johnson Jones, Sylvia	Administrator Position Number: 0045 Executive Director, Career and Job Placement Center	5/1/2025 Eligible for Policy 925 and 930
11	Retirement	Gollapudi, Lakshmi	Faculty Position Number: 0408 Instructor, Biology	7/31/2025 Faculty Post-Retirement Award program
12	Retirement	Martin, Elisabeth	Faculty Position Number: 0411 Instructor, Biology	5/31/2026 Faculty Post-Retirement Award program
13	Retirement	Trombino, Cynthia	Faculty Position Number: 0405 Instructor, Biology	7/31/2026 Faculty Post-Retirement Award program
14	Retirement	Valentine-French, Suzanne	Faculty Position Number: 0572 Instructor, Psychology	5/31/2027 Faculty Post-Retirement Award program
Recommendation: Approve the above actions.				

10.1. TEMPORARY EMPLOYMENT SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY 2022 surplus

Funding Request: $50,000.00

Bid	Amount
The Salem Group*	$50,000.00

**Recommended*

Explanation of Purchase: On December 13, 2022, the Board approved a one-year agreement extension for temporary employment services with The Salem Group in a not-to-exceed amount of $200,000.00. Due to the need to complete the public website redesign project, the College seeks additional funding in a not-to-exceed amount of $50,000.00 under the current one-year agreement, through November 30, 2023.

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 an additional amount of $50,000.00 for temporary employment services with The Salem Group of Buffalo Grove, IL, through November 30, 2023, for a cumulative not-to-exceed amount of $250,000.00.

10.2. DIGITAL STRATEGY PROJECT

Lead Staff: Derrick Harden, Vice President of Strategy / Chief of Staff

Funding Source: FY 2022 surplus

Funding Request: $330,000.00

Bids	Amount
American Eagle*	$330,000.00

** Recommended*

Explanation of Purchase: This purchase supports the Digital Strategy initiative to enhance the experience of prospective students and community members with the public website. To complete the project, additional resource from American Eagle is required.

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 the purchase of Digital Strategy Project with American Eagle of Des Plaines, IL in a not-to-exceed amount of $330,000.00.

10.3. APPROVAL TO ENTER A LICENSE AGREEMENT WITH THE LAKE COUNTY FOREST PRESERVE DISTRICT TO OPERATE THE GREEN YOUTH FARM

Lead Staff: Ali O'Brien, Vice President for Community & Workforce Partnerships

College of Lake County (CLC) has been presented the opportunity to operate the Green Youth Farm at the Greenbelt Forest Preserve in North Chicago. For the past 20 years, this farm has been run by the Chicago Botanic Garden's (CBG) Windy City Harvest department, serving as a paid work experience and youth development program annually for 15-20 high school students from Waukegan and North Chicago. The Lake County Forest Preserve District (LCFPD) has allowed the location to be licensed to CBG for farm operations and workforce training. Both CBG and LCFPD are interested in having a Lake County-based organization manage the operations and programming at the Green Youth Farm to extend the learning that occurs on the farm into postsecondary education and career pathways in agriculture, health and wellness sciences, and entrepreneurship.

The program and maintenance of the farm have been financially supported by a combination of earned revenue from fresh produce sales, tours and field trip fees and raised revenue from family foundations and private donations. Youth stipends have been paid directly to participants from Lake County Workforce Development Department through the summer youth employment program. These financial structures would remain in place as CLC assumes programmatic and operational responsibility. There will not be a direct operating fund impact to launch the farm under CLC's leadership during FY2023.

The Green Youth Farm strategically aligns with CLC's efforts in sustainable and urban agriculture. The Farm creates a pipeline for high school students into CLC's postsecondary programs that exist at the Grayslake Campus Farm and the planned Lakeshore Campus Urban Farm Center. The Farm will allow CLC to achieve immediate produce production into the local food distribution system and creates an early, small scale opportunity for a VeggieRx program to launch with health care partners until the Urban Farm Center opens.

There is no cost to the College for the license agreement with LCFPD. As partners, the agreement outlines the responsibilities of each party clearly and provides for mutual benefit to both organizations. In year one of the agreement, the responsibilities of each party will be as follows:

Lake County Forest Preserve District will be responsible for:

- Preparing planting beds, including tilling soil and installation of compost or other soil amendments. Assist with ½ day planting day (using volunteers and/or staff from LCFPD and CLC).
- Engaging a contract grower to provide growing services.
- General landscape maintenance of mowed areas within and around the Licensed Premises.

- Leading volunteer workdays as needed throughout the growing season to assist with planting, weeding, and harvesting.
- General maintenance of site assets including perimeter fencing, 2 sheds (roofing, flooring, etc), and carport over wash/pack area.
- Water supply provision and maintenance including turning on in the spring as requested by CLC and turning off in the fall as requested by CLC.

College of Lake County will be responsible for:

- Hiring a Green Youth Farm Coordinator/Program Manager.
- Creating and providing a planting plan to the contractual grower.
- Creating and implementing a program curriculum.
- Recruiting, hiring, and managing student workers.
- Identifying individuals or organizations to benefit from free or low-cost access to the produce grown.
- Purchasing and maintaining hand tools associated with crop maintenance.

Recommendation: Authorize the license agreement with Lake County Forest Preserve District to operate the Green Youth Farm at Greenbelt Forest Preserve in North Chicago as outlined in the license agreement from April 26, 2023, through December 31, 2025.

10.4. FISCAL YEAR 2024 STAFF BENEFITS – BENEFIT PLAN CONTRACT RENEWALS

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

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

	Coverage/Plan	Carrier	Contract Dates	Total Projected Cost Amount	Recommendation
1	**Medical (PPO and HMO)**	Blue Cross Blue Shield of Illinois	7/1/2023 – 6/30/2024	$14,126,251	Renew with BCBSIL offering PPO and HMO options. The total estimated cost increase with one plan design change is $575,228.
2	**Dental (PPO and HMO)**	Delta Dental Illinois	7/1/2023 – 6/30/2024	$575,766	Renew with Delta Dental offering the PPO and HMO options. The total estimated cost increase with no plan design changes is $9,914.
Recommendation: Approve the health and welfare benefit plan contract renewals as described above, effective July 1, 2023.					

10.5. FISCAL YEAR 2024 STAFF BENEFITS – NON-BARGAINING UNIT EMPLOYEE MEDICAL INSURANCE PREMIUM CONTRIBUTION

In an effort to continue to align non-bargaining union employees' medical insurance premium contributions with Board guidance and the Total Rewards Philosophy, Administration proposes the following employee premium cost-share percentage for eligible classified and specialist staff in FY 2024. Eligible administrative and professional staff medical insurance contributions will continue at 20% for both medical plans and all coverage tiers for FY 2024.

Employee Classification	Coverage Tier	PPO	HMO Illinois
Classified and Specialist	Employee Only	12%	12%
	Employee + Spouse	12%	12%
	Employee + Child(ren)	12%	12%
	Employee + Family	17%	17%

Recommendation: Approve the non-bargaining unit employee premium contribution percentages as described above, effective July 1, 2023.

10.6. FISCAL YEAR 2024 STAFF SALARY RANGES

Per Policy 939 – Non-Bargaining Unit Employees, Employment, Compensation and Benefits, changes to salary ranges require Board approval. In alignment with Board guidance obtained during the budget development process, the following revised salary range changes are proposed for pay grades for FY 2024. All other pay grades will remain unchanged for FY 2024.

Pay Grade	Minimum	Mid-Point	Maximum
A11	$15.02	$20.02	$25.03
A12	$15.59	$20.79	$25.99
A13	$16.13	$21.51	$26.88
B21	$16.38	$21.84	$27.30
B22	$17.21	$22.95	$28.69
B23	$18.77	$25.03	$31.29
B24	$20.52	$27.36	$34.20
B25	$23.06	$30.75	$38.43

Recommendation: Approve the revised ranges for the pay grades noted above effective July 1, 2023.

10.7. FISCAL YEAR 2024 ANNUAL EMPLOYEE SALARY INCREASE AND SALARY STRUCTURE ADJUSTMENT

The Board approves non-union salary increases with the adoption of the College of Lake County budget each fiscal year. Due to the requirement that employment contracts be posted for public access with the Board agenda prior to approval of the contracts, it is recommended that the Board approve the salary increase percentage amount for regular, non-union employees before the final adoption of the FY 2024 budget in June 2023. FY 2024 employment contracts will be posted with the June Board agenda.

In alignment with Board guidance during the FY 2024 budget development process and in consideration of the Total Rewards Philosophy CIP methodology, it is proposed that the College provide a base salary increase of 5.00% for regular, full-time and regular, part-time, non-union employees (Classified, Specialist, Administrative and Professional), if hired prior to April 1, 2023.

In addition, it is proposed that part-time flex employees who currently earn $23.75/hour or less, and who were hired prior to April 1, 2023, are provided a base rate increase of 5.00%.

Recommendation: Approve FY 2024 employee salary increase, effective July 1, 2023.

10. NEW BUSINESS

10.8. APPROVAL OF 2023-2026 AGREEMENT WITH THE ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL

The Board of Trustees' negotiating team and the Illinois Fraternal Order of Police Labor Council reached a tentative agreement on February 20, 2023. The tentative agreement terms were ratified by the bargaining unit membership on April 12, 2023.

The successor agreement is for a three-year period effective from 2023-2026.

Recommendation: Approve the proposed 2023-2026 collective bargaining agreement between the Board of Trustees and the Illinois Fraternal Order of Police Labor Council and authorizes the execution of the Agreement.