Regular Meeting

Tuesday, May 21, 2024 5:00 PM
Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
1. Chair's Report
1. Appointment of Board Liaisons
2. Student Trustee's Report
3. President's Report
1. Third Quarter Fiscal Accountability Report and Investment Report
2. FY25 Budget and College Plan Proposal
5. **Consent Agenda (Action Items)**
1. Approval of the Minutes
1. Regular Meeting Minutes of April 23, 2024
2. Closed Meeting Minutes of April 23, 2024
2. Financial
1. Resolution Approving Reimbursement of Business-Related Travel Expenses
2. Resolution Approving and Ratifying Bills and Authorizing Budget Transfers
3. Authorization of Budget Hearing and Approval to Publish Public Notice Placing FY25 Budget on Public Display
3. Purchasing
1. James Lumber Center Remediation
2. College Foundation Executive Search Consulting
3. Web-Based English as a Second Language Instructional Program
4. Testing for English as a Second Language (ESL) Instructional Program
4. Human Resources
1. New Hires
2. Probationary Period Completion
3. Personnel and Position Changes
4. Promotions
5. Approval of College of Lake County 2024-2025 Department Chair Hours
6. Approval of College of Lake County Co-Curricular Appointments
7. Resignation and Retirements
5. Other
1. Fiscal Year 2025 Board of Trustees Meeting Dates
6. **Presentment of Board Policies and Objectives (Information Items)**
1. Policy 940 - Recruitment, Promotion and Transfer - Revised - First Reading
2. Policy 941 Departmental/Interdepartmental Reorganization First Reading
7. **New Business (Action Items)**
1. Whether to Direct Administration to Prepare and Present to the Board an Amended Procurement Policy Inclusive of a Responsible Bidder Ordinance
2. Policy 108 Reimbursement - Revised - Second Reading
3. Policy 960 Reimbursement of Travel, Meal and Lodging Expenses - Revised - Second Reading
4. Naming the Margot Pritzker Observation Deck at the Lakeshore Campus Urban Farm

5. Advertising Services
6. Nursing Examination Preparation Software
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

College of Lake County
Community College District No. 532
Tuesday, May 21, 2024, 5:00 PM

REGULAR MEETING

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, May 21, 2024, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at https://youtube.com/live/PYyplOHhLvM?feature=share, and the agenda is posted on the College of Lake County website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the College of Lake County Policy Manual, sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcillinois.edu by 3:00 p.m. on Tuesday, May 21, 2024. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
   - 4.1. Chair's Report
     - 4.1.1. Appointment of Board Liaisons
   - 4.2. Student Trustee's Report
   - 4.3. President's Report
     - 4.3.1. Third Quarter Fiscal Accountability Report and Investment Report
     - 4.3.2. FY25 Budget and College Plan Proposal
5. **Consent Agenda (Action Items)**
   - 5.1. Approval of the Minutes
     - 5.1.1. Regular Meeting Minutes of April 23, 2024
     - 5.1.2. Closed Meeting Minutes of April 23, 2024
   - 5.2. Financial
     - 5.2.1. Resolution Approving Reimbursement of Business-Related Travel Expenses

5.2.2. Resolution Approving and Ratifying Bills and Authorizing Budget Transfers

5.2.3. Authorization of Budget Hearing and Approval to Publish Public Notice Placing FY25 Budget on Public Display

5.3. Purchasing

5.3.1. James Lumber Center Remediation

5.3.2. College Foundation Executive Search Consulting

5.3.3. Web-Based English as a Second Language Instructional Program

5.3.4. Testing for English as a Second Language (ESL) Instructional Program

5.4. Human Resources

Copies of all proposed employee contracts are available at: http://dept.clcillinois.edu/pre/contracts/contractsMay2024.pdf

5.4.1. New Hires

5.4.2. Probationary Period Completion

5.4.3. Personnel and Position Changes

5.4.4. Promotions

5.4.5. Approval of College of Lake County 2024-2025 Department Chair Hours

5.4.6. Approval of College of Lake County Co-Curricular Appointments

5.4.7. Resignation and Retirements

5.5. Other

5.5.1. Fiscal Year 2025 Board of Trustees Meeting Dates

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

6.1. Policy 940 – Recruitment, Promotion and Transfer – Revised – First Reading

6.2. Policy 941 – Departmental/Interdepartmental Reorganization – Revised – First Reading

7. **New Business (Action Items)**

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7.2. Policy 108 Reimbursement - Revised - Second Reading

7.3. Policy 960 Reimbursement of Travel, Meal and Lodging Expenses - Revised - Second Reading

7.4. Naming the Margot Pritzker Observation Deck at the Lakeshore Campus Urban Farm

7.5. Advertising Services

7.6. Nursing Examination Preparation Software

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



FY2025 Annual Budget Proposal

July 1, 2024 through June 30, 2025

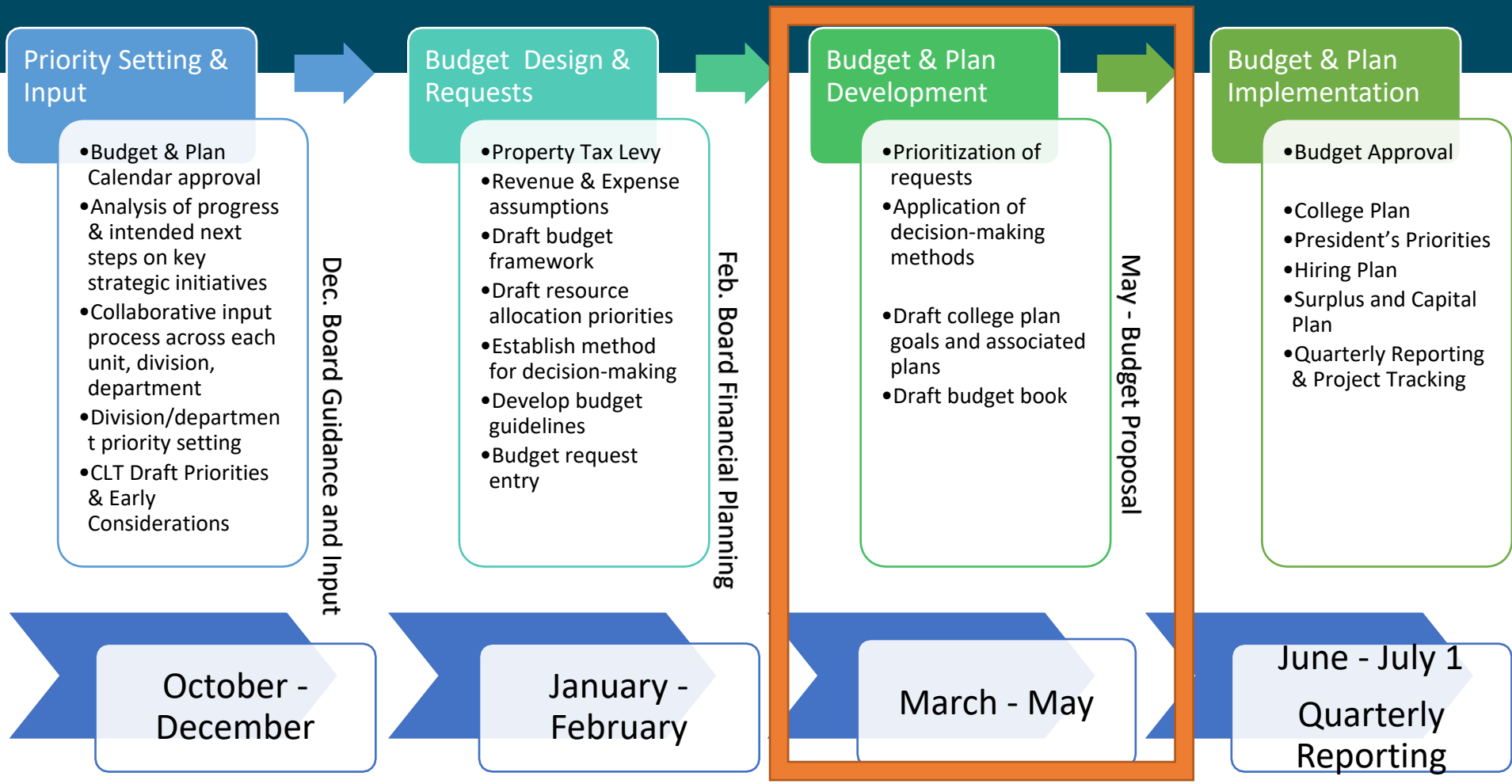
Community College District 532 - Grayslake, Illinois

May 21, 2024



College of Lake County

FY2025 Planning & Budget Process Timeline





Introduction & Background



College Lake County

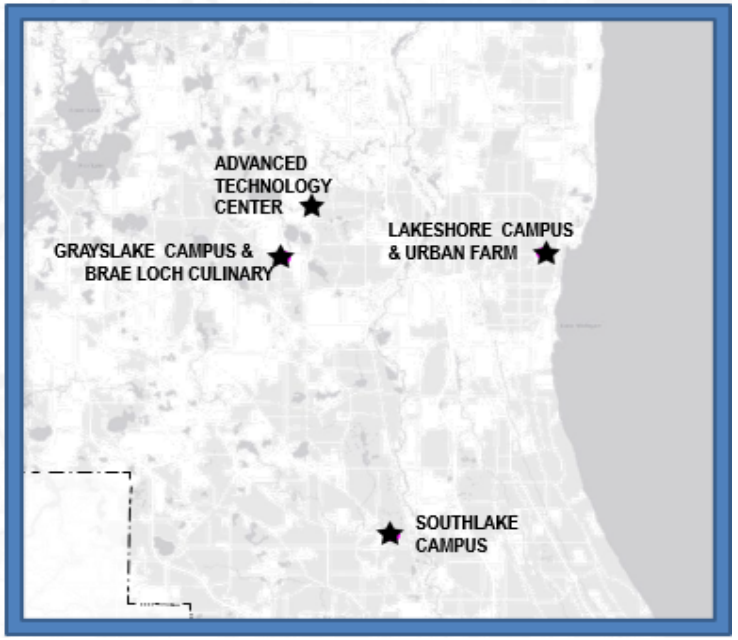
College of Lake County

College Team

- 222 full-time faculty
- 964 part-time faculty
- 636 staff

Accredited
Higher Learning Commission

Lake County, Illinois



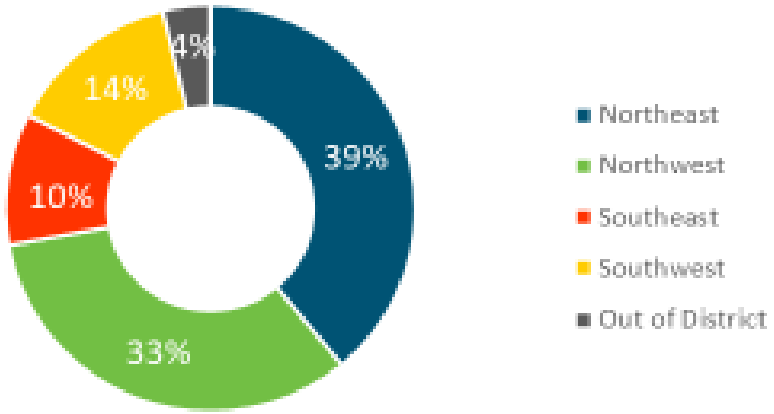
College of Lake County
Students & Community



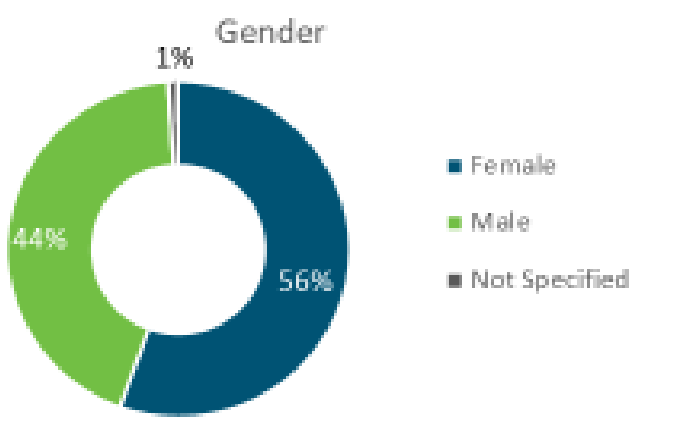
- 700,000 residents in Lake County, IL
- 20,000 unduplicated headcount annually
- 7,915 FTE in FY23
- 35,000 community members

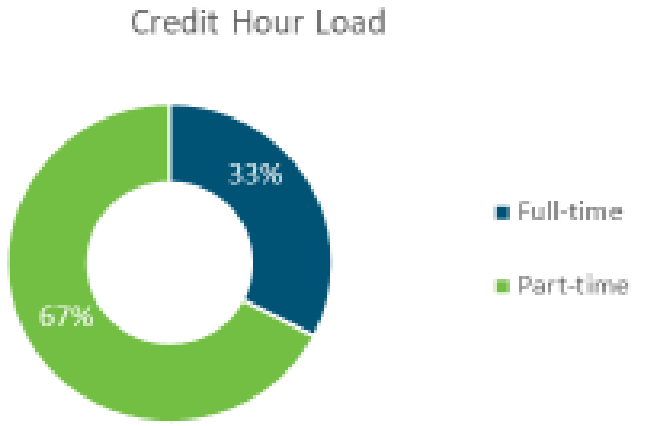
Enrollment by Regions of Lake County

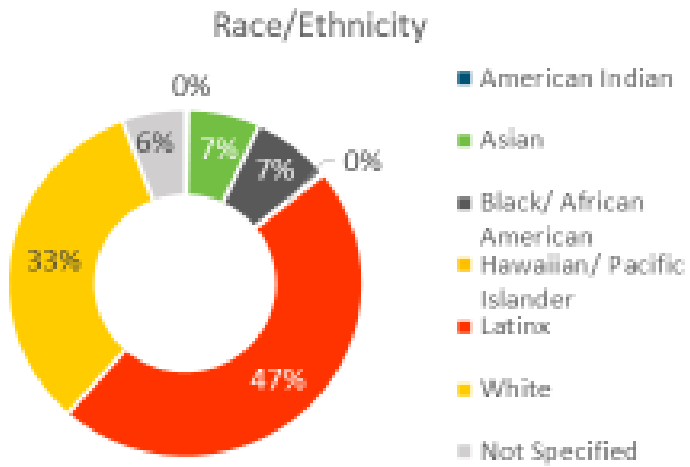
Fall 2023 All Credit Students

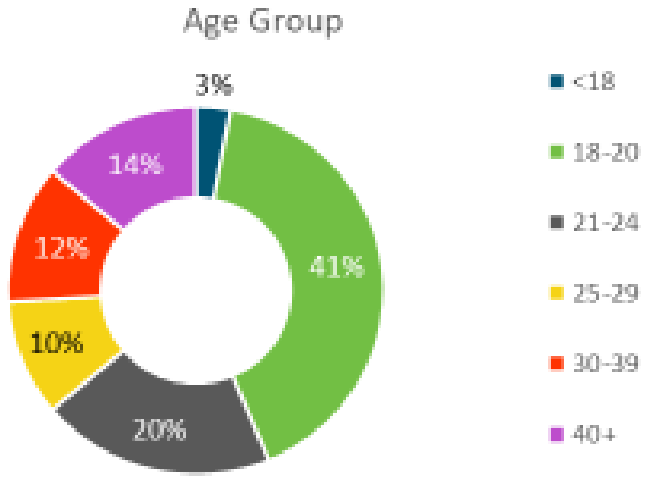


All Credit Demographics, Fall 2023

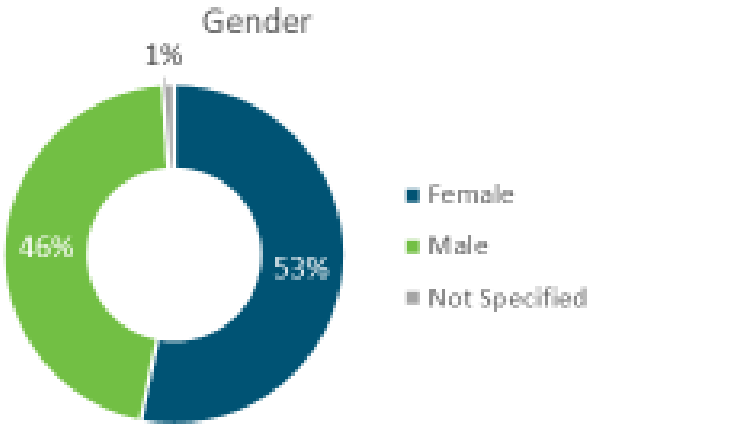


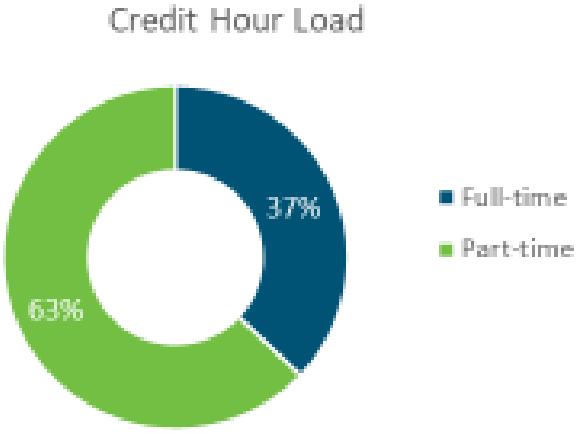


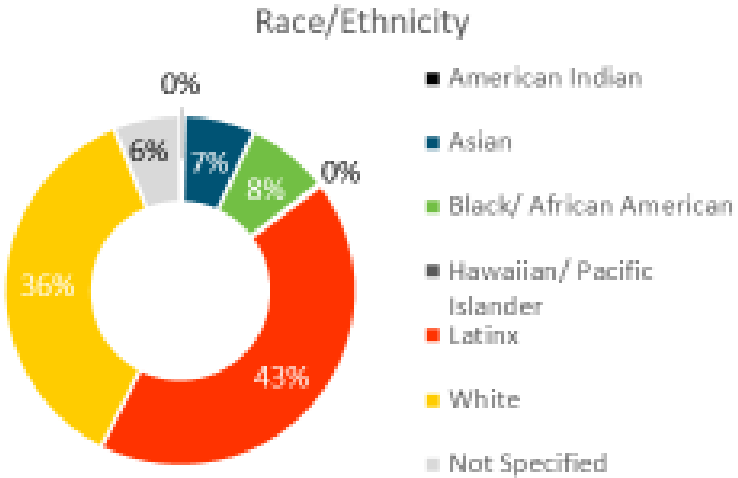


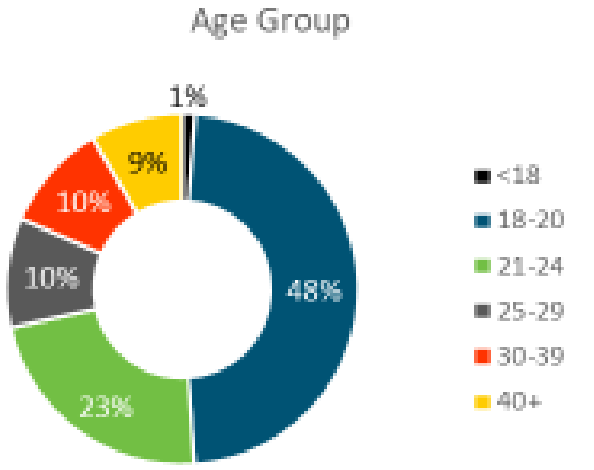


College Level Demographics, Fall 2023









2024 Strategic Plan

The annual planning & budget process accomplishes progress on 2024 Plan.

- Aligns to mission and vision
- Outcomes and metrics focused
- Adheres to Board policy and guidance

The planning and budget process is facilitated transparently and consists of four major phases:

Phase 1: Priority Setting and Collaborative Input
Phase 2: Budget Design & Requests
Phase 3: Budget & Plan Development
Phase 4: Budget and Plan Implementation

- Access & Success for Students
- Equity & Inclusion
- Teaching & Learning Excellence
- Community & Workforce Partnerships
- Collaborative Culture
- Strategic Use of Resources

FY 2025 Budget and Plan

Framework

- Uphold financial Board policies
- Ensure business continuity in college operations and prioritize strategic investments that advance outcomes of the 2024 Strategic Plan
- Ensure adequate financial and people resources (time/capacity) are allocated to achieve successful implementation of Lancer Next
- Prioritize compliance & contractual obligations

Resource Allocation Priorities

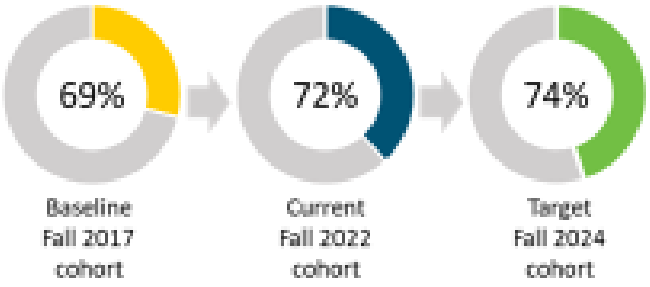
- Advance equity in student access, retention & success outcomes
- Advance faculty and staff retention and success outcomes
- Complete Phase 0 of Master Plan & funded major capital projects

Levers

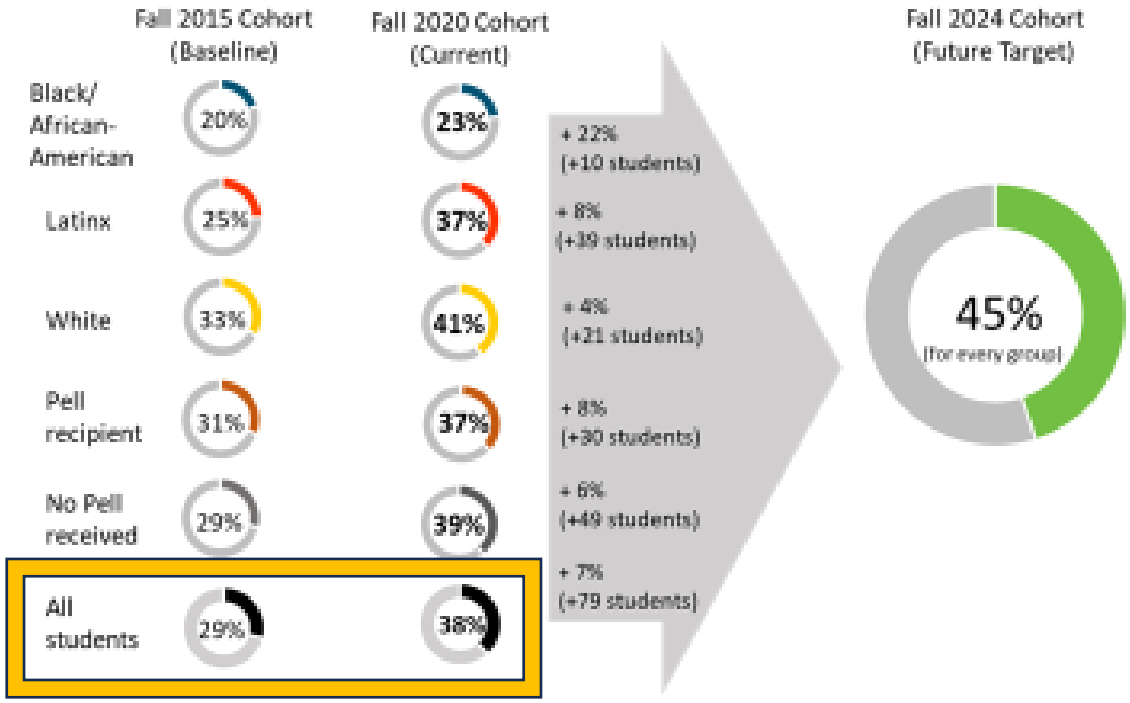
- Accounts Analysis
- Cost Avoidance & Control
- Reallocation & Reduction
- Auxiliary Funds Review
- Reserves Strategy
- Risk Management
- Alternative Revenue Resources/Revenue Adjustments
- Budgeted Contingency Planning

Our Aim: Retention & Graduation

Full-time Cohort Fall-to-Fall Retention Rate Baseline, Current & Target



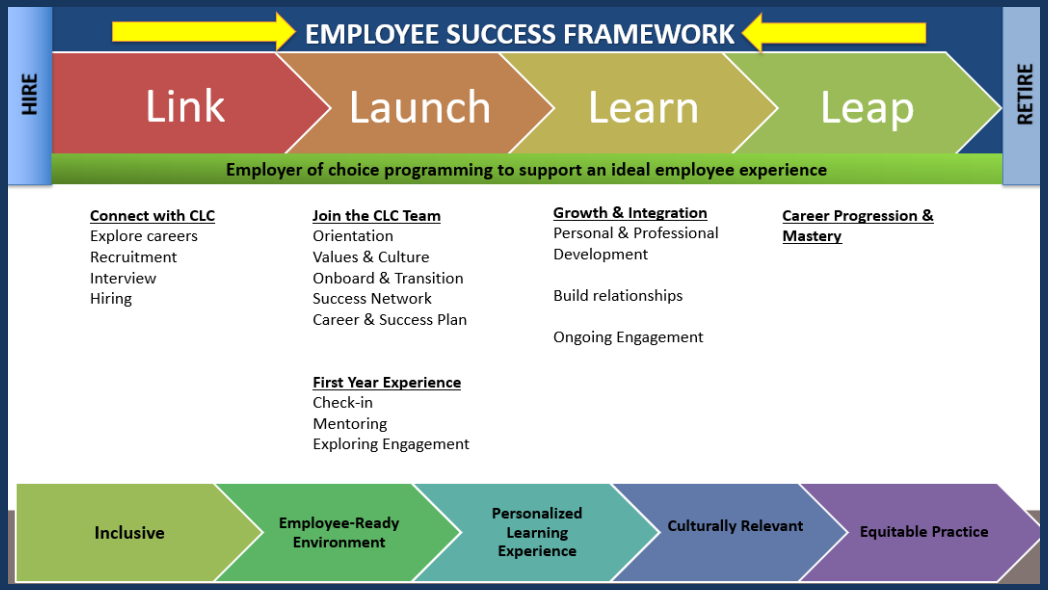
Full-time Cohort 3-year Graduation Rate Baseline, Current, & Target

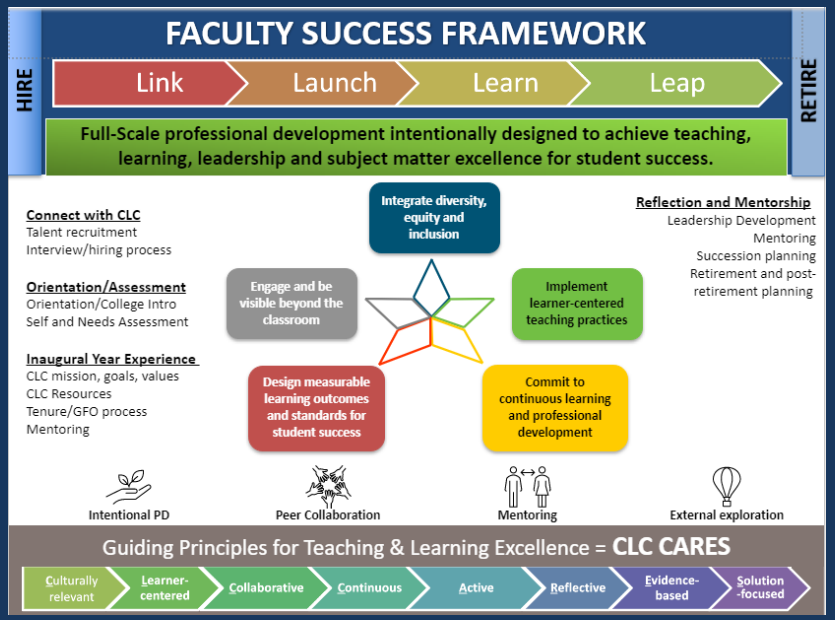


College Lake County

Building Capacity for Student Success









Highlights and Outcomes
Budget Development



College Lake County

FY 2025 Budget and Plan

Framework

- Uphold financial Board policies
- Ensure business continuity in college operations and prioritize strategic investments that advance outcomes of the 2024 Strategic Plan
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Levers

- Accounts Analysis
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- Alternative Revenue Resources/Revenue Adjustments
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CONTEXT:

Multi-Year Pandemic Impact & Historic Inflationary Increases

FY2021	FY2022	FY2023	FY2024
Reallocation $448K for non-personnel investments; $745K for personnel investments. Balanced budget.	Solved $8.7M gap. Created $1M to reinvest in critical strategic capacity needs. Balanced budget.	Solved $5.2M gap Created $800K to expand contingency & invest in critical strategic capacity needs. Balanced budget.	Solved $3M gap. Created $323,077 to address critical personnel needs. Balanced budget.
Funded Phase 0 Master Plan.	Implemented cost reduction strategies (central store). Funded Master Plan.	Implemented print management and energy savings strategies. Funded Master Plan.	Reallocated resources to expand capacity for student enrollment and retention efforts and business operations. Funded Master Plan.
3.4% increase in operating budget.	1% increase in operating budget.	1.6% increase in operating budget .	5.2% increase in operating budget.

Maintained Aaa bond rating; Maintained 30% Fund Balance; Maintained competitive high value benefits; Sustained cyclical equity/market wage review; ATB wage increases aligned to CPI Total Rewards Philosophy (5% FY2023 & FY2024; CPI FY25). Achieved historic graduation rates.

FY 2025 Budget Journey

Risk Management

Critical: Safety and budget.
Door lock system, student bad debt, adjunct budget alignment, auxiliary budget adjustment **($3.4M)**

Budgeted Contingency Planning

Prepare for the unexpected.
Increase contingency **($400K)**

Prioritize compliance & contractual obligations

Advance faculty and staff retention and success outcomes

Bargaining contracts & across-the-board (ATB) non-bargaining salary **($3.3M)**
Health insurance & college insurance **($1M)**
Contractual obligations & materials/supplies **($564K)**
Critical staff integrations ATC & UFC **($245K)**

Advance faculty and staff retention and success outcomes

Professional Development
+ $250K

Advance equity in student access, retention & success outcomes

+3 Academic Success Advisors;
+ Skills USA Funding; Career & Community Programs Manager (Comm Arts)







LancerNext: Overview

Total Project Timeline FY2021 to FY2031

Ensure adequate financial and people resources (time/capacity) are allocated to achieve successful implementation of LancerNext

February 2, 2021
Financial Planning Retreat

- Notice of major emerging technology project: Enterprise Resource Planning System Replacement
- Capital funding early estimated need $15M

May 18, 2021
FY2022 Budget Proposal

- ERP Replacement Project: Planning Resource
- **FY2022 & FY2023 $3M Surplus Allocation**
- **Planning Phase Full Project**

$3M/$21.3M

February 2, 2023
Financial Planning Retreat

- LancerNext Project Funding Plan(FY21 to FY31)
- Overview of project components and funding components
- Total project estimates (w/contingency $34.8M; non-PS $21.3M)

May 23, 2023
FY2024 Budget Proposal

- LancerNext Workday FY2024 Plan
- **FY2024 $4M Surplus Allocation**
- **Implementation Phase HCM/Finance**

$7M/$21.3M

February 13, 2024
Financial Planning Retreat

- FY2025 Budget and Plan Framework
- Ensure adequate financial and people resources (time/capacity) are allocated to achieve successful implementation of LancerNext

May 21, 2024
FY2025 Budget Proposal

- **FY2025 $4M Surplus Allocation**
- **Implementation, Launch & Stabilization Phases Q1-Q3 HCM/Finance**
- **Implementation Phase (start) Student Q3-Q4**

$11M/$21.3M

College of Lake County

Components Funded through LancerNext Funding

Software & Licenses	Interim Staffing Support	Staff Stipends
Consultant Implementation Support	Change Management	Conference
Training/Development	Contingency Funding	Materials/Resources

VENDORS:

- Workday
- Alchemy
- SharperPoint
- Temp Agencies
  - Kapital Projects
  - VB Consulting
  - ERP Analysts
  - GNC Consulting
  - Salem

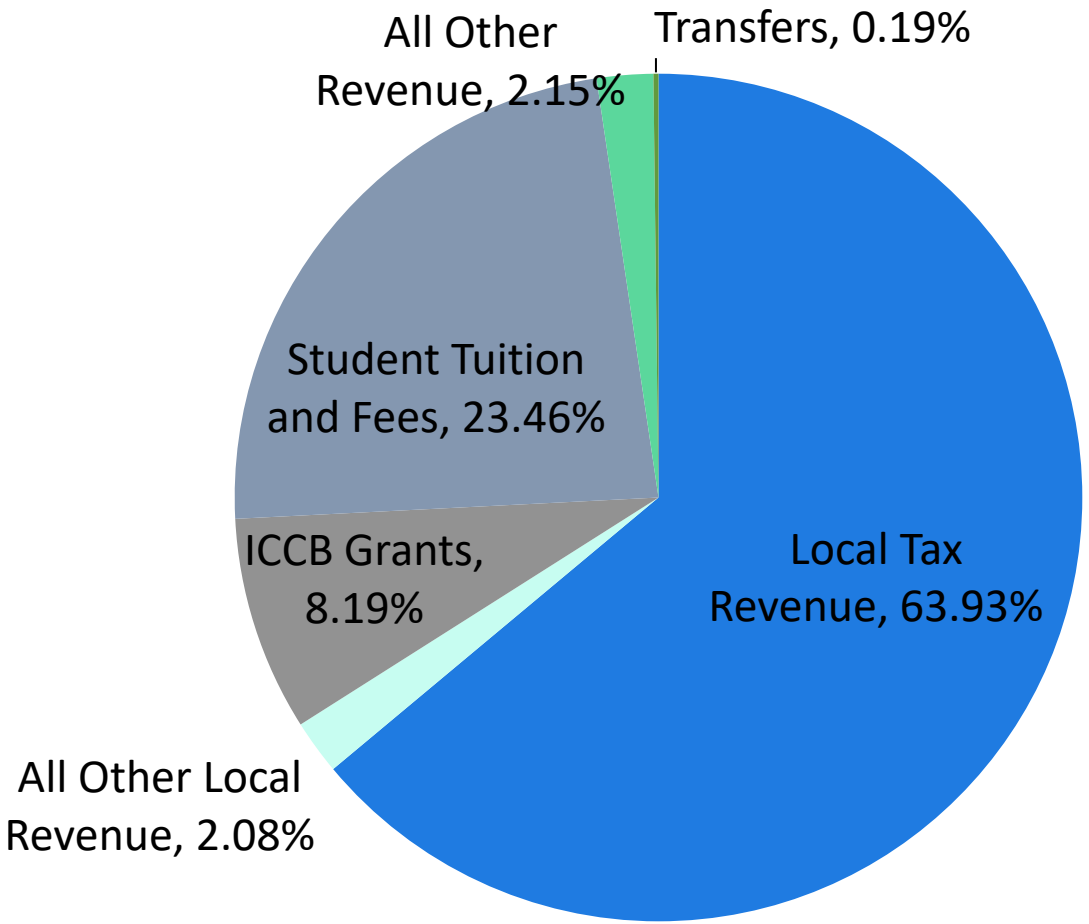


Financial Overview



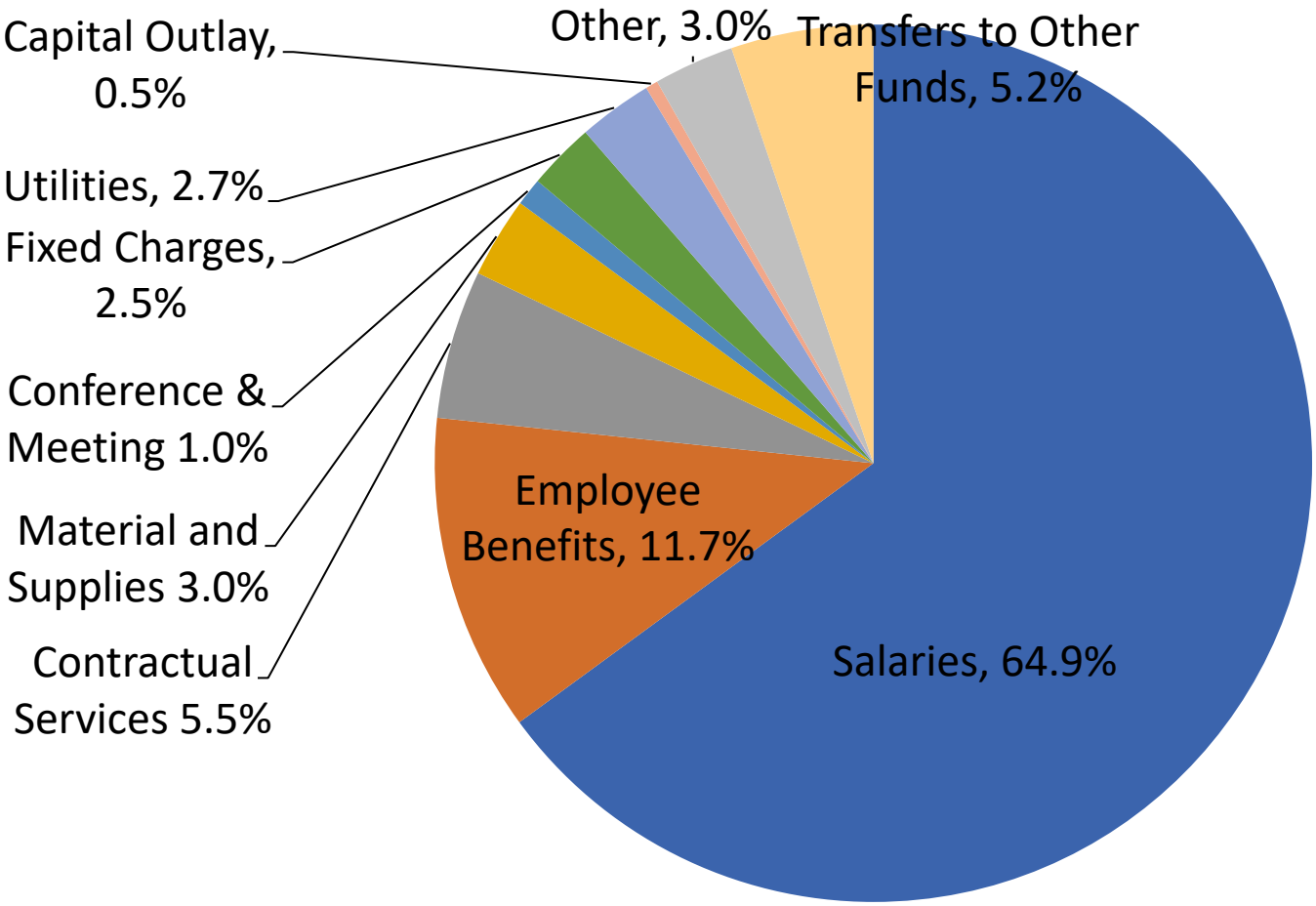
College Lake County

FY2025 Operating Fund Revenue $130.1M



Operating Fund includes the Education and Operations & Maintenance Funds

FY2025 Operating Fund Expenditures $130.1M



Operating Fund includes Education and Operations/Maintenance Fund

FY2025 Operating Fund Budget Summary

- Aligns to Board policy with balanced revenue and expenditures
- Operating budget increase of 5.1% ($123,795,476 to $130,090,152)
- Increase 6.7% in personnel expenditures ($93,426,079 to $99,720,552)
- Non-personnel expenditures remain flat at $30.37M
- Increase 6.4% health insurance/employee benefits expenditures (from $14,126,251 to $15,035,207)
- Maintains $3M Reserve
- Increased operating contingency ($400K)
- Debt Service decrease $1.9M (from $6.8M to $4.9M) Master Plan Phase 0 investments with payoff of Series 2013A

FY2025 Budget Highlights

- Met critical compliance, safety, obligations and designed solutions for budget structure improvements.
- Aligns to FY2025 Budget Framework and Resource Allocation Priorities
  - Investments to advance FY25 priorities for student retention, enrollment and success.
  - Investments to support employee retention and success, including new investment of $250K for professional development.
- Across-the-Board (ATB) increase mirrors the Consumer Price Index (CPI) of 3.40%.
- Supports bargaining contract increases.
- Staff Pay Schedule update standardized across all job grades resulting in an additional $400K in pay increases.
- Maintains high quality competitive benefits.
- Policy 939 – Non-Bargaining Employees Staff Compensation and Benefits:
  - Changes to time-off programs that provides equal access to and supports health and wellness and work/life integration for all staff
  - Two-tiered benefit for vacation and health leave
  - Expanded use of supplemental health leave for parental/care-giver needs
  - Defined bereavement leave
  - Personal leave ensure compliance with Paid Leave for All Workers Act



FY2025
Resource Allocation Priorities
and
College Plan



College Lake County

Access & Success For Students

Key Idea	Priorities
Student Momentum	Achieve **1.5% increase in annual college-level credit hours** delivered through the implementation of cross-functional enrollment strategy. • By end of quarter one, implement disaggregated student momentum metric dashboard overlay on Lancer Success Framework per target pipeline.
	Implement equity in retention strategy for Fall 2024 entering credential-seeking cohort: Achieve improved **fall to spring retention target of 82% aggregate** (increase of 2 percentage points). • 82% for Black/African American (increase of 3 percentage points) • 82% Latinx students (increase of 3 percentage points) • 86% for full-time students (increase of 1 percentage point) • 75% for part-time students (increase of 3 percentage points) • 87% for Pell recipients (maintain) • 77% for students not receiving Pell (increase of 2 percentage points) Achieve improved **fall to fall retention target of 69% aggregate** (increase of 2 percentage points). • 59% for Black/African American students (increase of 3 percentage points) • 69% for Latinx students (increase of 1.5 percentage points from 67.5% for fall 2022 cohort) • 74% for full-time students (increase of 2 percentage points) • 60% for part-time students (increase of 3 percentage points) • 68% for Pell-recipients (increase of 3 percentage points) • 71% for students not receiving Pell (increase of 1 percentage point)
	Initiate discover process for integrated career exploration and advisement within Lancer Success Framework.

Access & Success For Students

Key Idea	Priorities
Student Momentum	Leverage Excelencia in Education network and complete a Seal-Serving Institutional Transformation Assessment (SSITA) for the purpose of building institutional capacity to more intentionally serve Latino students, while serving all students. Establish year-one plan post-assessment.
	Black Learner Excellence Assessment and Plan Development Leverage Black Learner Excellence engagement model through the Achieving the Dream (ATD) network for the purpose of building institutional capacity to more intentionally serve Black students, while serving all students. Establish year-one plan.
	By the fourth quarter, implement year one Jed Campus assessment process and develop proposal for college-wide improvements that also integrate the Mental Health Early Awareness (MHEACA) strategies. • By June 30, 2025, increase the number of students accessing 1:1 mental health counseling by 10% which represents 2,888 appointments serving 424 students to 3,177 appointments serving 466 students. Increase clinical outreach numbers by 10% from 3,080 to 3,388 individuals.
	Planned equity-based policy review specific to student momentum and outcomes include: Policy 412 Academic Standards Policy 421 Tuition and Fee Payment and Refund Schedule Policy 423 Incompletes
	Achieve full-scale integration of Curriculum Maps (Lancer Pathways) by ensuring course schedules reflect map recommendations for each semester, maps are in Navigate for students, faculty, and staff; standardized revision process aligned with annual update for curriculum, catalog, degree audit, Navigate, student advising, and college website.

Equity & Inclusion

Key Idea	Priorities
Policy and Procedure	Planned equity-based policy review specific to College operations include: Policy 902 Distribution of Posting of Materials Policy 916 Use of Grants or Gifts from External Sources and the Naming of College Facilities and Property
Talent Management	By the end of the first quarter, establish strategy for distribution of FY2025 professional learning resource to support employee growth and competency associated with strategic efforts.
	By the end of third quarter, research, inform, gather input and obtain guidance regarding the addition of a Health Savings Account option to the group medical insurance benefit plan.

Teaching & Learning Excellence

Key Idea	Priorities
Student Effort & Academic Rigor	Operationalize student learning outcomes assessment to include a process for consistent evaluation and reporting of college learning outcomes and alignment with the Faculty Success Framework, Academic Program Review, and other key institutional processes.
Professional Development	Guided by CCSSE/CCFSSE data, operationalize the Faculty Success Framework to include expectations for high-performing, student-centered faculty resulting in a Teaching and Learning Excellence dashboard.

Community & Workforce Partnerships

Key Idea	Priorities
Enrollment & Talent Pipelines Workforce Alliances	During first quarter, finalize three-year plan and launch regional Manufacturing Alliance. By June 30, 2025, complete first year strategies to support manufacturing sector talent pipeline, talent development and business growth.
	During quarter two, finalize Phase 2 Advanced Technology Center (ATC) Phase 2 plan proposal, including programming, schematic, and funding needs.
	Implement goals of the national SME Manufacturing Imperative Workforce Pipeline Challenge to increase enrollment and completion in manufacturing programs.
	During first quarter, launch Year One of the grant-funded CEJA Clean Energy Workforce Network (Hub) Program to deliver high-quality services and training that empower individuals to succeed in the clean energy sector. Create an improved integrated service model with Lake County Workforce Development through support of the grant.

Collaborative Culture

Key Idea	Priorities
Leadership & Talent Management	Implement a new leader orientation for staff hired or promoted to supervisory or managerial roles.
Professional Development & Recognition	By end of first quarter, a minimum of 75% of designated staff and faculty have completed the "Self" Change and Transition professional learning in preparation for implementation of Workday. By end of second quarter, a minimum of 90% of staff and faculty have completed basic Workday role-specific professional learning in preparation for implementation of Finance and HCM systems.
Collaborative Student-Focused Culture	By the end of second quarter, facilitate post-Climate survey inclusive focus groups for employees and students. Data evaluation and next steps established by end of quarter three.
Innovation	Explore Workday Human Capital Management talent development tools and resources, including Workday Journeys for career pathing, analytics and planning using Workday Prism and partnering with IT to identify methods to increase efficiency across Workday and other systems through Workday Extend. This Phase X will start at the end of the third quarter.

Strategic Use of Resources

Key Idea	Priorities
Process Improvement Data and Technology Systems	By June 30, 2025, implement cybersecurity hardening strategies.
	By end of quarter two, implement Financial Edge (FE NXT) in Foundation, including redesign of internal processes and training of staff.
	LancerNext Project: • Data Governance Framework is established and aligned for systematic review of access, management and use of data/tools. • By end of quarter one, revise Financial Procedures Manual per Policy 960, streamlined and updated in preparation for Workday. • Expand reporting, establish reporting cadence and define analytical processes for all elements of the Employee Retention and Success Dashboard under the Employee Success Framework**.** • By end of quarter one, established improved financial reconciliation processes for student development, business operations, IT and Foundation. • By end of quarter one, complete environmental analysis and functional process mapping, leveraging previously technical process mapping, and propose recommended design teams, communications and system changes in preparation for Student implementation phase. • By January 2025, implement Workday platform for HCM and Finance. • Implement the LancerNext Human Capital Management project Phase I with go-live of the foundational Workday platform on January 1, 2025. This will include improved employee and leader access to individual and team data, actualization of reimaged processes and work streams in talent acquisition, employee and leader approvals, compensation, benefit and pay practices and position management. • Complete 30 day stabilization after go-live (March 2025) • By March 2025, launch Student implementation phase.

Strategic Use of Resources

Key Idea	Priorities
Alignment and Accountability	Beginning fall 2024, facilitate assessment of current strategic plan, coordinate input from internal and external stakeholders and develop refreshed strategic plan using future-thinking methodology. Launch plan and metrics by July 1, 2025.
	By March of 2025, prepare and present alternative cost sharing options for the group medical insurance benefits plan using industry best-practice, benchmark data and FY24 employee task force information.
Resource and Revenue Development	By end of quarter two, complete final capital fundraising goal of $15M for the Urban Farm Center (UFC); establish initial programming design for the UFC supported by an operations fundraising plan; and submit a minimum of three new capital or operating grant proposals.
	By end of quarter three, launch capital campaign for Advanced Technology Center (ATC).

FY2025 Proposed President's Priorities

LancerNext

Student Access, Retention and Success

Employee Retention and Success

Planning & Community Engagement



Reorganizations and Personnel



College Lake County

Overview Planned Personnel and Reorganizations

Related Board Policies

Policy 941 – Departmental/Interdepartmental Reorganization

" in order to adapt to the demands of an ever-changing environment it shall occasionally be necessary to revise the organization structure… All reorganizations and resulting compensation adjustments, if any, shall require approval by the President and the Board of Trustees…."

Policy 210 – Selection and Appointment of Administrative/Professional Staff

Policy 301 – Selection and Appointment of (Faculty) Staff

Policy 502 – Employment Practices and Procedures – Classified Employees

Policy 611 – Employment Practices and Procedures – Specialists

FY2025 Planned Reorganizations & Personnel Changes

Effective July 1, 2024

- Educational Affairs
- Student Development
- President's Office
- Community and Workforce Partnerships
- Information Technology
- Business Services and Finance
- Strategic Advancement

Educational Affairs Unit
Division: Adult Education and ESL

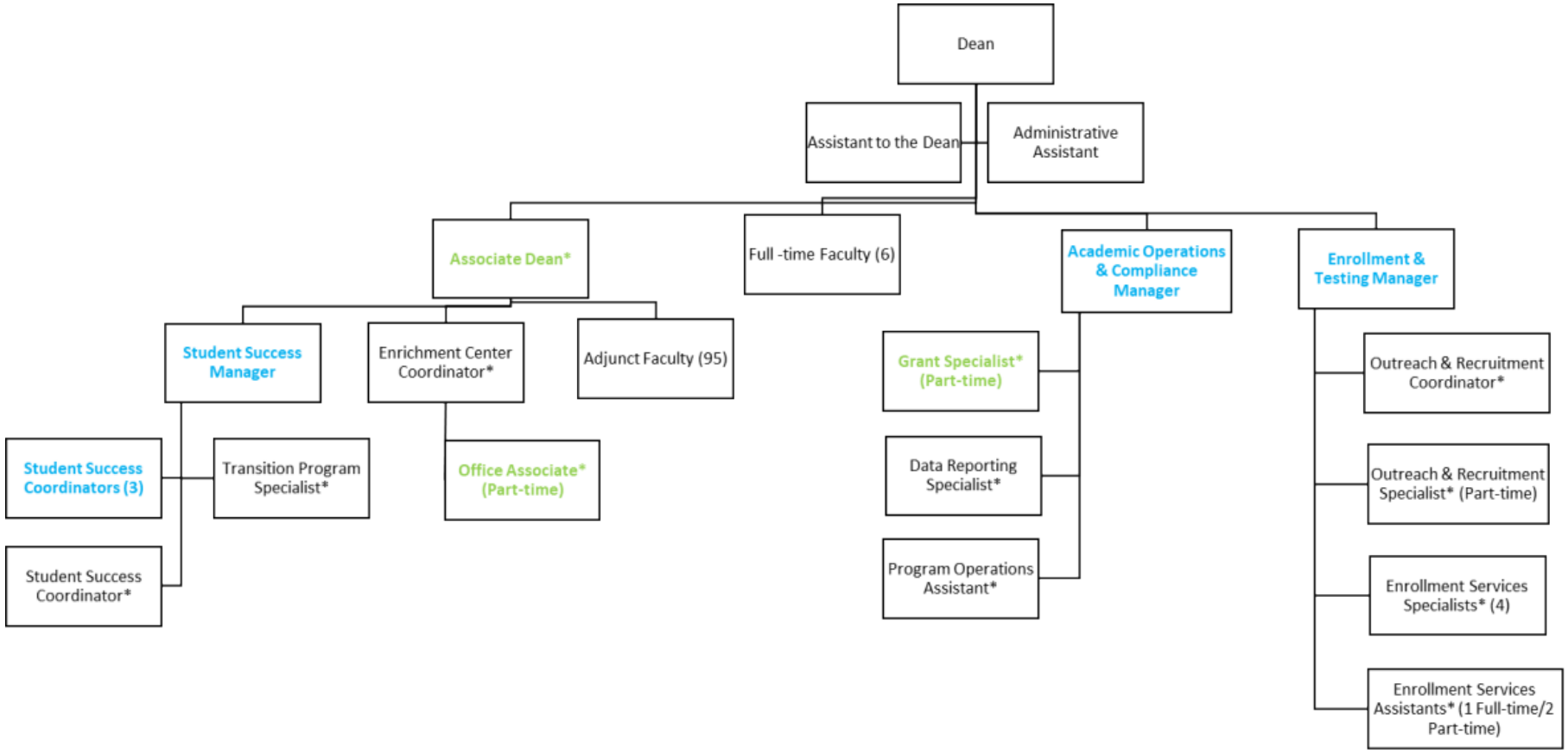
Department: Adult Education and ESL

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability

Goals of Reorganization or Change: Increase the efficiency of the Adult Education Team by aligning staff within specific areas of focus to improve integration into the college structure and increase the capacity to manage significant enrollment growth.

Educational Affairs Unit
Division: Adult Education and ESL



Items in green are new positions for FY25
Items in blue are changed positions for FY25

Educational Affairs Unit
Division: Adult Education and ESL

Associate Dean *	New
Grants Specialist *	New
Office Associate *	New (part-time), promotion
Enrollment & Testing Manager *	Title, duties
Academic Operations & Compliance Manager	Job grade, title, duties, funding source, promotion
Student Success Manager	Job grade, title, duties, promotion
Student Success Coordinator	Funding source
Student Success Coordinator	Funding source
Student Success Coordinator	Funding source
Instructional Support Manager *	Eliminate (full-time)
Net Salary Cost	**$0**
* Fully or partially grant funded position	

Educational Affairs Unit
New Positions

Community Relations and Events Manager, Communication Arts, Humanities and Fine Arts	New
Laboratory Specialist Horticulture Biological and Health Sciences	New (part-time)
Net Salary Cost	**$69,750**

Student Development Unit

Departments: Advising & Retention, Testing Center

Strategic Pillar 1: Access & Success for Students

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability

Goals of Reorganization: Create revenue growth through increased student enrollment and retention by building infrastructure and capacity within the Advising & Retention department. Additional staffing allows ASA's to provide more personalized, holistic advisement. This allows for a high-quality student experience and improved job satisfaction through more manageable caseloads.

Provide consistent coverage at the Lakeshore Campus Testing Center that increases student support by reducing service gaps**. Will increases job stability, employee retention, and a sense of belonging at the Lakeshore Campus**.

Student Development Unit
New and Changed Positions

Manager Advising and Retention	Job grade, title
Academic Success Advisor	New
Academic Success Advisor	New
Academic Success Advisor	New
Transfer Information Coordinator	Unit, department, transfer
Enrollment Services Generalist	Eliminate (part-time)
Testing Specialist	Status (to Full-time), promotion
Testing Assistant	Eliminate (part-time)
Student Organizations Coordinator	Job title
Student Engagement Coordinator	Eliminate (full-time)
Net Salary Cost	**$164,311**

President's Unit

Reassigned Position

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability

Goals of Reorganization: To support the president and the board in risk management, comprehensive assessment of operations and ensure continuous improvement of internal processes and practices associated with key higher education standards and policies, the internal audit position will be reassigned to the president's office.

Internal Audit and Compliance Manager	Unit, reporting
Net Salary Cost	**$0**

Community and Workforce Partnerships (CWP) Unit

Divisions: CLC Foundation, Workforce Initiatives

Strategic Pillar 4: Community & Workforce Partnerships

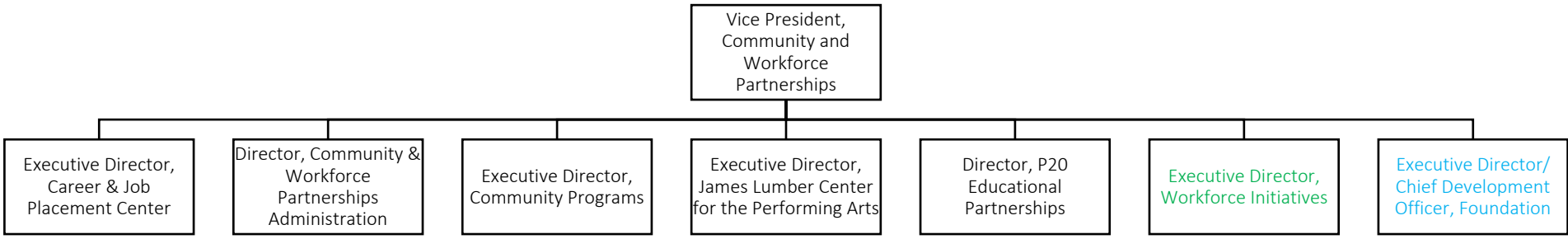
Strategic Pillar 5: Collaborative Culture

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Workforce Alliances, Innovation, Alignment & Accountability, Resource & Revenue Development, Process Improvement

Goals: Optimize external engagement for the college through the CWP unit and strengthen alignment for the Foundation and workforce initiatives to college priorities, goals, projects, and operations. Maximize community engagement, revenue generation, and internal collaboration across the CWP unit.

Community and Workforce Partnerships



Items in green are new positions for FY25
Items in blue are changed positions for FY25

Community & Workforce Partnerships Unit
New and Changed Positions

Executive Director Workforce Initiatives	New
Executive Director, Foundation/Chief Development Officer	Unit, reporting
Director Urban Farms	Funding source
Lead Dual Credit College Readiness Coordinator, P-20 Partnerships	Title, promotion
Net Salary Cost	**$248,741**

Information Technology Unit

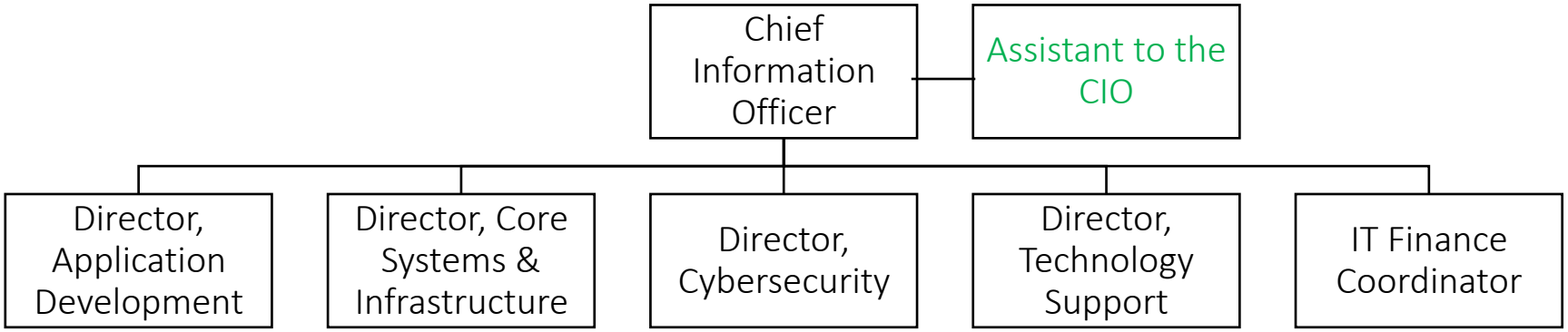
Department: Information Technology

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability

Goals of Reorganization: Improve IT capacity, productivity and efficiency through addition of administrative assistant. This structure enables optimal resource allocation for the CIO to focus on vision, strategy, and innovation, as well as serve as executive sponsor of LancerNext.

Information Technology



Items in green are new positions for FY25
Items in blue are changed positions for FY25

Information Technology Unit
New Position

Assistant to the Chief Information Officer	New
Net Salary Cost	**$47,963**

Business Services and Finance Unit

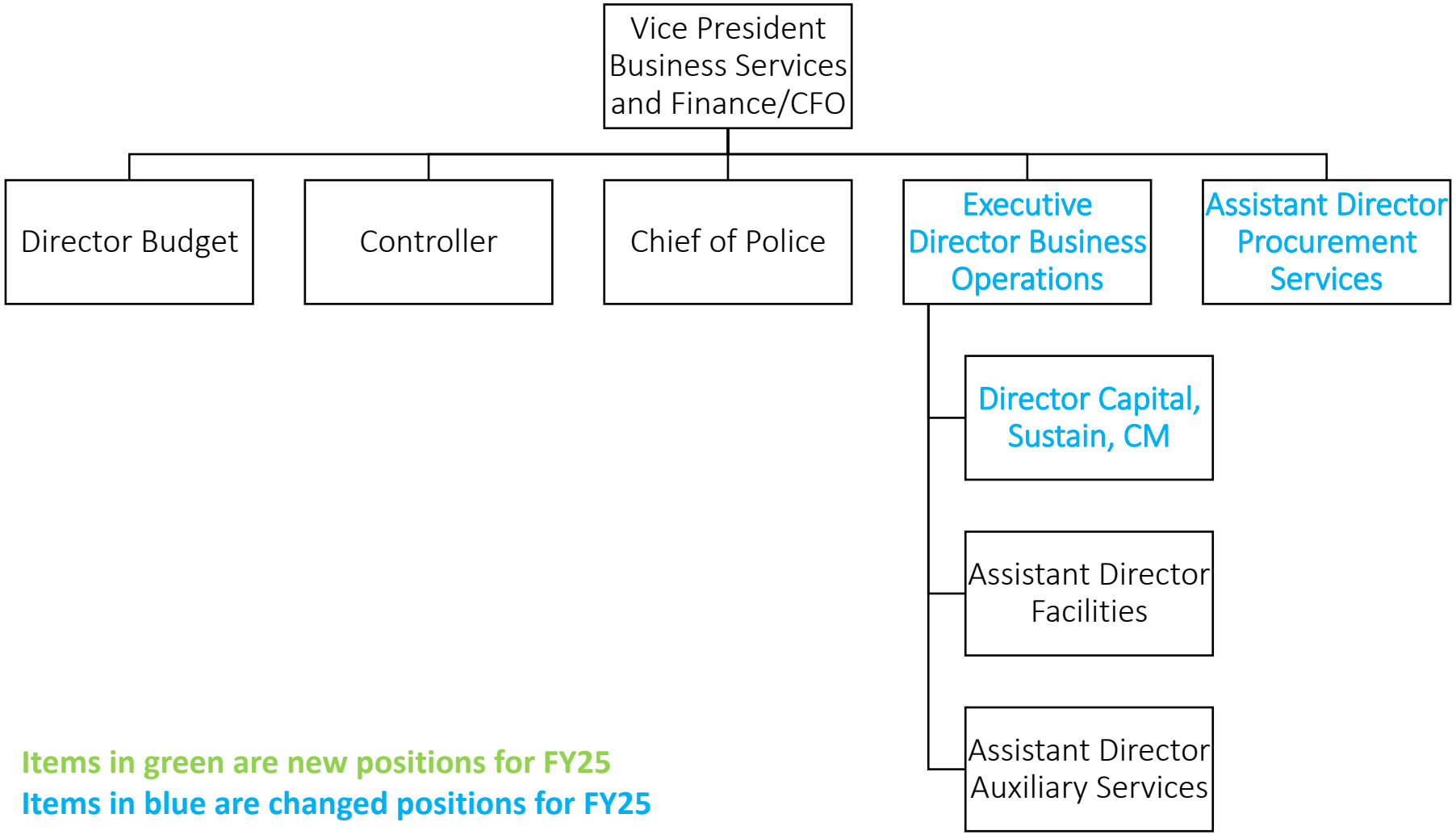
Department: Business Services and Finance

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability

Goals of Reorganization: Consolidates facilities operations and capital projects under one functional area to provide better oversight and coordination for business operations and capital projects. Realignment allows for better cross-department utilization of staff and provides for better alignment and flow of communication.

Business Services and Finance Unit



Items in green are new positions for FY25
Items in blue are changed positions for FY25

Business Services and Finance Unit Changed Position

Executive Director Facilities and Business Operations	Job grade, title
Director Capital, Sustainability and Construction Management Services	Reporting
Assistant Director Procurement	Reporting
Net Salary Cost	**$13,404**

Strategic Advancement Unit
Division: Institutional Effectiveness, Planning and Research

Division: Institutional Effectiveness, Planning and Research

Strategic Pillar 6: Strategic Use of Resources

Key Ideas: Alignment and Accountability, Resource and Revenue Development

Goals of Reorganization: To align organizational structure to support strategic priorities:

- Data visualization, training and development
- Strategic Institutional analysis of data

Senior Research Analyst	Job grade, title, promotion
Research Analyst	Job grade
Net Salary Cost	**$9,515**

Summary of New/Deleted Positions

Unit	New Positions				Deleted Positions		
	Full-time	Part-time	Total		Full-time	Part-time	Total
Educational Affairs	4	1	5		-1	0	-1
Student Development	3	0	3		-1	-2	-3
Information Technology	1	0	1		0	0	0
Community and Workforce Partnerships	1	0	1		0	0	0
Business Services and Finance	0	0	0		0	0	0
President	0	0	0		0	0	0
Strategic Advancement	0	0	0		0	0	0
Human Resources	0	0	0		0	0	0
Total	**9**	**1**	**10**		**-2**	**-2**	**-4**

Budgeted projected fringe benefit cost $139,083

Staff Pay Structure and Cyclical Pay Reviews

Staff Pay Schedule Restructure Goal

Achieve standardization within the College's market-based pay structure with consistent pay ranges across all job grades that aligns to Total Rewards Philosophy principles, Employee Success Framework objectives and competitive wages that support fiscal sustainability.

Cyclical Pay Reviews

Annual equity and market cyclical pay review, as directed in Policy 939, will transition from job family groups to a pay grade groups.

- Staff Pay Schedule restructuring completed and Board-approved for FY25
- Specialist cyclical pay review completed during FY24 including administrator and professional analysis under the new Staff Pay Schedule with changes effective 7/1/2024
- No cyclical pay review planned during FY25 and no changes effective 7/1/2025
- Next planned cyclical review (job grade groups) planned during FY26 with proposed changes effective 7/1/2026



FY2025 Planned Surplus
and
Major Capital Projects



College Lake County

FY2025 Planned Surplus (one-time) Investments

Resource Allocation Priority	Strategic Investments	Cost
Finish What Started	LancerNext (ERP System)	$4,000,000
	GLC Conference and Professional Development Center	$56,500
	Urban Farm Center (college capital contribution)	$1,500,000
	Technology Refresh: Annual replacement of aging laptops and desktop computers	$250,000
	Technology Infrastructure Replacement: Network equipment, Servers, Switches, Routers	$750,000
	Cotter project management services- Capital Construction Projects	$400,000
	Cotter project management services – Facilities Projects	$153,708
	EXISTING PROJECT COMPLETION SUBTOTAL	**$7,110,208**

FY2025 Planned Surplus (one-time) Investments

Resource Allocation Priority	Strategic Investments	Cost
Critical Needs	Body Cameras: Police (legal requirement)	$68,000
	Informacast System Integration (placeholder resource per outcome of FY24 assessment)	$100,000
	Strategic Planning Process	$100,000
	Fire Panel Building E	$14,000
	Fire Panel Building H	$11,000
	CRITICAL NEEDS SUBTOTAL	**$293,000**
	TOTAL FY2024 PLANNED SURPLUS ALLOCATION	**$7,403,208**

SUMMARY: FY2025 BUDGET
Planned Capital Fund Surplus

Surplus Fund	**Total Allocation**
Prior Years Remaining Surplus Reallocation	$1,379,824.00
FY2024 Planned Surplus	$6,023,384.00
FY2025 Budget Plan **Total Capital Funds Allocation**	**$7,403,208.00**

FY2025 Capital and Master Plan Phase 0 Projects

Location	Target Date and Project	Funding Source
Grayslake Campus	By end of fourth quarter design process will be 90% complete for the Outdoor Sports Complex. FY2026 design finalization and construction initiated spring 2026; anticipated completion spring 2027. ($9.5M)	2021 Bond
	By end of quarter 1, complete Conference and Professional Development Center final punch list of items and integration of livestream technology.	FY24 Surplus
	By end of second quarter, complete parking lot 4 upgrade mill, overlay and drainage existing parking lot ,reconfigure NW entrance and landscape islands ($1.15M, CLC portion $287,500)	CDB
	By end of second quarter, complete James Lumber Center (JLC) water damage repair and installation of curtains.	FY23 Surplus, FY24 capital contingency
	Deferred maintenance projects Library concrete spandrel repair. Defer to FY2026 plan Greenhouse repair complete by second quarter ($400K) Tuckpointing PAB and F Building complete by second quarter ($1M)	2021 Bond
	By end of second quarter, complete temporary relocation of critical Precision Manufacturing equipment to space in lower-level B wing.	FY24 capital contingency
	Deadbolt locks to interior hallway classroom doors.	Surplus
	By end of fourth quarter, design process will be complete for Roundabout ($1.3M) to improve traffic safety & road Infrastructure at intersection of Lancer Lane & University Center Drive	FY22 Surplus

FY2025 Capital and Master Plan Phase 0 Projects

Location	Target Date and Project	Funding Source
Lakeshore Campus	By end of quarter two, complete 111N and 33N roof replacement.	2021 Bond
	By end of quarter two, complete installation of audiovisual technology throughout all levels of Student Center.	CDB
	During second quarter, complete Children's Playground renovation.	Donor resources
	Initiate design during second quarter and complete design by fourth quarter. Initiate construction first quarter FY2026 of Phase 2 Lakeshore Campus renovation ($7M) • Relocation of CLC Police Department to 33N • New/expanded academic program learning spaces: Digital media, IT upper level 34 N • Office space faculty and staff, including hoteling space 33N level 2 • Professional Development Center lower level 34 N • Children's Learning Center indoor expansion 33N	CDB remaining funds
	By fourth quarter, complete design process. Initiate bidding process first quarter FY2026 and target break ground second quarter.	Donor FY24 Surplus $1.5M
	By quarter three, complete door lock system project.	Operating Budget
	Deferred Maintenance Lakeshore Campus parking garage repairs, including pressure washing, expansion joint sealing, paint striping. By end of second quarter, complete garage gate repair ($200K)	2021 Bond

FY2025 Capital and Master Plan Phase 0 Projects

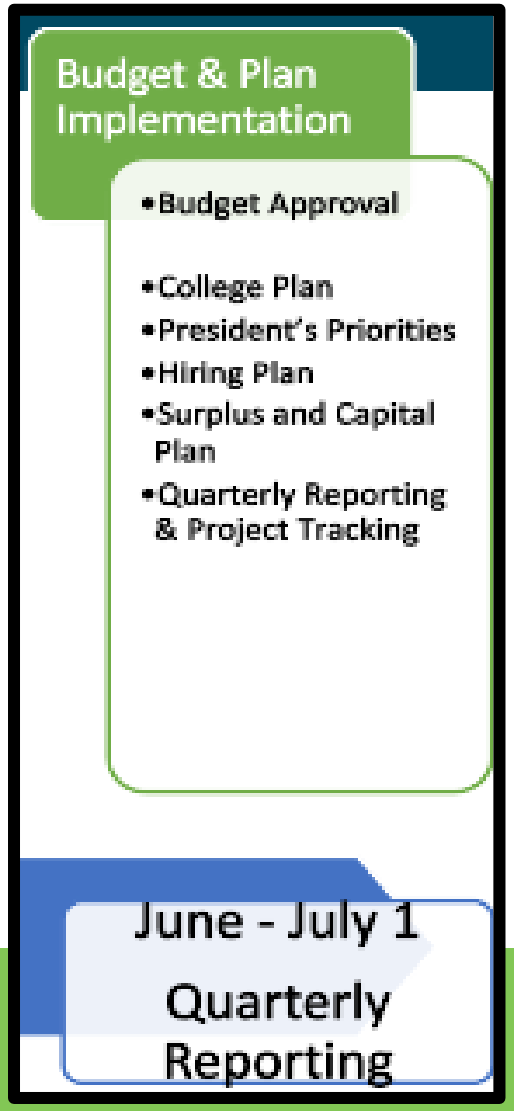
Location	Target Date and Project	Funding Source
Advanced Technology Center	By end of quarter two, complete exterior signage, landscaping and building façade improvements. $1.4M	Donor
Southlake Campus	By third quarter, complete door lock system project.	
	Deferred maintenance project: Atrium facade improvements ($400k). Defer to FY2026	2021 Bond
All Locations	InformaCast Upgrades	FY2024 Surplus

FY2025 Comprehensive Capital Fee Summary

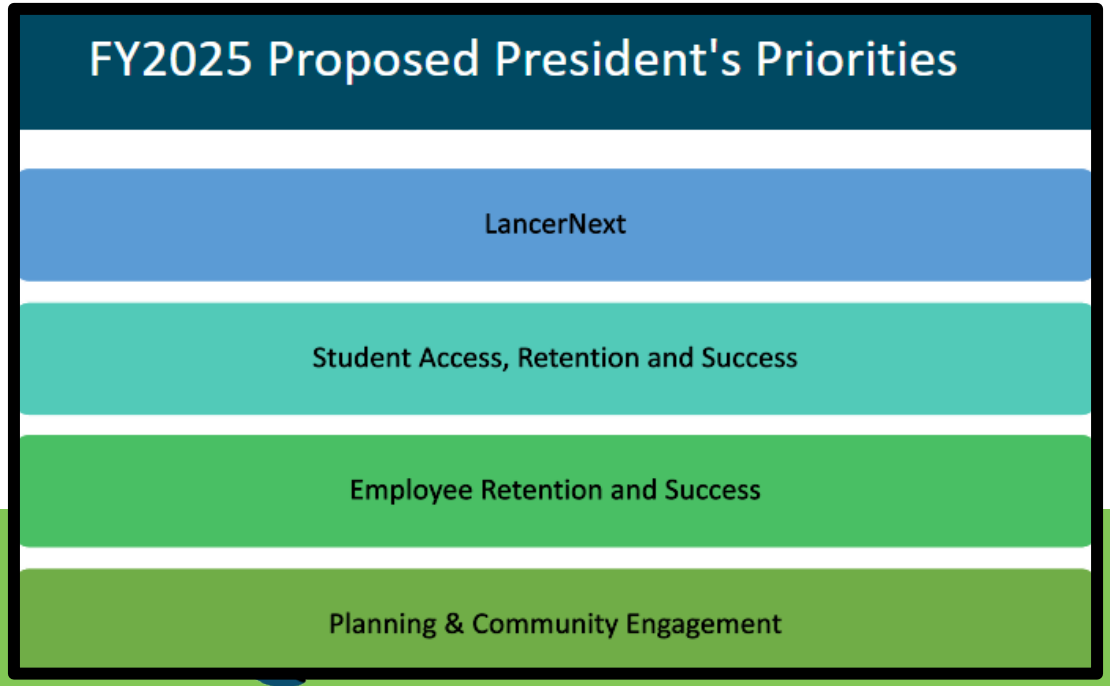
Deferred Maintenance/Equipment Capital Fee

- Wheel Loader
- Maintenance Truck
- T-wing Pump Controls
- GLC Large Mower
- E Bldg Boilers – A/E Services
- HVAC Van Upfitting
- Custodial Equipment – GLC, LSC & Brae Loch
- ATC Kubota with Salt Spreader
- LSC Grounds Equipment
- SLC Grounds/Custodial Equipment
- LSC Truck
- Utility Locator Equipment
- T-wing Window Seals/Flashing Replacement – Ph II
- C-court Window Seals/Flashing Replacement – Ph II
- SLC R006 Mini Split Unit
- Personal Hygiene Supply Dispenser Replacement
- Drinking Fountain Repairs – Ph II
- LSC Garage Storage HVAC Upgrade

Next Steps:



Tentative FY2025 Budget Posted on CLC Website	**Friday, May 24 (10 am)**
Budget Book sent to Trustees Posted on Board Book Premier site	Friday, May 24 (10 am)
Public Hearing	Tuesday, June 24 (5 pm)





Comments/Questions



College Lake County



Supplemental Slides



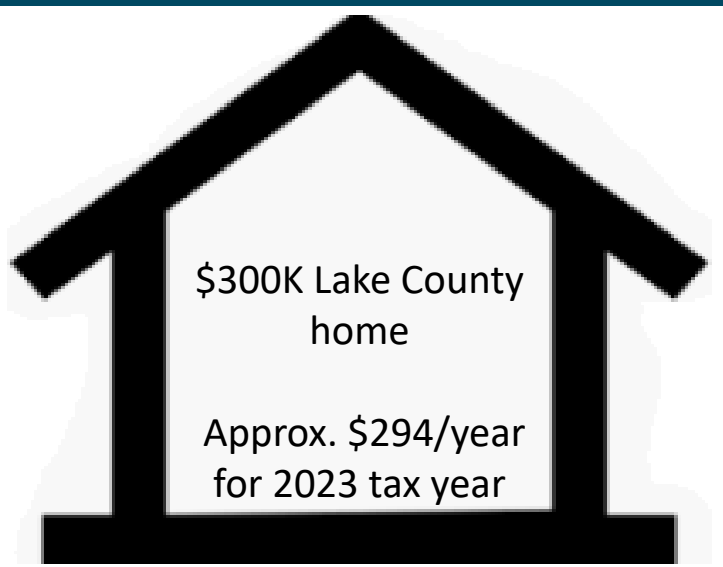
College Lake County

Proposed FY2025 Balanced Budget

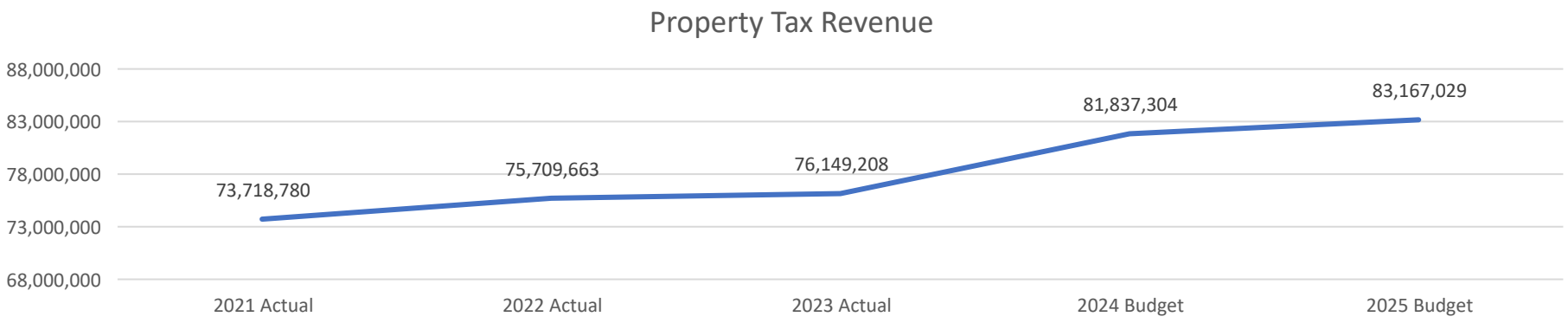
- **Operating Budget = $130.1 M** (5.1% increase from FY2024)
- Budgeted enrollment 1.5% increase over FY2024 year-end
- Established within projected base budget revenues as approved by Board

Tuition & Fees	State Funding
$171.00 per credit hour effective Fall 2024	**Base Operating Grant** Budgeted at $10,082,800 2% increase over FY2024 (conservative)
Budgeted Tuition and Fees $30.5M (3.1% increase)	**Career & Technical Education (CTE) Grant** Budgeted at $575,571.00 same as FY2024

FY2025 Budget Revenue Property Taxes



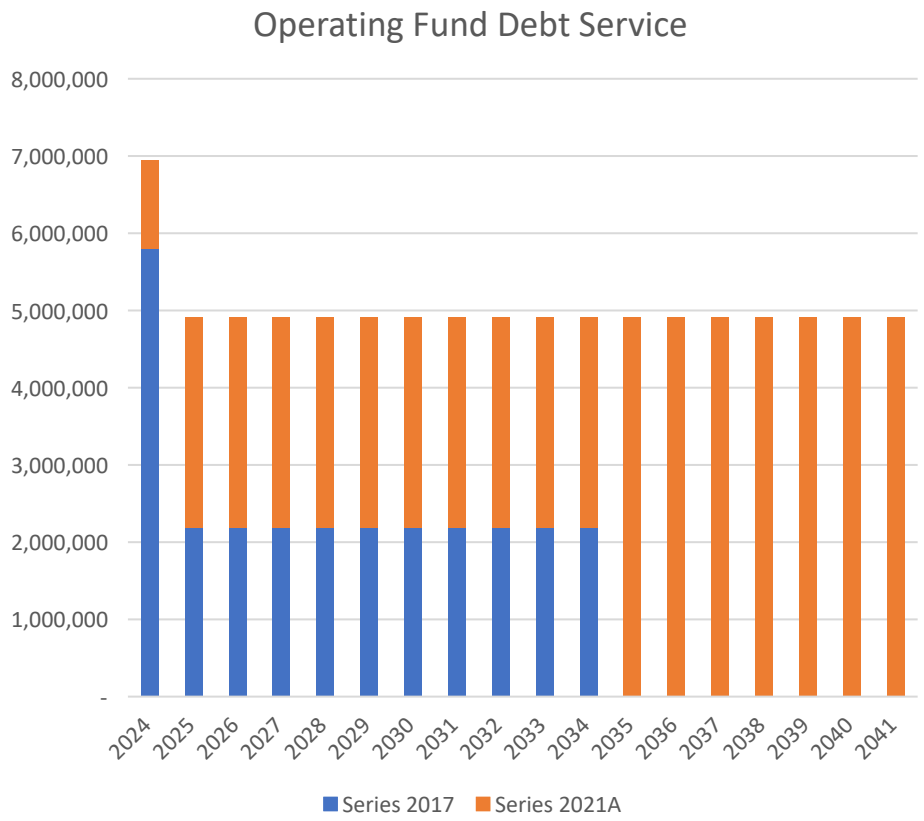
- Revenue budgeted to increase 4.9% or $3.9M
- EAV increase of 5.9%
- $163M in new property
- PTELL capped at 5% (6.5% CPI for 2022 and 3.4% for 2023.)
- CLC Tax Rate of $0.2942 per $100 for 2023 tax year



FY2025 Budget Plan General Obligation (GO) Debt Service

Total GO Debt Service $4,909,888

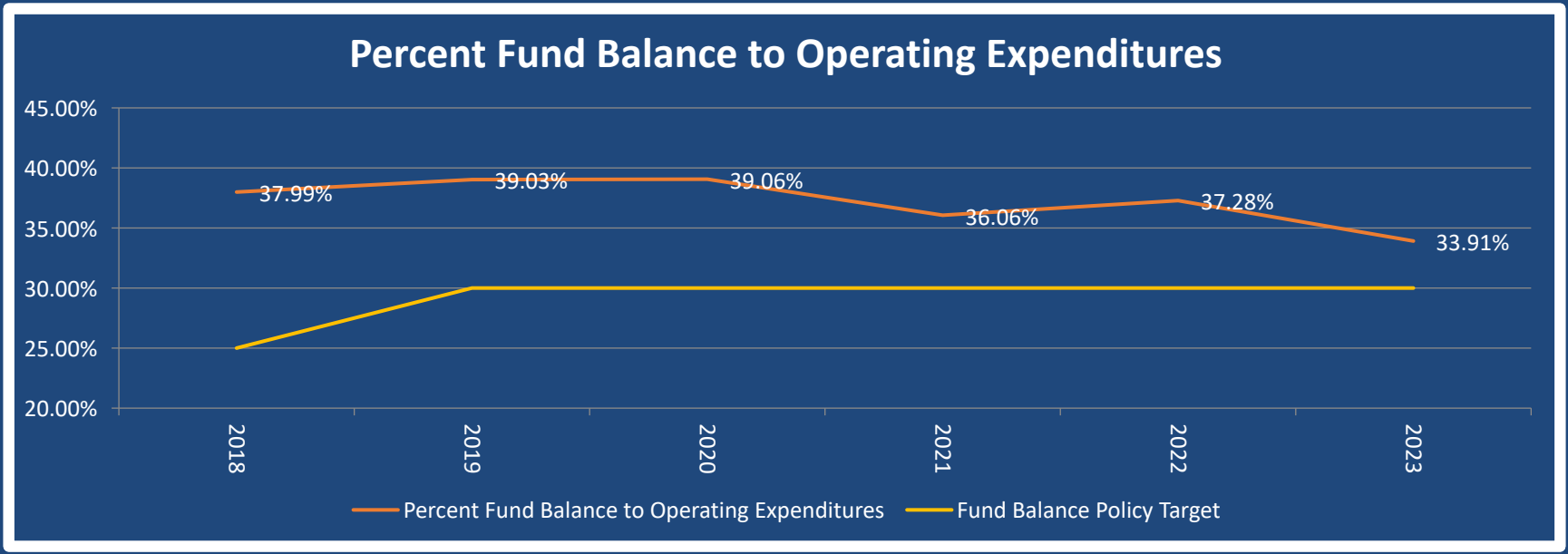
- Series 2017 $2,184,275
- Series 2021A - $2,725,613
- **Annual debt service decreases by $1.85M** to $4.91M FY2025
- Mature by 2041 (20 years)



Policy 704: Fund Balance

- The Board recognizes that maintaining adequate fund balance is essential to ensuring the financial stability of the college. Fund balance is defined as the difference between fund assets and fund liabilities of the operating fund.
- Fund balance can preserve or enhance the college's bond rating, allow the college to accumulate sufficient assets to make annual assigned expenditures, and provide funds for unforeseen needs without the cost of short-term borrowing.
- The College of Lake County shall seek to maintain an end-of-fiscal-year unrestricted fund balance in the operating fund equal to or greater than 30 percent of budgeted operating fund expenditures.
- Unrestricted fund balance includes only those resources without a constraint on spending or for which a constraint on spending is imposed by the college itself.
- From time to time and as unrestricted fund balance exceeds 30 percent of budgeted operating fund expenditures, the Board may assign a portion of fund balance for an intended purpose such as capital improvements.

Fund Balance Trend





2018 Surplus Transfer	$8,393,941
2019 Surplus Transfer	$9,717,106
2020 Surplus Transfer	$10,048,212
2021 Surplus Transfer	$ 6,946,863
2022 Surplus Transfer	$ 6,921,521
2023 Surplus Transfer	$ 6,413,910

Historic Summary
Tuition and Comprehensive Fees

Fiscal Year	Tuition	Comp-rehensive Fee	Technology Fee	Instructional Fee	Capital Fee: Bond payment	Student Support	Capital Fee: Facilities	Student Senate	Student Success	James Lumber Center	Total	% Increase
2013	93.00	0.40	4.00	3.00	3.00	2.00	2.95	3.15	---	0.50	112.00	2.75%
2014	93.00	0.40	4.00	3.00	3.00	2.00	2.95	3.15	---	0.50	112.00	---
2015	99.00	0.40	4.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	121.00	8.04%
2016	107.00	0.40	4.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	129.00	6.61%
2017	112.00	0.40	5.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	135.00	4.65%
2018	115.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	137.00	1.48%
2019	119.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	141.00	2.92%
2020	122.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	144.00	2.13%
2021	125.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	147.00	2.08%
2022	125.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	147.00	---
2023	128.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	150.00	2.04%
2024	136.96	0.40	5.55	2.00	3.00	2.55	3.39	3.65	2.50	0.50	160.50	7.0%
2025 REC	**137.96**	**0.40**	**13.55**	**3.50**	**3.00**	**2.55**	**3.39**	**3.65**	**2.50**	**0.50**	**171.00**	**1% - 7%**

Strategic Plan Refresh

Feb 2024

- Consultation with Board of Trustees

Mar/Apr 2024

- Consultation Governance Coordinating Council
- Consultation ATD Coaches

June/July 2024

- Data Retreat – review existing data sources
- Update & revise Scorecard Metrics

Aug 2024

- All-College Kickoff – employee input sessions

Sept/Oct 2024

- State of the College
- Launch community, industry and student input sessions

Nov/Dec 2024

- Draft plan and strategies based on input and survey of data

Jan/Mar 2025

- College-wide validation process and Board update
- Integration in FY2026 budget and plan process

June/Aug 2025

- Board approval
- Launch plan July 1, 2025
- August integrate in All-College & Unit Kickoff
- Launch in community through multi-media efforts

5.2.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

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

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

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

NOW BE IT RESOLVED that the Board of Trustees approve the reimbursement for business-related travel expenses in the amount of $2,316.48 for registration and travel associated with the March Illinois Community Colleges Trustees Association (ICCTA) Board of Representatives, committee meetings and the Association of Community College Trustees (ACCT) Community College National Legislative Summit and Leadership Congress.

PASSED this 21st day of May 2024, by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving reimbursement of business-related travel expenses.

5.2.2. RESOLUTION APPROVING AND RATIFYING BILLS AND AUTHORIZING BUDGET TRANSFERS

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

WHEREAS, the list of bills has been provided to the Board of Trustees in accordance with the College of Lake County Policy 713 – Approval of Bills for Payment; and

WHEREAS, budget transfers in the amount of $92,700 are recommended to the Fiscal Year 2024 Budget and are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of $92,700.

PASSED this 21st day of May 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills and Authorizing Budget Transfers.

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS (CONTINUED)

FY 24 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	544000 01 01083 8030 01	PR & Marketing	Materials	$ 29,000.00		Summer Event Promotional Items and Signage
	539000 01 01083 8030 01	PR & Marketing	Other Contractual Services		$ 29,000.00	
2)	518000 27 27001 9010 01	Student Support/Comp Fee-SD	Student Employees	$ 35,000.00		Student Employment
	599000 27 27001 9010 01	Student Support/Comp Fee-SD	Other Expenditures		$ 35,000.00	
3)	534008 02 00093 8040 01	Campus Services	Computer Software Maintenance	$ 8,700.00		Software Renewal
	534000 02 00002 7010 01	Maintenance Services	H.V.A.C. Facilities	$ 20,000.00		HVAC BAS Controls Update
	541010 02 00093 8040 01	Campus Services	Computer Supplies		$ 28,700.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 92,700.00	$ 92,700.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 68.9 percent of budgeted revenues through March 2024. At the end of March 2023, the College had received 67.3 percent of the amount budgeted.

As of March 31, 2024, the College had received revenues equal to $42.1 million in FY2024 for local taxes. Local tax revenue is budgeted at $81.8 million for Fiscal Year 2024.

Also, as of March 31, 2024, student enrollment reflected 102 percent of the tuition revenue. At the end of March 2023, the College had received 92 percent of the amount budgeted.

EXPENDITURES: The expenditures in the operating funds as of March 31, 2024, reflect 70.8 percent of budgeted expenditures for the year. In comparison, as of March 31, 2023, the College had expended 69.5 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

March 31, 2024

Education Fund
Balance Sheet - Fund 01
As of March 31, 2024

ASSETS

CASH	
Cash In Bank	26,529,720.16
Change Funds	8,800.00
INVESTMENTS	
Other Investments	17,902,352.75
RECEIVABLES	
Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(5,355,102.37)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	16,441,734.65
Vendor Receivables	22,242.78
INTER-FUND	(12,547,825.38)
Prepaid Expenses	
Prepaid Expenses	45,182.85
TOTAL ASSETS	75,213,666.85

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		87,023.41
ACCOUNTS PAYABLE		
Accounts Payable		332,435.66
ACCRUED EXPENSES		
Accrued Expense		585,000.00
DEFERRED REVENUES		
Property Taxes		31,102,837.32
Total Tuition & Fees		4,448,775.68
Miscellaneous Deferred Revenues		830,041.70
OTHER LIABILITIES		
Other Liabilities		1,009,186.70
Vacation Accrual		3,206,518.61
TOTAL LIABILITIES	$	41,601,819.08
FUND BALANCE		
Fund Balance		33,611,847.77
TOTAL FUND BALANCE	$	33,611,847.77
TOTAL LIABILITIES & FUND BALANCE	$	75,213,666.85

RECONCILIATION

BEGINNING FUND BALANCE	35,960,330.93
ADD: REVENUE	76,417,981.56
LESS:EXPENDITURES	(73,039,336.55)
OPERATING TRANSFERS	(5,727,128.17)
ENDING FUND BALANCE	33,611,847.77

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: March 31, 2024

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	32,214,585.49	42.16%	31,810,751.44	45.19%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	1,353,339.61	1.77%	2,426,644.13	3.45%
ICCB Credit Hour Grants	7,450,039.50	9.75%	6,805,221.75	9.67%
Vocational Education	620,475.00	0.81%	595,491.00	0.85%
Tuition	28,340,481.32	37.09%	25,707,441.91	36.52%
Graduation Fees	0.00	0.00%	375.00	0.00%
Transcript Fees	85,630.39	0.11%	60,743.59	0.09%
On-line Course Fee	577,799.49	0.76%	635,154.64	0.90%
Laboratory Fees	508,833.39	0.67%	480,921.35	0.68%
Payment Plan Enrollment Fee	34,473.95	0.05%	41,900.00	0.06%
Credit By Exam Fees	200.00	0.00%	350.00	0.00%
Comprehensive Fees	4,462,215.38	5.84%	4,072,479.23	5.79%
Activity Fee Adjustment	(3,912,495.00)	-5.12%	(3,534,402.50)	-5.02%
Gain(Loss) on Investment	734,887.29	0.96%	867,500.22	1.23%
Other Interest	3,874,654.14	5.07%	212,260.70	0.30%
Sweep Accounts	0.00	0.00%	121,022.26	0.17%
Library Fines	652.50	0.00%	532.14	0.00%
Miscellaneous Revenue	46,949.77	0.06%	72,829.96	0.10%
Other Revenue/Rebates	28,850.34	0.04%	11,849.35	0.02%
Over Short	(3,591.00)	0.00%	0.00	0.00%
Total Income	76,417,981.56	100%	70,389,066.17	100%

EXPENDITURES				
Salaries	53,241,819.95	73%	51,715,152.67	76%
Employee Benefits	10,268,759.43	14%	8,800,763.32	13%
Contractual Services	3,717,098.85	5%	3,779,700.28	6%
General Material & Supplies	1,981,853.24	3%	1,807,666.61	3%
Travel/Conference Meeting Exp	483,352.04	1%	449,356.48	1%
Fixed Charges	27,000.00	0%	36,782.18	0%
Utilities	36,628.38	0%	39,809.69	0%
Building Maintenance	342.08	0%	0.00	0%
Capital Outlay	7,197.76	0%	3,637.01	0%
Other Expenditures	3,275,284.82	4%	1,496,343.06	2%
Total Expense	73,039,336.55	100%	68,129,211.30	100%
Beginning Fund Balance	35,960,330.93		38,721,962.95	
Add: Revenues	76,417,981.56		70,389,066.17	
Less: Expenses	(73,039,336.55)		(68,172,353.06)	
Operating Transfers	5,727,128.17		(438,648.31)	
Ending Fund Balance	45,066,104.11		40,500,027.75	

Maintenance Fund
Balance Sheet - Fund 02
As of March 31, 2024

ASSETS

CASH		
Cash In Bank	$	5,893,506.66
INVESTMENTS		
Other Investments		24,158,624.44
RECEIVABLES		
Taxes Receivable - Current Levy		8,580,051.36
Allowance Uncollectible Taxes		(78,305.04)
ACCRUED REVENUE		
INTER-FUND		
INTER-FUND subtotal:	$	(25,795,440.65)
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	12,998,837.77

LIABILITIES AND FUND BALANCE

LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable	$	270,020.92
DEFERRED REVENUES		
Property Taxes		8,217,410.78
TOTAL LIABILITIES	$	8,487,431.70
FUND BALANCE		
Fund Balance		4,511,406.07
TOTAL FUND BALANCE	$	4,511,406.07
TOTAL LIABILITIES & FUND BALANCE		12,998,837.77

RECONCILIATION

BEGINNING FUND BALANCE	6,023,765.32
ADD: REVENUE	8,665,397.24
LESS:EXPENDITURES	(8,962,987.49)
OPERATING TRANSFERS	(1,214,769.00)
ENDING FUND BALANCE	4,511,406.07

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: March 31, 2024

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,511,218.33	98%	8,403,267.01	99%
Building Rentals	131,744.71	2%	99,633.38	1%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	22,434.20	0%	11,295.21	0%
Total Income	8,665,397.24	100%	8,514,195.60	100%
EXPENDITURES				
Salaries	3,816,021.06	43%	3,431,959.19	42%
Employee Benefits	1,059,312.99	12%	975,878.05	12%
Contractual Services	721,465.29	8%	598,949.80	7%
General Material & Supplies	570,787.06	6%	556,242.56	7%
Travel/Conference Meeting Exp	16,128.87	0%	12,753.70	0%
Fixed Charges	916,059.88	10%	905,873.54	11%
Utilities	1,847,907.17	21%	1,273,651.68	16%
Capital Outlay	79,740.95	1%	187,079.54	2%
Other Expenditures	(64,435.78)	-1%	149,598.88	2%
Total Expense	8,962,987.49	100%	8,091,986.94	100%
Beginning Fund Balance	6,023,765.32		5,137,158.56	
Add: Revenues	8,665,397.24		8,514,195.60	
Less: Expenses	(8,962,987.49)		(8,091,986.94)	
Operating Transfers	(1,214,769.00)		0.00	
Ending Fund Balance	4,511,406.07		5,559,367.22	

5.2.3. AUTHORIZATION OF THE BUDGET HEARING AND APPROVAL TO PUBLISH THE NOTICE PLACING FISCAL YEAR 2025 BUDGET ON PUBLIC DISPLAY

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

Background: A copy of the notice placing the Fiscal Year 2025 budget document on display beginning May 24, 2024, is presented for Board approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2025 budget will be held at 5:00 p.m. on June 25, 2024. The notice will be advertised as required by statute. In addition, Administration will communicate the budget review period on social media and post the budget recommendation to the College website. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2025.

Recommendation: Authorize the budget hearing and approve to publish the notice placing the Fiscal Year 2025 budget on public display.

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 24, 2024, a tentative budget for said District for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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 25th day of June 2024 at 19351 West Washington Street, Room A013, Grayslake, Illinois.

DATED at Grayslake, Illinois this 21st day of May 2024.

Board of Trustees

Community College District No. 532

County of Lake and State of Illinois

5.3.1. JAMES LUMBER CENTER REMEDIATION (RATIFICATION)

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

Funding Source: FY22 surplus and capital contingency

Funding Request: $102,850.00

Bids	Amount
Colfax Corporation (Recommended)	$93,500.00
Valor Technologies, Inc.	$137,350.00
M&O Environmental Company	$241,000.00

Explanation of Purchase: This purchase is for phase one of addressing water damage (drywall, ceiling tiles and flooring) in the P-Wing and Main Stage ceiling of the James Lumber Center on the Grayslake campus.

Recommendation: Ratify a purchase with Colfax Corporation of Chicago, IL for $93,500.00 and a 10% contingency of $9,350.00 in a not-to-exceed amount of $102,850.00.

5.3.2. COLLEGE FOUNDATION EXECUTIVE SEARCH CONSULTING (RATIFICATION)

Lead Staff: Sue Fay, Executive Director, Human Resources

Funding Source: FY24 and FY25 budget

Funding Request: $40,000.00

Vendor	Amount
TWB Fundraising	$40,000.00

Explanation of Purchase: This purchase is for professional search firm services for the position of Executive Director and Chief Development Officer, College Foundation.

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 a purchase with TWB Fundraising of Chicago, IL in a not-to-exceed amount of $40,000.00.

5.3.3. 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: FY25 budget, Adult Education and Family Literacy Grant, Integrated English Literacy and Civics Education Grant

Vendor	Amount
Burlington English Inc.	$76,320.00

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 $76,320.00.

5.3.4. TESTING FOR ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTIONAL PROGRAM

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

Funding Source: FY25 budget, Adult Education and Family Literacy Grant, Integrated English Literacy and Civics Education Grant

Vendor	Amount
CASAS	$48,810.00

Explanation of Purchase: This purchase is for pre-testing and post-testing individuals for proper level placement and is 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 CASAS of San Diego, CA not-to-exceed the amount of $48,810.00.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	Janca, Tony	Full-time Faculty Position Number: 0545 Instructor, Health and Wellness Promotion Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
2	Regez, Brad	Full-time Faculty Position Number: 0514 Instructor, Engineering Engineering, Mathematics and Physical Sciences Division	8/12/2024	8/12/2024-5/17/2025
3	Seiler, River	Full-time Faculty Position Number: 0547 Librarian, Library Student Academic Support Division	8/12/2024	8/12/2024-5/17/2025
4	Sizemore, Cristina	Full-time Faculty Position Number: 0524 Instructor, Mathematics Engineering, Mathematics and Physical Sciences Division	8/12/2024	8/12/2024-5/17/2025
Recommendation: Approve the above full-time employment.				

5.4.2. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Daly, Jessica	Specialist Position Number: 1153 Patron Services Coordinator, James Lumbers Center for the Performing Arts	4/6/2024	4/6/2024-6/30/2024
2	Juarez, Arlet	Specialist Position Number: 1847 Apprenticeship Program Navigator, Career and Job Placement Center	4/6/2024	4/6/2024-6/30/2024
3	Vazquez, Jennifer	Specialist Position Number: 1782 College and Career Navigator, Student Recruitment and Onboarding	4/20/2024	4/20/2024-6/30/2024
4	Durava, Annie	Specialist Position Number: 1699 College and Career Navigator, Student Recruitment and Onboarding	4/20/2024	4/20/2024-6/30/2024
5	Galvez, Ariana	Specialist Position Number: 0345 College and Career Navigator, Student Recruitment and Onboarding	4/20/2024	4/20/2024-6/30/2024

Recommendation: Approve the above full-time employment.

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employee has successfully completed the appropriate probationary period and is 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.

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Smith, Quinlora	Classified - Union Position Number: 0392 Custodian, Custodial	4/20/2024

Recommendation: Approve the above full-time employment.

5.4.3. 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, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends changes to a staff position in Student Development. The position change is funded through available budget resources.								
1	Title and Job Grade Change	Jensen, Bobbie	Full-time Classified Position Number: 0949 Office Associate, Welcome and One Stop Center	Full-time Classified Position Number: 0949 Enrollment Services Generalist, Welcome and One Stop Center	A11 Non-exempt	B22 Non-exempt	5/27/2024	N/A
Recommendation: Approve the proposed position change with the effective date noted above.								
Administration recommends changes to a staff position in Educational Affairs. The position change is funded through available budget resources.								
2	Promotion	Mireles, Miguel	Administrator Position Number: 0043 Associate Dean, Engineering, Mathematics and Physical Sciences Division	Administrator Position Number: 0011 Dean, Engineering, Mathematics and Physical Sciences Division	D61 Exempt	D72 Exempt	7/1/2024	7/1/2024-6/30/2025
Recommendation: Approve the proposed position change with the effective date noted above.								

5.4.4. 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	Effective Date	Contract Dates
1	Pogue, Sandy	Classified Position Number: 1317 Payroll Associate, Finance	Specialist Position Number: 0293 Payroll Coordinator, Finance	5/22/2024	5/22/2024-6/30/2024
2	Radcliffe, Crystal	Specialist Position Number: 1777 Adjunct Faculty Development Coordinator Teaching, Learning and Education Technology	Full-time Faculty Position Number: 1750 Instructor, Academic Success Student Development	8/12/2024	8/12/2024-5/17/2025
3	Patino, Yazmin	Specialist Position Number: 1811 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1924 Lead College and Career Navigator*, Student Recruitment and Onboarding	5/27/2024	5/27/2024-6/30/2024
4	Griffin, Bryn	Specialist Position Number: 1780 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1679 Business Analyst, Student Recruitment and Onboarding	6/10/2024	6/10/2024-6/30/2024

Recommendation: Approve the above action.

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 DEPARTMENT CHAIR HOURS

As a provision of the 2022-2025 full-time faculty collective bargaining agreement approved in February 2023, Article 22 outlines the assignment process for department chairs and specifies the formula which determines release time granted to complete the required duties. Based on the current collective bargaining agreement, Administration has reviewed these assignments and hours for the 2024-2025 academic year and applied the formula for determining release hours.

The following 2024-2025 department chair assignments are proposed for approval:

Academic Success Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
CLC	Teresa Filicette	11.00
Library	Holly Ledvina, Lindsey LeFeber	9.00
Total Student Development		**20.00**
Adult and Community Education Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
ABE/ASE/SAE/BRGA	Deanna Doyle	13.00
ESL/ALE/VST/BRGA/BRGV	Kelly Arce	17.00
Total Adult and Community Education Division		**30.00**
Biological and Health Sciences Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
BIO	Mark Coykendall	10.00
CHM	Beth Wilson	7.00
DHY	Mary Jacobs	14.00
EMT	Carol Wismer	13.00
HIT	Chris Melnytschuk	13.00
HRT	John Zahina-Ramos	10.00
HWP/MAS/KIN	Joana Pabedinskas	16.00
MOA	Lisa Fasano	14.00

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 DEPARTMENT CHAIR HOURS (CONTINUED)

Biological and Health Sciences Division (Continued)		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
NUR 110 only	Imelda Forsberg	15.00
PHM	TBD	12.00
PBT	Angela Norwood	13.00
SRG	Elliot Eggler	11.00
Total Biological and Health Sciences Division		**160.00**
Business and Social Sciences Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
ACC	Jeff Varblow	10.00
AMT/BUS/SCM	Venkat Krishnamurthy	17.00
ANT	Scott Palumbo	7.00
CIT	Sanjay Kumar	11.00
CRJ/HST/PSC	Chris Utecht	17.00
ECE	Diane Schael	16.00
ECO	Stefan Mullinax	7.00
EDU	Michelle Proctor	10.00
FST	Jeff Howell	10.00
HCM	William Vena, Teresa Novinska	14.00
HUS/SWK	Mick Cullen	15.00
LGL	Lorri Scott	14.00
PSY	Ken Kikuchi	13.00
SOC/GXS	Sonia Oliva	8.00
Total Business and Social Sciences Division		**169.00**

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 DEPARTMENT CHAIR HOURS (CONTINUED)

Communication Arts, Humanities and Fine Arts Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
ART	Hans Habeger	8.00
CMM	Ali Cunningham, Kari Proft	14.00
DMD	Jason Rodgers, Yang Xiang	15.00
ELI	Christina O'Connell	7.00
ENG	Kelly Black, Esley Stahl	16.00
ENG/ALP	Tessa Aquino	9.00
HUM/ASI	Jackie Trimier	11.00
LANGS/SGN/LAT	Theresa Ruiz-Velasco	9.00
Performing Arts (MUS/THE/DNC/ENT/YOGA)*	Craig Rich, Tracie Folger, Therese Crews	24.00
PHI	Becky Munk, Shanti Chu	9.00
TECH COM	Laura Otto	7.00
TESOL	Jill Bruellman	8.00
Total Communication Arts, Humanities and Fine Arts Division		**137.00**

*Newly combined program area for AY25.

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 DEPARTMENT CHAIR HOURS (CONTINUED)

Engineering, Mathematics and Physical Sciences Division		
Program Area	**AY25 Faculty Name**	**Academic Year Totals**
ACR	Octavio Cavazos, David Garcia Jr.	14.00
ARM/MET	Margie Porter	13.00
AUT	Derrek Keesling, Felipe Valtierra	14.00
CAD	Francisco Andrade	10.00
PMT	Jeff Hines	11.00
EGR	Jan Edwards	10.00
ELC/ELT/EET	Yoonill Lee	10.00
ESC/GEG	Ryan Cumpston, Eric Priest	9.00
HET	Steve Lenz, Mohammad Abdallah	14.00
INT	Dave Wooten	14.00
MCS	Shyam Kurup	8.00
MTH	Laura Hobart, Jason Hasbrouck	26.00
PHY	Ana Mazilu	8.00
WFT	Karsten Illg	14.00
Total Engineering, Mathematics and Physical Sciences Division		**175.00**
Grand Total		**690.00**

Recommendation: Approve the department chair hours for academic year 2024-2025.

5.4.6. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 CO-CURRICULAR APPOINTMENTS

As a provision of the 2022-2025 full-time faculty collective bargaining agreement approved in February 2023, Article 16 outlines the assignment process for co-curricular appointments. Based on the current collective bargaining agreement, the college has reviewed these appointments for the 2024-2025 academic year and recommends the following hours.

Assignment	AY25 Faculty	Hours
Assistant Director of Forensics	TBD	3 Hours per semester
BSS Coordinator (Fall/Spring)	Jeff Varblow	3 Hours per semester
BSS Coordinator (Summer)	Jeff Varblow	1 Hour
Choreography – Musical Theater Production (Summer)	Terry Crews	3 Hours
Chronicle Advisor	John Kupetz	6 Hours per semester
Director – Musical Theater Production (Summer)	Craig Rich	4 Hours
Director of Forensics	Joel Chmara	3 Hours per semester
Fear No Art Production	Valerie Alpert	4 Hours
Honors Program Coordinator	Nick Schevera	3 Hours per semester
Instrumental Ensembles	Michael Flack	4 Hours per semester
Math Center Coordinator (Fall/Spring)	Gladys Poma	3 Hours per semester
Math Center Coordinator (Summer)	Gladys Poma	3 Hours
Music/Orchestra Conductor – Musical Theatre Production (Summer)	Paul Hefner	3 Hours
Phi Theta Kappa Coordinator (Fall/Spring)	Michelle Nelson	6 Hours per semester
Phi Theta Kappa Coordinator (Summer)	Michelle Nelson	1 Hour
Play Director (Fall)	Craig Rich	4 Hours
Play Director – Children's Production (Fall)	Alicia Hall	4 Hours
Play Director – Show I (Spring)	Craig Rich/Lamaiya Lancaster	4 Hours
Play Director – Show II (Spring)	Craig Rich	4 Hours
Poetry/Fiction Series Coordinator	Miguel Jimenez	3 Hours per academic year
Prairie Spirits Dance Production	Valerie Alpert	4 Hours
Prairie Voices Advisor	Nick Schevera	3 Hours per semester
Science Center Coordinator (Fall/Spring)	Marsha Hay	3 Hours per semester
Science Center Coordinator (Summer)	Marsha Hay	1 Hour
Technical Director – Musical Theatre Production (Summer)	Tracie Folger	4 Hours

5.4.6. APPROVAL OF COLLEGE OF LAKE COUNTY 2024-2025 CO-CURRICULAR APPOINTMENTS (CONTINUED)

Assignment	AY25 Faculty	Hours
Vocal Ensembles	Mitchell Lewis	3 Hours per semester
Technical Director (Fall)	Tracie Folger	4 Hours
Technical Director– Children's Production (Fall)	Tracie Folger	4 Hours
Technical Director– Show I (Spring)	Tracie Folger	4 Hours
Technical Director– Show II (Spring)	Tracie Folger	4 Hours
Vocal Director – Musical Theater Production (Summer)	Mitchell Lewis	3 Hours
Willow Review Coordinator	Mike Latza	3 Hours per semester
Writing Center Coordinator (Fall/Spring)	Jenny Staben	3 Hours per semester
Writing Center Coordinator (Summer)	Jenny Staben	3 Hours
Faculty Senate Chair	Mark Coykendall	6 Hours per semester
Faculty Senate Chair (Summer)	Mark Coykendall	1 Hour
International Education Coordinator	Venkat Krishnamurthy	3 Hours per semester
Lancer Radio Faculty Coordinator (Fall/Spring)	Mick Cullen	3 Hours per semester
New Faculty Institute	Diane Schael	3 Hours per semester
Recommendation: Approve the co-curricular assignments described above for academic year 2024-2025.		

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
1	Resignation	Collins, Courtney	Specialist Position Number: 1679 Business Analyst, Enrollment Services	4/19/2024
2	Resignation	De Keyser, Olivia	Classified Position Number: 0278 Library Services Assistant, Library	5/17/2024
3	Resignation	Dunn, Samantha	Classified Position Number: 1218 Enrollment Services Generalist, Welcome and One Stop	5/21/2024
4	Resignation	Smith, Gina	Specialist Position Number: 1052 Workforce Manager, Career and Job Placement Center	5/24/2024
5	Resignation	Chang, Jubilee	Specialist Position Number: 1404 Laboratory Specialist, Hospitality and Culinary Management	5/28/2024
6	Resignation	Albach, Melissa	Specialist Position Number: 0126 Prospect Research Coordinator, College Foundation	6/7/2024

5.4.7. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
7	Resignation	Otterbacher, Ben	Specialist Position Number: 1727 Laboratory Specialist, Electrical Technology	6/28/2024
8	Retirement	Gifford, Fred	Faculty Position Number: 0494 Instructor, Communication	6/30/2024
9	Retirement	Cvitkovic, Viki	Administrator Position Number: 0041 Dean, Southlake Campus and CLC Online	9/30/2028 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

5. CONSENT AGENDA 5. OTHER

5.5.1. FISCAL YEAR 2025 BOARD OF TRUSTEES MEETING DATES

NOTICE is hereby given that the regular monthly meetings of the Board of Trustees of Illinois Community College District No. 532, College of Lake County, except where otherwise indicated, will convene on the fourth Tuesday of the month, Grayslake Conference Center (A013), 19351 W. Washington Street, Grayslake, Illinois.

FY25 Regular Meeting Dates

July 23, 2024 *(Subject to Call)*	Grayslake Campus Conference Center (A013)
August 27, 2024	Grayslake Campus Conference Center (A013)
September 24, 2024	Grayslake Campus Conference Center (A013)
October 15, 2024 *(Third Tuesday)*	Lakeshore Campus, Eleanor Murkey Community Center (5th Floor) *(ACCT Leadership Congress – October 23-26)*
November 19, 2024 *(Third Tuesday)*	Grayslake Campus Conference Center (A013) *(Thanksgiving Holiday – November 28-29)*
December 17, 2024 *(Third Tuesday)*	Grayslake Campus Conference Center (A013) *(Mid-Year Commencement – December 12 and Winter Break – December 24, 2024 – January 3, 2025)*
January 28, 2025	Grayslake Campus Conference Center (A013)
February 25, 2025	Grayslake Campus Conference Center (A013) *(ACCT National Legislative Summit – February 9-12 and DREAM Conference – February 18-21)*
March 25, 2025	Southlake Campus Conference Center (V336-340) *(CLC Spring Break – March 24-28)*
April 22, 2025	Grayslake Campus Conference Center (A013)
May 20, 2025 *(Third Tuesday)*	Grayslake Campus Conference Center (A013) *(Memorial Day – May 26)*
June 24, 2025	Grayslake Campus Conference Center (A013)

Proposed FY25 Committee of The Whole Meeting Dates

October 5, 2024	Board Development Retreat, Location and Time TBD
February 4, 2025	Financial Planning Retreat, Location and Time TBD
March 2025	President's Evaluation, Location, Date and Time TBD

Recommendation: Approve the proposed FY25 Board of Trustees meeting dates.

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

6.1. POLICY 940 – RECRUITMENT, PROMOTION AND TRANSFER – REVISED – FIRST READING

Policy 940 – Recruitment, Promotion and Transfer is presented for a first reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023, and February 13, 2024. The adoption and implementation of the policy changes align with the Strategic Plan and the Total Rewards Philosophy.

The policy changes have been reviewed by the College's legal counsel and employee input obtained through CLC's shared governance system, which includes staff representation.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

940 RECRUITMENT, PROMOTION AND TRANSFER

In alignment with the College mission, vision and values, College of Lake County is committed to recruiting a highly qualified workforce of individuals~~,~~ and retaining, recognizing and developing ~~a highly qualified workforce of individuals~~ high-performing employees who reflect the diverse student population and Lake County community served. Positions may be filled using an external or internal competitive hiring process ~~or employees may be appointed to a temporary assignment, promoted, transferred, or reassigned at the discretion of the College~~, or by appointment, at the discretion of the College, ~~subject to the following~~ in alignment and compliance with:

- The Employee Success Framework which provides structure for connecting, onboarding, developing and advancing individuals in their careers;
- The Total Rewards Philosophy which supports and empowers employee innovation, creativity, professional and personal ~~development~~ learning, career progression and skill mastery and reflects a commitment to market-based pay and benefits that are fiscally sustainable;
- ~~In compliance with a~~Associated Board policy;
- ~~In compliance with appropriate~~ Relevant laws and regulations; and~~/or~~
- ~~In compliance with any applicable c~~Collective bargaining agreements.

A promotion is defined as:

- The movement to a position that is at least one job pay grade level higher or advancement in job family/classification. The minimum pay rate increase for a promotion is 4.50% or as outlined in the applicable collective bargaining agreement.
- The advancement to the next level in a departmental, career or step progression program. The minimum pay rate increase will be 4.50% or as outlined in the applicable collective bargaining agreement.
- A change of status from part-time to full-time in the same position. There is no minimum pay rate increase unless outlined in the applicable collective bargaining agreement.

If a promotion is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to positions covered therein.

A transfer is defined as:

- The appointment to a position that is the same or a lower job pay grade or a different job family. The pay rate may remain unchanged or be reduced.
- A change of status from full-time to part time in the same position. The equivalent hourly pay rate may remain unchanged or decrease.
- A change of primary campus location of an employee in a staff position.

- A change of work shift for a non-exempt staff member resulting in change in pay. The pay rate may increase or decrease as determined by the College or as outlined in the applicable collective bargaining agreement.

If a transfer is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to positions covered therein.

Except as otherwise ~~may be~~ provided in a collective bargaining agreement or at the discretion of the College, an employee must have completed the initial probationary period in their appointed position to be eligible to apply for another position. As applicable, candidates must complete and submit an electronic application and all required documents to be considered for employment in a particular position.

Adopted 01/25/1983
Amended 09/28/2021
Amended

6.2. POLICY 941 – DEPARTMENTAL/INTERDEPARTMENTAL REORGANIZATION – REVISED – FIRST READING

Policy 941 Departmental/Interdepartmental Reorganization is presented for a first reading regarding the proposed revisions based on guidance provided at the Committee of the Whole Meetings on November 7, 2023 and February 13, 2024. The adoption and implementation of the policy changes align with the Strategic Plan

The policy changes have been reviewed by the College's legal counsel and employee input obtained through CLC's shared governance system, which includes staff representation.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

941 ~~DEPARTMENTAL/INTERDEPARTMENTAL~~ INSTITUTIONAL REORGANIZATION

The College must ~~recognizes that in order to~~ regularly assess and adapt to the demands of an ever-changing environment to achieve student success outcomes and optimize its strategic use of resources through institutional reorganization ~~it shall occasionally become necessary to revise the organizational structure of its departments or divisions~~. Organizational structure changes will be implemented in alignment and compliance with:

- The Employee Success Framework;
- The Total Rewards Philosophy;
- Fiscal sustainability and stewardship;
- Associated Board policy;
- Relevant laws and regulations; and
- Collective bargaining agreements.

~~Such~~ Reorganizations may occur within and between all areas of the institution, at the discretion of the College, and subject to any collective bargaining obligations ~~be interdepartmental or intradepartmental~~ and may ~~involve~~ include but are not limited to ~~any one or combination of~~ the following actions:

- The creation of new positions;
- The reclassification or elimination of ~~deletion of superfluous or outdated~~ existing positions;
- The reassignment of employees and positions between units, cost centers, divisions, departments, sub-departments or programs;
- ~~The addition of one or more new duties or requirements to an existing position.~~
- ~~The reassignment of duties or requirements from on position to another position within the College.~~
- The promotion or transfer of ~~an~~ employees between existing or to new positions; ~~from one position to another position within the College.~~
- The reduction-in-force or lay-off of current employees; and
- The revocation of employment, promotion or transfer offers.

Any compensation adjustments resulting from a reorganization shall require approval by the President and the Board of Trustees during the annual budgeting process or off-budget cycle at the sole discretion of the College. ~~Reorganizational reassignments, transfers, etc., shall be done in accordance with College procedures.~~

Adopted 10/12/1994
Amended

10.1. WHETHER TO DIRECT ADMINISTRATION TO PREPARE AND PRESENT TO THE BOARD AN AMENDED PROCUREMENT POLICY INCLUSIVE OF A RESPONSIBLE BIDDER ORDINANCE

7.2. POLICY 108 REIMBURSEMENT – REVISED – SECOND READING

In accordance with the Board-approved FY24 Priorities, Policy 960 Reimbursement of Travel, Meal and Lodging Expenses was planned for review. Given that Policy 108 Reimbursement is linked to the requirements contained with Policy 960, revisions to Policy 108 are being presented for a first reading as well.

The policy changes have been reviewed by the College's legal counsel.

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

Recommendation: Approve revised Policy 108 – Reimbursement.

108 REIMBURSEMENT

Members of the Board shall serve without compensation~~.~~. In accordance with Policy 960 Reimbursement of Travel, Meal and Lodging Expenses and the Financial Procedures Manual, trustees ~~but~~ shall be reimbursed for allowable reasonable and necessary board-related expenses incurred while engaged in the performance of their duties as Board members.

In accordance with Policy 132 Board Governing Principles, trustees ~~Members of the Board~~ are encouraged to engage in meetings, advocacy or professional learning for community colleges through regional, state or national convenings ~~attend conventions, conferences, workshops, field trips, and other similar meetings~~, if in the opinion of a majority of the Board, such meetings are beneficial to the mission and governance of ~~will prove to be of benefit to~~ the College.

~~The Board shall comply with the travel expense reimbursement requirements of Policy 960.~~

Adopted: 12/08/1970
Amended: 07/25/1972
Amended: 11/24/1981
Amended: 07/27/2015
Amended: 02/28/2017
Amended:

7.3. POLICY 960 – REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES – REVISED – SECOND READING

In accordance with the Board-approved FY24 Priorities, Policy 960 – Reimbursement of Travel, Meal and Lodging Expenses was planned for review and is being presented as a first reading. The review of Policy 960 included the review of other Board policies and documents to ensure alignment. The College Financial Procedure Manual will be revised as part of this process.

The objectives of the policy revisions included:

- Maintaining compliance with current federal and state regulations and upholding integrity and stewardship of taxpayer resources.
- Removing redundancy and procedural components, including the elimination of exhibits that are duplicative.
- Aligning all reimbursement-related policies and documents, including Policy 108 Reimbursement and the Amendment to Expense Guidelines.
- Clarifying the approval requirements across levels of the organization.

The policy changes have been reviewed by the College's legal counsel and within the appropriate system of shared governance.

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

Recommendation: Approve revised Policy 960 – Reimbursement of Travel, Meal and Lodging Expenses.

960 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

The Illinois General Assembly ~~recently~~ enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which ~~Act~~ became effective on January 1, 2017. As required by the Act, it is Community College District No. 532's policy to regulate the reimbursement of all ~~College Board member, administrator,~~ trustee and employee travel, meal and lodging, including specifications for allowable types of official business, maximum allowable rates and the maintenance of a Financial Procedures Manual to facilitate required approvals and standardized forms for submission of expenses.~~as set forth below:~~

Travel expenses shall be for the purposes of enabling staff to perform the requirement of their jobs, to develop information of vital interest and benefit to the advancement of the College mission, strategy or to advocate the interests of the College of Lake County and its students.

In accordance with Public Act 99-0604, the specifications for allowable travel, meal and lodging expense reimbursement for trustees and employees are set forth below.

1. **Definitions.**

   a. "Entertainment" is not an allowable reimbursable travel expense. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

   b. "Travel" means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

   ~~c. "Ancillary" shall be a common sense determination on a case-by-case basis, as approved by the Chair of the Board, President, Provost, or VP of Administrative Affairs.~~

2. **Permissible Travel Expenses.** ~~Staff members who travel on preapproved, college-related business will be reimbursed by the Board, subject to the following:~~

   Trustees and employees who travel for college-related business must follow the preapproval travel protocols as outlined in this Policy and the Financial Procedures Manual. Reimbursement for travel is subject to the following standards:

a. **Preapproval** for college-related travel must be submitted using the College's standard ~~Travel Authorization~~ forms or systems. Approval must be obtained by the employee's immediate supervisor and must include a budgeted ~~with an identified~~ funding source. Registration, lodging or transportation commitments should not be made without written approval of the supervisor. ~~shall be by the appropriate immediate supervisor and/or the appropriate vice president~~.

b. **Transfer of funds**, if required, must follow the budget transfer policy and procedure, following approval of the supervisor.

c. **Expense report forms and supporting documentation** must be submitted as specified in the Financial Procedures Manual before reimbursement is disbursed. ~~The distance traveled for purposes of reimbursement will be determined from the College's Grayslake Campus, the College campus where the administrator or employee primarily works, or from any other previously approved appropriate point of departure.~~

d. **Mileage** for reimbursement will be determined by the primary work location designated for the employee. Mileage shall be computed at the standard mileage rate set by the Internal Revenue Service (IRS) at the time of reimbursement. ~~Where air or railroad travel shall be approved and designated, the cost of the coach transportation shall be used.~~

- Traveler must be licensed and carry insurance that meets minimum policy limited as required by Illinois State Statutes.
- Cost shall not exceed airfare.

e. ~~Amounts budgeted for travel and conference expenditures shall not be considered approval for travel or meeting expenditures. In the case of some administrators, anticipated expenditures shall be paid by means of a stipend when approved by the Board of Trustees. In no case shall the expenditures from meetings and travel expense exceed the amount budgeted by the Board for this purpose, unless appropriate budget transfers are approved by the Board of Trustees~~ **Economy rates** for airline, rail, bus, car rental and rideshare are the standard for reimbursement.

f. ~~Travel and meeting expense shall be for the purposes of enabling staff to perform the requirements of their jobs, to develop information of vital interest and benefit to the college, to represent the college's interests as may be required, and to promote the interests of the College of Lake County and its students~~ **Domestic meals and lodging** are reimbursed at the General Services Administration (GSA) city per diem rate or conference

rate, whichever is greater (https://www.gsa/gov/portal/content/104877). If the fees of a conference/event include the cost of a meal, additional expenses for a meal during that time is not a reimbursable expense.

g. **Travel outside of the United States and its territories** requires approval of the appropriate supervising Vice President. Approval for the President or a trustee will be completed by the Board Chair or Board Secretary as applicable.

- International meals and lodging are reimbursed at the U.S. Department of the State Bureau of Administration, Office of Allowance Rates.

3. ~~**Reimbursable Rates**. The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.~~ **Board approval** by a roll call vote at an open meeting is required for:

a. Any reimbursable expense of a college administrator, officer or employee that exceeds the maximum allowed

b. Any reimbursable expenses of a member of the Board of Trustees of the College

~~**4. Travel Authorization and Expense Report Form**. The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the College's Travel Authorization and Expense Report Form, per Exhibit B. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.~~

~~**5. Entertainment Expenses**. The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.~~

~~**6. Board Approval of Certain Reimbursable Expenses**. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:~~

~~a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Exhibit A of this Policy.~~

~~b. Any reimbursable expense of a member of the Board Trustees of the College.~~

~~c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.~~

Code of Conduct
Trustees and employees are expected to follow all Board policies and College procedures regarding appropriate conduct while traveling on college-related business.

Noncompliance
The College will deny reimbursement for expenditures for trustees and employees that do not comply with the standards stated in policy and procedure. Unreasonable, exorbitant, improper or unsubstantiated charges will be denied. Violations of policies and procedures are subject to sanction or discipline up to and including dismissal.

Fraud
A trustee or employee who knowingly misrepresents the facts concerning reimbursement or official College business, or who files or signs any reimbursement forms which contain deliberate false statement given with intent to defraud the College, may be subject to disciplinary action or sanction, including the possibility of termination, removal and/or criminal action.

~~7.~~ **Compliance with Act**
The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

~~8.~~Freedom of Information Act
All documents ~~and information~~ submitted to the College for reimbursement are public records ~~under the Act are~~ subject to disclosure under the Freedom of Information Act, unless otherwise ~~privileged~~ exempt from disclosure under that ~~Law~~ Act.

EXHIBIT A – COMMUNITY COLLEGE DISTRICT NO. 532
PERMISSIBLE LOCAL, DOMESTIC, AND INTERNATIONAL TRAVEL EXPENSES

Types of Official Business Applicable to this Policy. The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the College's mission. Employees may incur reimbursable expenses in the course of doing CLC business, which may include taxi fare for times when public transportation is not available; travel expenses for pre-approved conferences; mileage, etc., that are allowed as detailed under this travel policy and district procedures.

Code of Conduct

Employees are expected to follow all Board policies and College procedures regarding appropriate conduct while traveling on College related business or endeavors. The various policies and procedures are posted on the College intranet. Violations of policies and procedures are subject to discipline up to and including dismissal.

Noncompliance

The College will deny reimbursement for expenditures which do not comply with College policy/procedures. Unreasonable, exorbitant, improper, or unsubstantiated charges will be denied.

Fraud

An employee who knowingly misrepresents the facts concerning reimbursements or official College business or who files or signs any reimbursements forms which contains deliberate false statements given with intent to defraud the College may be subject to both administrative and/or disciplinary action, including the possibility of termination and criminal action.

The permitted travel expense types and their associated maximum rates are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach and economy). Travelers are strongly encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing.
Auto	IRS standard mileage rate at time of reimbursement. Traveler must be licensed and carry insurance that meet or

	exceeds minimum policy limits, as required by Illinois State Statutes. Cost shall not exceed airfare.
Rental Car	Must be preapproved and lowest reasonable rate (midsize or smaller.)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare.
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate.

Maximum Reimbursable Rates for Meals and Incidentals (M&IE Rate)	
Breakfast	Domestic - General Services Administration (GSA) city per diem daily rate.* International – U.S. Department of State Office of Allowances city per diem daily rate** or as approved by the Board/President or Designee.
Lunch	
Dinner	

Maximum Reimbursable Rates for Lodging	
In the Country	General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging.
Outside of the Country	U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee.
* U.S. General Services Administration rates @ https://www.gsa.gov/portal/content/104877 are updated annually in October. ** U.S. Department of State, Bureau of Administration, Office of Allowances rates @ https://aoprals.state.gov/web920/per_diem.asp are updated monthly	

All travel must also follow the College's Travel Procedures manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act.

~~**EXHIBIT B - COMMUNITY COLLEGE DISTRICT NO. 532**~~
~~**TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM**~~

~~The College of Lake County's Travel Authorization and Expense Report Form can be found on the College's Intranet at the following link.~~

~~http://dept.clcillinois.edu/bsf/documents/finance/2017travelauthorization.pdf~~

~~All reimbursable expenditures must be substantiated by the following supporting documentation:~~

~~a. Reason and purpose of the expense.~~

~~b. Original receipts with proof of payment, which include vendor name, date of purchase, individual items itemized with exact dollar amounts.~~

~~c. Additional supporting documentation (packing slips, etc.) must also be original. This would include documentation of any pre-approval for expenditures.~~

~~d. If original receipts and/or supporting documentation are unavailable the employee must provide a written explanation and signed certification stating the reason the original is unavailable.~~

Adopted: 04/18/1989
~~Revised~~Amended: 02/28/2017
Amended:

7.4. NAMING THE MARGOT PRITZKER OBSERVATION DECK AT THE LAKESHORE CAMPUS URBAN FARM CENTER

Pursuant to Board Policy 916 – Use of Grants or Gifts from External Sources and the Naming of College Facilities and Property – the naming of functional facilities and property is under the sole authority of the Board.

The Foundation received a monetary donation and a request to name the Observation Deck at the Lakeshore Campus Urban Farm Center to honor Margot Pritzker. This donation is consistent with Board Policy 916 and the guidelines for naming of functional facilities and property.

Margot Pritzker is Chair of the Aspen Institute Board of Trustees. She was elected to the Board in 2004 and has served in a number of leadership roles including chairing the Leadership Committee and serving on the Executive Committee. Ms. Pritzker is a seminar moderator for the Aspen Global Leadership Network.

Ms. Pritzker is the Co-Founder and Executive Chair of the Community Food Navigator, an active and collaborative hub for knowledge and resource sharing by and in support of community led food systems and is a member of the Board of Directors of the Chicago Council on Global Affairs, Urban Growers Collective, Grow Greater Englewood, and the Israel Now Education Foundation. She is also a member of The Chicago Food Equity Council and an active participant in the Chicago Region Food System Fund.

Recommendation: Approve the naming of the “Margot Pritzker Observation Deck” at the Lakeshore Campus Urban Farm Center in accordance with the terms of the Gift Agreement.

7.5. ADVERTISING SERVICES

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

Funding Source: FY25 budget

Funding Request: $600,000.00

Vendors	Amount
Various Vendors (listed below)	$600,000.00

Explanation of Purchase: This purchase is for advertising services to promote awareness about the College and special events. The vendors listed below may be used to promote campaigns for semester registration, open house and recruitment events. Purchases from individual vendors will vary.

VENDOR	PARENT
AMC	AMC Holdings
Clear Channel Outdoor	Clear Channel Outdoor
Daily Herald	Paddock Publications
Effectv	Comcast
Facebook	Meta
GoogleAds	Google/Alphabet
Gurnee Mills Media	Simon Property Group
Gurnee Mills Production	Britten, Inc.
Hulu	Disney Company
iHeart Streaming	iHeart Media
iMedia Email, Digital Video	iMedia Services
Instagram	Meta
Lake County News-Sun	Tribune Publishing
LinkedIn	Microsoft
Marcus Theatre	Marcus Corporation
Outfront Media	Outfront Media
Pace Transit	Pace
Pandora	Pandora
Six Flags	Six Flags Theme Parks
Spotify	Spotify
StackAdapt	StackAdapt
Vevo	YouTube/Google
WBBM-AM	Audacy
WBBM-FM	Audacy

WBMX-FM	Audacy
WCIU-TV	Weigel Broadcasting
WDRV-FM	Hubbard Broadcasting
WFLD-TV	Fox Television
WGN-TV	Nexstar Media Group
WIIL-FM	Alpha Media
WKSC-FM	iHeart Media
WLEY-FM	Spanish Broadcasting System
WLS-TV	ABC/Disney Company
WMAQ-TV	NBC Universal
WOJO-FM	Televisa Univision
WPPN-FM	Televisa Univision
WTMX-FM	Hubbard Broadcasting
WUSN-FM	Audacy
WXLC-FM	Alpha Media
YouTube	Google/Alphabet

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

Recommendation: Approve purchases with the vendors identified in the table above in a not-to-exceed total amount of $600,000.00.

7.6. NURSING EXAMINATION PREPARATION SOFTWARE

Lead Staff: Jeet Saini, Dean, Biological and Health Sciences Division

Funding Source: FY25 budget

Funding Request: $360,720.00

Vendor	Amount
Assessment Technology Institute Solutions	$360,720.00

Explanation of Purchase: This purchase is for a comprehensive nursing educational supplement that will provide students with a system that may be used in place of traditional textbooks. It will provide resources for academic and clinical success, interactive learning modules that incorporate theory and clinical judgement, and benchmark assessments that prepare students for professional licensure.

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

Recommendation: Approve a purchase from July 1, 2024, through June 30, 2026, with Assessment Technology Institute Solutions of Leawood, KS in a not-to-exceed amount of $360,720.00.