Regular Meeting

Tuesday, March 26, 2024 5:00 PM
Southlake Campus, Room V340, 1120 S. Milwaukee Avenue, Vernon Hills, IL 60061

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
1. Chair's Report
2. Student Trustee's Report
3. President's Report
1. Southlake Campus Update
2. Retention Strategy
5. **Consent Agenda (Action Items)**
1. Approval of the Minutes
1. Committee of the Whole Meeting Minutes of February 13, 2024
2. Committee of the Whole Closed Meeting Minutes of February 13, 2024
3. Regular Meeting Minutes of February 27, 2024
4. Closed Meeting Minutes of February 27, 2024
5. Action on Closed Meeting Minutes
6. Action on Closed Meeting Recordings
2. Financial
1. Resolution Approving Reimbursement of Business-Related Travel Expenses
2. Resolution Approving and Ratifying Bills and Authorizing Budget Transfers
3. Purchasing
1. Catering
2. Replacement of Grayslake Campus Greenhouse Panels
3. Printing of Continuing Education Class Schedules
4. Self-Contained Breathing Equipment for Fire Science Technology
5. Enrollment and Retention Consulting Services
4. Human Resources
1. New Hires
2. Authorization to Hire
3. Probationary Period Completion
4. Transfers
5. Resignations and Retirements
5. Contracts and Grants
1. Access and Equity in Dual Credit Project Grant
6. Other
1. Academic Calendar
6. **Presentment of Board Policies and Objectives (Information Items)**
1. Board of Trustee Goals FY24-25
7. **New Business (Action Items)**
1. Personnel and Position Changes
2. Policy 939 - Revised - Second Reading
3. Policy 942 - Revised - Second Reading
4. Lease, Delivery and Installation of Copier Machines
5. Lakeshore Campus Roofing Replacement
6. Lakeshore Campus Rooftop Air Conditioning Unit Replacement
7. Separation of Employment
8. **Executive Session (Closed)**

9. **Other Matters for Information or Discussion**
10. **Adjournment**

5.1.5. ACTION ON CLOSED MEETING MINUTES

Under the Open Meetings Act, it is necessary to review the minutes of past Board of Trustees closed meetings to determine the need for continued confidentiality of minutes.

The College's designee has reviewed the closed session minutes and has determined the need for confidentiality still exists as to the closed session minutes for the period from June 2023 through December 2023.

Recommendation: Determine that the closed session minutes from June 2023 through December 2023, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5.1.6. ACTION ON CLOSED MEETING RECORDINGS

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

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

February 1, 2022	COTW
February 22, 2022	Special COTW
February 22, 2022	Regular
March 15, 2022	Regular
April 12, 2022	Regular
May 17, 2022	Regular

Note: There was no closed meeting at the June 28, 2022 Board meeting.

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

5.2.1. RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

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

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

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

NOW BE IT RESOLVED that the Board of Trustees approve the reimbursement for business-related travel expenses in the amount of $17,393.77 for travel associated with the Association of Community College Trustees (ACCT) Community College National Legislative Summit, Achieving the Dream Annual conference and the American Association of Community Colleges conference (AACC).

PASSED this 26th day of March 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 $95,043 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 $95,043.

PASSED this 26th day of March 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)	532000 01 01023 3090 01	Enrollment Services	Consultants	$ 48,500.00		Financial Aid Consultant
	512001 01 01023 3090 01	Enrollment Services	Specialist Staff, Full-time		$ 48,500.00	
2)	536000 01 01008 8020 01	Finance	Office Services	$ 46,543.00		Consultant Support Cover Open Positions
	512006 01 01008 8020 01	Finance	Professional Staff, Full-time		$ 24,750.00	
	516001 01 01008 8020 01	Finance	Classified Staff, Full-time		$ 21,593.00	
	512001 01 01008 8020 01	Finance	Specialist Staff, Full-time		$ 200.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 95,043.00	$ 95,043.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 68.3 percent of budgeted revenues through January 2024. At the end of January 2023, the College had received 66.7 percent of the amount budgeted.

As of January 31, 2024, the College had received revenues equal to $41.9 million in FY2024 for local taxes. Local tax revenue is budgeted at $81.8 million for Fiscal Year 2024.

Also, as of January 31, 2024, student enrollment reflected 106 percent of the tuition revenue. At the end of January 2023, the College had received 92.8 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

EXPENDITURES: The expenditures in the operating funds as of January 31, 2024, reflect 55.5 percent of budgeted expenditures for the year. In comparison, as of January 31, 2023, the College had expended 54.3 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

January 31, 2023

Educational Fund
Balance Sheet
As of January 31, 2024

ASSETS

CASH	
Cash In Bank	26,710,020.28
Change Funds	8,800.00
INVESTMENTS	
Other Investments	28,614,110.45
RECEIVABLES	
Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(4,598,354.49)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	18,703,733.64
Vendor Receivables	22,242.78
INTER-FUND	(10,829,646.72)
Prepaid Expenses	
Prepaid Expenses	44,603.00
TOTAL ASSETS	90,842,070.35

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		111,532.60
CURRENT OBLIGATIONS PAYABLE		
Current Obligations Payable		0.00
ACCOUNTS PAYABLE		
Accounts Payable		480,142.49
ACCRUED EXPENSES		
Accrued Expense		585,000.00
DEFERRED REVENUES		
Property Taxes		31,102,837.32
FIXED LIABILITIES		
Fixed Liabilities		0.00
OTHER LIABILITIES		
Other Liabilities		1,009,186.70
Vacation Accrual		3,083,130.79
TOTAL LIABILITIES	$	36,371,829.90
FUND BALANCE		
Fund Balance		54,470,240.45
TOTAL FUND BALANCE	$	54,470,240.45
TOTAL LIABILITIES & FUND BALANCE	$	90,842,070.35

RECONCILIATION

BEGINNING FUND BALANCE	47,293,093.93
ADD: REVENUE	75,656,055.93
LESS:EXPENDITURES	(57,146,146.41)
OPERATING TRANSFERS	(11,332,763.00)
ENDING FUND BALANCE	54,470,240.45

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

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	32,209,451.82	42.57%	31,810,751.44	45.49%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	1,142,350.00	1.51%	2,426,644.13	3.47%
ICCB Credit Hour Grants	6,263,503.74	8.28%	5,804,303.13	8.30%
Vocational Education	310,237.50	0.41%	297,745.50	0.43%
Tuition	28,390,967.60	37.53%	25,679,640.69	36.72%
Graduation Fees	0.00	0.00%	195.00	0.00%
Transcript Fees	75,443.88	0.10%	43,400.08	0.06%
On-line Course Fee	578,158.35	0.76%	635,175.82	0.91%
Laboratory Fees	385,358.39	0.51%	386,105.94	0.55%
Payment Plan Enrollment Fee	28,068.95	0.04%	26,775.00	0.04%
Credit By Exam Fees	200.00	0.00%	350.00	0.00%
Comprehensive Fees	4,470,991.12	5.91%	4,074,547.72	5.83%
Activity Fee Adjustment	(2,203,200.00)	-2.91%	(2,410,718.00)	-3.45%
Gain(Loss) on Investment	795,073.44	1.05%	827,245.71	1.18%
Other Interest	3,181,607.32	4.21%	121,910.28	0.17%
Sweep Accounts	17,037.50	0.02%	121,022.26	0.17%
Library Fines	437.25	0.00%	363.89	0.00%
Miscellaneous Revenue	7,376.63	0.01%	73,267.73	0.10%
Other Revenue/Rebates	6,583.44	0.01%	11,849.35	0.02%
Over Short	(3,591.00)	0.00%	0.00	0.00%
Total Income	75,656,055.93	100%	69,930,575.67	100%

EXPENDITURES				
Salaries	41,419,493.16	72%	39,782,188.69	74%
Employee Benefits	7,536,997.82	13%	6,550,732.97	12%
Contractual Services	3,038,986.67	5%	3,068,016.70	6%
General Material & Supplies	1,540,226.31	3%	1,297,221.64	2%
Travel/Conference Meeting Exp	310,018.46	1%	311,153.68	1%
Fixed Charges	778,690.23	1%	782,612.09	1%
Utilities	28,724.02	0%	32,000.31	0%
Building Maintenance	342.08	0%	0.00	0%
Capital Outlay	2,834.27	0%	9,326.50	0%
Other Expenditures	2,489,833.39	4%	1,601,736.36	3%
Total Expense	57,146,146.41	100%	53,434,988.94	100%
Beginning Fund Balance	47,293,093.93		38,721,962.95	
Add: Revenues	75,656,055.93		69,930,575.67	
Less: Expenses	(57,146,146.41)		(53,442,380.44)	
Operating Transfers	(11,332,763.00)		(5,106,833.00)	
Ending Fund Balance	54,470,240.45		50,103,325.18	

Operations & Maintenance Fund
Balance Sheet
As of January 31, 2024

ASSETS

CASH		
Cash In Bank	$	6,676,592.39
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:	$	(23,727,396.99)
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	15,849,967.16

LIABILITIES AND FUND BALANCE

LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable	$	107,526.02
ACCRUED EXPENSES		
Accrued Expense		0.00
DEFERRED REVENUES		
Property Taxes		8,217,410.78
Miscellaneous Deferred Revenues		0.00
FIXED LIABILITIES		
Fixed Liabilities		0.00
OTHER LIABILITIES		
Other Liabilities		0.00
)TAL LIABILITI	$	8,324,936.80
FUND BALANCE		
Fund Balance		7,525,030.36
TOTAL FUND BALANCE	$	7,525,030.36
TOTAL LIABILITIES & FUND BALANCE		15,849,967.16

RECONCILIATION

BEGINNING FUND BALANCE	9,731,221.32
ADD: REVENUE	8,660,432.49
LESS:EXPENDITURES	(7,159,167.45)
OPERATING TRANSFERS	(3,707,456.00)
ENDING FUND BALANCE	7,525,030.36

CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: January 31, 2024

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,509,903.49	98%	8,403,267.01	99%
Building Rentals	130,784.71	2%	62,408.36	1%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	19,744.29	0%	8,365.29	0%
Total Income	8,660,432.49	100%	8,474,040.66	100%
EXPENDITURES				
Salaries	3,052,580.44	43%	2,660,200.77	42%
Employee Benefits	828,807.61	12%	816,345.53	13%
Contractual Services	563,306.37	8%	236,417.26	4%
General Material & Supplies	387,794.27	5%	465,160.58	7%
Travel/Conference Meeting Exp	9,593.91	0%	9,719.38	0%
Fixed Charges	861,814.00	12%	832,122.84	13%
Utilities	1,387,196.84	19%	898,300.11	14%
Capital Outlay	104,274.79	1%	77,351.87	1%
Other Expenditures	(36,200.78)	-1%	285,864.98	5%
Total Expense	7,159,167.45	100%	6,281,483.32	100%
Beginning Fund Balance	9,731,221.32		5,137,158.56	
Add: Revenues	8,660,432.49		8,474,040.66	
Less: Expenses	(7,159,167.45)		(6,281,483.32)	
Operating Transfers	(3,707,456.00)		0.00	
Ending Fund Balance	7,525,030.36		7,329,715.90	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. CATERING

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $29,000.00

Vendor	Amount
Aladdin Food Management Services, LLC	$ 29,000.00

Explanation of Purchase: This purchase request is for an additional $29,000.00 to reimburse Aladdin Food Management Services, LLC for FY24 internal and external catering purchases, as stipulated in the current food service management contract.

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

Recommendation: Approve a purchase with Aladdin Food Management Services, LLC of Charlotte, NC in a not-to-exceed amount of $29,000.00.

5.3.2. REPLACEMENT OF GRAYSLAKE CAMPUS GREENHOUSE PANELS (RATIFICATION)

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

Funding Source: 2022 general obligation bond

Funding Request: $115,144.65

Bids	Amount
Greenhouse Solutions Acquisition, LLC (Recommended)	$104,676.95
Stuckey Construction	$362,000.00

Explanation of Purchase: This purchase is for new polycarbonate wall and roof panels in the north and south greenhouses on the Grayslake campus. This includes demolition, fabrication, framing and installation.

Recommendation: Ratify a purchase with Greenhouse Solutions Acquisition, LLC of Strongsville, OH for $104,676.95 and a 10% contingency of $10,467.70 in a not-to-exceed amount of $115,144.65.

5.3.3. PRINTING OF CONTINUING EDUCATION CLASS SCHEDULES

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

Funding Source: FY25 budget

Funding Request: $123,131.20

Vendor	Amount
Woodward Printing Services	$123,131.20

Explanation of Purchase:
This purchase is for the printing and delivery of non-credit continuing education class schedules for fiscal years 2025 and 2026. Prior approval was for the first year of a contract with the ability to extend for two years if the pricing remained flat.

Recommendation: Approve an extension of the original agreement from July 1, 2024, through June 30, 2026, with Woodward Printing Services of Platteville, WI in a not-to-exceed amount of $123,131.20.

5.3.4. SELF-CONTAINED BREATHING EQUIPMENT FOR FIRE SCIENCE TECHNOLOGY

Lead Staff: Jeff Stomper, Dean, Business and Social Sciences

Funding Source: FY24 budget, Fire Basic Operation Scholarship

Funding Request: $195,870.00

Vendor	Amount
Air One Equipment, Inc.	$195,870.00

Explanation of Purchase: This purchase is for the replacement of self-contained breathing apparatuses (SCBA) for the Fire Science Technology (FST) program. The College and Grayslake Fire Protection District share equipment and training space through an intergovernmental agreement (IGA) for the program. The FST program requires compatible and approved equipment for safety and interchangeability.

Pursuant to 110 ILCS 805/3-27.1 (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from the competitive bidding process.

Recommendation: Approve a purchase with Air One Equipment, Inc. of South Elgin, IL in a not-to-exceed amount of $195,870.00.

5.3.5. ENROLLMENT AND RETENTION CONSULTING SERVICES

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY24 budget

Funding Request: $80,000.00

Vendor	Amount
Swim Digital Group	$80,000.00

Explanation of Purchase: This purchase is for consulting services to analyze and assess the College's recruitment, onboarding, and enrollment processes to provide recommendations that drive enrollment and student retention and success. Also, the Swim Digital Group will analyze data and processes and create a prioritized roadmap to inform the implementation of the LancerNEXT student portion and advance our student portal/communication protocols.

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

Recommendation: Approve a purchase with Swim Digital Group of Riverview, FL in a not-to-exceed amount of $80,000 from March 27, 2024, through June 30, 2024.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	White, Will	Administrator Position Number: 0045 Executive Director, Career and Job Placement Center	4/22/2024	4/22/2024-6/30/2024
Recommendation: Approve the above full-time employment.				

5.4.3. 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	Chang, Jubilee	Specialist Position Number: 1404 Laboratory Specialist, Hospitality and Culinary Management	2/24/2024	2/24/2024-6/30/2024
2	Fatima, Samiya	Specialist Position Number: 0076 Data Reporting Specialist,* Adult Education/Literacy	2/24/2024	2/24/2024-6/30/2024
3	Gentleman, Cynthia	Specialist Position Number: 1498 Community Giving Manager, College Foundation	2/24/2024	2/24/2024-6/30/2024
4	Giesey, Dann	Specialist Position Number: 0210 Head Softball Coach and Operations/Events Coordinator, Athletic Administration	2/24/2024	2/24/2024-6/30/2024
5	Granillo, Amy	Specialist Position Number: 1336 Academic Success Advisor, Advising and Retention	2/24/2024	2/24/2024-6/30/2024

Recommendation: Approve the above full-time employment.

*Grant/externally funded position.

5.4.3. PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the College of Lake County Staff Council, LCFT, Local 504.

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Hickman, Owen	Classified-Union Position Number: 0370 Grounds Person, Grounds	2/24/2024

Recommendation: Approve the above full-time employment.

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Ramirez Morales, Ivan	Classified-Union Position Number: 0116 Police Officer, Police Department	2/17/2024

Recommendation: Approve the above full-time employment.

5.4.4. TRANSFERS

The following employee has applied for and has been selected for a transfer in the Board-approved position 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	Trujillo, Alma	Specialist Position Number: 0299 Accountant, Finance	Specialist Position Number: 1474 Development Services Manager, College Foundation	3/27/2024	3/27/2024-6/30/2024

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
1	Resignation	Quintero, Saira	Classified Position Number: 0221 Human Resources Representative, Human Resources	3/5/2024
2	Resignation	Welch, Mike	Professional Position Number: 0022 Assistant Director, Capital, Sustainability and Construction Management Services	3/22/2024
Recommendation: Approve the above actions.				

5.5.1. ACCEPTANCE OF THE ACCESS AND EQUITY IN DUAL CREDIT PROJECT GRANT

Grantor: Illinois Community College Board

Amount: $126,446.00 **Period:** March 1, 2024 – June 30, 2025

Type: Competitive **Matching Funds:** None

Lead Staff: Karen Hlavin, Vice President of Student Development and Ali O'Brien, Vice President of Community & Workforce Partnerships

Purpose: College of Lake County will utilize this grant to increase enrollment in dual credit offerings and transition of dual credit students to CLC after high school completion. Enrollment in dual credit and subsequent transition to CLC will be improved with equity in mind to foster and sustain proportional representation of students of color in dual credit offerings and transition rates. Through the grant, CLC will hire a Lead College and Career Navigator focused on the dual credit student pipeline. This Lead College and Career Navigator will improve knowledge of high school-focused College and Career Navigators about dual credit students and onboarding and advising processes for them. The grant will also allow for professional development events with partner high schools to improve awareness of transition processes to CLC.

Recommendation: Accept the Illinois Community College Board's Access and Equity in Dual Credit Project Grant in the amount of $126,446.00.

5. CONSENT AGENDA 6. OTHER

5.6.1. ACADEMIC CALENDAR

The 2025-2026 Calendar Committee recommends the proposed 2025-2026 academic calendar.

Recommendation: Approve the 2025-2026 Academic Calendar.

2025-2026 ACADEMIC CALENDAR

2025 Fall Session

August 18	Classes Begin
September 1-2	Labor Day Recess (no classes)
October 13	Mid-Semester
November 26-30	Thanksgiving Recess (no classes)
December 6-12	Final Exams
December 11	Fall Commencement
December 12	Semester Ends

2026 Spring Session

January 19	Martin Luther King Jr. Day (no classes)
January 20	Classes Begin
March 16	Mid-Semester
March 23-29	Spring Break (no classes)
May 9-15	Final Exams
May 15	Semester Ends
May 16	Spring Commencement

2026 Intersession

May 19	Classes Begin
May 25	Memorial Day (no classes)
June 5	End of Session

2026 Summer Session

June 8	Classes Begin
June 18	Juneteenth National Freedom Day (no classes)
July 6	Independence Day (no classes)
July 30	End of Session

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

6.1. BOARD OF TRUSTEES GOALS FY24-25

Student Success

- Ensure improved student success outcomes through needed policy changes and monitoring of reports.
- Support student activities that cultivate belonging and inclusion on campus, including affiliated student recognition ceremonies.
- Ensure safety and mental health services delivery by monitoring resources and reviewing reports.

Board Support of the President

- Perform annual evaluation in a timely manner and based on defined goals and outcomes.
- Provide unified clarity in expectations of president and offer timely, constructive feedback.
- Monitor and support president in implementing approved goals.
- Ensure that requested data is in alignment with board-approved strategic priorities and goals.
- Foster a constructive working relationship with the president, including honest and respectful communication.
- Respond to requests and communications from president and executive assistant professionally and in a timely manner.
- Do not engage the president or executive assistant in board dynamics or politics. Follow chain of command (employees to president and trustees to board chair).
- Uphold established boundaries on president's time, priorities, health and wellness.

Community Vibrancy and Advocacy

- Promote community connectivity to support economic impact.
- Provide leadership as the College engages with the community to address issues, challenges, and opportunities of mutual interest and concern.
- Enhance the College mission and values through strategic advocacy with:
    - Local, state and federal government entities
    - Individual community members, community partners and business organizations
    - Philanthropic entities

Financial Stewardship

- Support transformational innovations and capacity-building investments to promote safe learning and work environments, enhance and improve the college's facilities and support programs that improve student success outcomes.
- Review and approve annual college budget and maintain due diligence related to fiscal responsibility.
- Work collaboratively with the president on budget policy that advances the strategic plan, allocates resources to priorities, ensures appropriate fiscal controls, and achieves institutional sustainability.

6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

6.1. BOARD OF TRUSTEES GOALS FY24-25 (CONTINUED)

Institutional Quality and Effectiveness

- Ensure that the institution's mission is kept current and is aligned with public purpose.
- Monitor progress of meeting the college's strategic goals.
- Monitor progress toward meeting accreditation standards.
- Monitor the College's equity-centered mission.
- Engage in annual policy review in partnership with the president.
- Monitor outcomes of the Total Rewards Philosophy and Employee Success Framework
- Work in partnership with the president to promote a sense of belonging and engagement among employees.

Board of Trustee Quality and Effectiveness

- Follow Policy 132 Board Governing Principles, including completion of an annual self-evaluation and, assessment of board goals.
- Govern as one unit.
- Maintain open and honest communications with one another.
- Foster positive constructive working relationships with all trustees that results in the board functioning as a team.
- Prepare for and attend scheduled meetings, following established board communication protocols for requests for information or clarification ahead of meetings to allow for informed and timely decisions.
- Be prepared to engage in productive debate, dialogue and discourse regarding immediate topics, long-term planning and future visioning for the College.
- Engage in professional development to learn and appreciate the complexities of the organization and the challenges and issues faced in higher education.
- Engage in college events demonstrating support through presence.
- Focus on policy-making functions and duties of the board to support the college's mission and goals.
- Conduct the board's business in an exemplary fashion and with appropriate transparency; adhering to the highest ethical standards and complying with applicable open meetings and public-record laws.
- Recognize the impact of board decisions on the institution, students, employees and constituents served by the College.
- Maintain an open mind and use data to objectively evaluate information when providing constructive advisement on issues.
- Maintain public trust through demonstration of accountability to statutory responsibilities and balancing the dual obligations of community interests and the welfare of the institution.

7. NEW BUSINESS

7.1. 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 status changes to the Payroll Manager and Payroll Associate positions in Finance. The position changes are funded through available budget resources.								
1	Status Change	Vacant	Specialist Position Number: 1429 Payroll Manager, Finance	Professional Position Number: 1429 Payroll Manager, Finance	C43 Exempt	C45 Exempt	3/27/2024	TBD
2	Status Change	Vacant	Classified Position Number: 0293 Payroll Associate, Finance	Specialist Position Number: 0293 Payroll Coordinator, Finance	B23 Non-exempt	B32 Non-exempt	3/27/2024	TBD
Administration recommends a status change of the Enrollment Services Assistant position in Adult Education and ESL. The position change is funded through existing grant resources.								
1	Status Change	Vacant	Classified Position Number: 1297 Enrollment Services Assistant*, Adult Education and ESL	Specialist Position Number: 1297 Enrollment Services Specialist*, Adult Education and ESL	B21 Non-exempt	B23 Non-exempt	3/27/2024	TBD
Recommendation: Approve the proposed changes with the effective dates noted above.								

*Grant/externally funded position.

7.1. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends a title and job grade change to the Manager, Training and Development Solutions position in Business Solutions. The position change is funded through available budget resources.								
1	Title and Job Grade Change	Vacant	Specialist Position Number: 1755 Manager, Training and Development Solutions, Business Solutions	Specialist Position Number: 1755 Senior Program Coordinator, Business Solutions	C41 Exempt	B32 Exempt	3/27/2024	TBD
Recommendation: Approve the position changes with effective date noted above.								

7. 2. POLICY 939 – NON-BARGAINING UNIT EMPLOYEES' EMPLOYMENT, COMPENSATION AND BENEFITS – REVISED – SECOND READING

Policy 939 Non-Bargaining Unit Employees' Employment, Compensation and Benefits, is presented for a second 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, with a proposed effective date of July 1, 2024, 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. There are no revisions for the Second Reading.

Recommendation: Approve revised Policy 939 Non-Bargaining Unit Employees' Employment, Compensation and Benefits.

939 NON-BARGAINING UNIT ~~EMPLOYEES' EMPLOYMENT,~~ STAFF COMPENSATION AND BENEFITS

~~The College will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and College processes. To achieve this goal, the College shall endeavor to attract and retain a diverse, talented and dedicated workforce through its employment, compensation and benefits programs~~. The College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified and diverse workforce to serve our students and our community. To this end, staff compensation and benefit plans will reflect its Total Rewards Philosophy. These ~~programs~~ plans will be administered by ~~the College's~~ Human Resources ~~Department~~ where applicable, follow~~ing~~ procedures authorized by the President or ~~his or her~~ their designee and comply with all applicable federal and state regulations. Any changes in the level of benefits will be subject to approval by the Board of Trustees.

A. ~~**Salary Ranges**~~**Staff Pay Schedule** - ~~Salary ranges~~ The pay schedule will undergo market analysis on a routine schedule and pay ranges shall be reviewed annually by the Board of Trustees.

B. **Placement on Staff ~~Salary~~ Pay Schedule** - Staff jobs are evaluated and placed on the ~~Salary~~ pay ~~S~~schedule by job grade using professionally accepted compensation administration principles. ~~The College of Lake County's~~ Human Resources ~~Department~~ is responsible for conducting ~~this~~ position evaluation and for the ultimate placement of jobs in the staff pay schedule. ~~Job descriptions are the primary source of information for the evaluation of jobs. Relevant internal and external market surveys and information will also be a source of information for the evaluation of jobs. Supervisors are responsible for assuring that current job descriptions are in place for all jobs in their areas of responsibility.~~

C. ~~**Salary**~~ **Staff Pay Increases** - ~~Salary~~ Annual pay increases shall not be automatic. Pay increase amount(s) and effective date(s) shall be determined by the Board of Trustees at its discretion. ~~Salary Increases will normally be effective each July 1, except for personnel who are initially employed by the College after April 1. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step. For contract personnel, salary increases will occur on the effective date of the contract/grant under which they are employed, except for personnel who are employed less than ninety (90) days prior to the start of the contract year. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step.~~

~~D. Full-time employees hired prior to July 1, 2007 and who have been continuously employed in a full-time capacity receiving the Discretionary Allowance (DAL) shall have this amount added to their base salary, effective July 1, 2019, and applied after any across-the-board increase awarded for Fiscal Year 2020. This will be the employee's base salary amount in which any salary increase will be applied going forward. The DAL will sunset after it is added to base salary.~~

~~E~~D. ~~**Supplemental** **Insurance**~~ **Benefits**

1. **Medical Insurance** - The ~~Board~~ College shall make available a group ~~major~~ medical insurance policy for all ~~regular~~ Board-appointed, full-time ~~non-bargaining unit employees.~~ staff in compliance with the Affordable Care Act and all other applicable federal and state regulations.

2. **Dental Insurance** – The College shall make available a group dental insurance policy for all Board-appointed, full-time staff.

3. **Vision Insurance** – The College shall make available a group vision insurance policy for all Board-appointed, full-time staff.

4. **Life/Accidental Death and Dismemberment (AD&D) Insurance**- The College shall make available a group term life/AD&D insurance policy for all Board-appointed, full-time staff.

~~2. **Life Insurance** - The College is paying the premium for a basic group term life insurance policy for each full-time non-bargaining unit employee in an amount equal to two (2) times the annual salary rounded to the nearest thousand dollars, including an equal amount of coverage for Group term life insurance and accidental death and dismemberment. The terms of the Group Term Life and Accidental Death and Dismemberment Insurance Plan Document shall dictate.~~

5. **Long-Term Disability** ~~**Income**~~ **Insurance** - The College shall make available a group long-term disability insurance policy for all Board-appointed, full-time staff. ~~The College is paying the premium for a group long-term disability insurance policy. This plan pays a monthly benefit, which is designed to partially replace income lost during periods of total disability due to covered injury, sickness, or pregnancy, that extends beyond the qualifying period of six months~~

~~of disability. The scheduled amount of monthly benefit is an amount equal to 60 percent of monthly earnings to a maximum amount as listed in the LTD Plan document as of the elimination period start date. The terms and conditions of the LTD Insurance Plan document shall dictate, unless otherwise provided by the Board of Trustees.~~

6. Voluntary Insurance Benefits - The College may make available additional voluntary insurance benefits for all Board-appointed, full-time staff. The premiums for these benefits are fully funded by the employee through post-tax payroll deductions. Benefit plans may include, but are not limited to, hospital indemnity, critical illness and identity protection.

~~4.~~ E. ~~**Cafeteria** **Flexible Spending Account** **Plans**~~ – The ~~Board of Trustees~~ College shall provide ~~a~~ the opportunity for pre-tax flexible spending account (FSA) plan contributions defined as ~~a~~ "cafeteria plans" under Section 125 of the Internal Revenue Code to all Board-appointed, full-time staff. Subject to plan terms, participants may elect to set aside pre-tax dollars into healthcare, dependent care and/or transportation reimbursement FSA account(s). ~~Subject to the terms of the plan, participants may choose to reduce their compensation by allocating funds to a healthcare flexible spending account, dependent care flexible spending account, and/or a transportation flexible spending account. This plan also allows for pre-tax premium contributions to College-provided medical, dental and/or vision insurance plans.~~

F. **Holidays** - ~~Each regular~~ Board-appointed, full-time staff ~~, non-bargaining unit employee~~ shall be granted the day off with pay on each of the following holidays. ~~Regular~~ Board-appointed, part-time~~, non-bargaining unit employees~~ staff are eligible for this benefit on a prorated ~~rata~~ basis. ~~Employees working less than the fiscal year shall be entitled to the holidays that fall within their work year.~~

01. New Year's Day (January 1)
02. Martin Luther King, Jr.'s Birthday
03. Memorial Day
04. Juneteenth National Freedom Day (June 19)
05. Independence Day (July 4)
06. Labor Day
07. Thanksgiving Day
08. Thanksgiving Friday
09. Christmas Eve Day (December 24)

10. Christmas Day (December 25)
11. New Year's Eve Day (December 31)
12-14. Three (3) winter holidays between Christmas Day and New Year's Eve Day ~~other special holidays shall be granted by the Board of Trustees on an annual basis to make a full complement of fourteen (14) holidays per annum.~~

~~Any holiday falling on a Saturday will normally be observed on the preceding Friday. Similarly, any holiday falling on a Sunday will normally be observed on the following Monday. However, the College may set the schedule for a Saturday or Sunday Holiday each year on a weekday that best meets the needs of students and the community, at its discretion.~~

Other days may be declared special holidays for a given year if they are recognized in the official academic calendar for that year.

When a holiday falls on a Saturday or Sunday, the College, at its discretion, will determine the weekday and date that the holiday will be observed that best meets the needs of students and the community.

Any holiday falling within a~~n employee's~~ vacation leave shall be considered a holiday ~~leave~~ and shall not be deducted from the ~~employee's~~ staff's vacation bank.

G. **Personal Leave** – The College shall grant personal leave, with pay, in accordance with the following provisions:

1. Personal Leave Eligibility: ~~Each regular~~ Board-appointed, full-time~~, non-bargaining unit employee~~ staff shall be ~~allowed~~ granted ~~four (4) days, or thirty-two (32) hours, of~~ paid personal leave ~~per~~ each fiscal year (July 1) in compliance with the Paid Leave for All Workers Act (PLAWA). ~~Regular p~~Part-time ~~employees~~ staff who are employed on the first day of the fiscal year (July 1) and who are eligible for paid time-off under PLAWA ~~will receive~~ shall be granted personal leave hours on a prorated ~~rata~~ basis. ~~based on the number of hours worked. Employees hired into eligible positions after the start of a new fiscal year shall accrue paid personal leave on a pro rata basis dependent on the time of the fiscal year the employee is hired. Personal leave shall be subject to the prior approval of an employee's immediate supervisor. Personal leave must be used in the year earned and will not carry over. Unused personal leave will not be paid out upon separation.~~

2. Personal Leave Year: The personal leave year is the fiscal year (July 1 through June 30).

3. Personal Leave Benefit: Full-time staff who are employed on the first date of each fiscal year (July 1) shall be granted 40 hours of personal leave for request and use in that fiscal year. Eligible part-time staff and staff with a starting date of hire or appointment in an eligible position after July 1 shall be granted personal leave on a prorated basis. Personal leave must be used within each fiscal year and does not carryover. Unused personal leave will not be paid out upon separation.

~~Personal leave requested in excess of available time remaining shall be deducted from accumulated vacation leave.~~

H. **Vacation Leave** - The College ~~of Lake County~~ shall grant vacation~~s,~~ with pay, to ~~regular~~ Board-appointed, ~~non-bargaining unit employees~~ staff in accordance with the following provisions:

1. Vacation Leave Eligibility: ~~All regular~~ Board-appointed, full-time ~~non-bargaining unit employees~~ staff shall earn paid vacation leave ~~on a monthly basis from~~ based on the starting date of ~~employment~~ hire or appointment in an eligible position. Board-~~approved~~ appointed part-time ~~non-bargaining unit employees~~ staff shall ~~earn and accrue~~ vacation on a prorated ~~rata~~ basis. ~~Employees~~ Staff may ~~elect~~ request and be approved to use accumulated vacation leave after they have completed their initial probationary period with the ~~c~~College.

2. Vacation Leave Year: The ~~employee's~~ vacation year ~~shall consist of the time from his/her~~ is established as the staff member's ~~starting~~ date of hire or appointment in an eligible position to ~~his/her~~ their anniversary date one (1) year later. ~~Employees starting on or before the fifteenth day of the month shall be considered as having a start date of the first of the month. Those starting on the sixteenth day or later shall be considered as having a start date of the first day of the following month.~~

3. ~~Length of~~ Vacation Leave Benefit: ~~Employees~~ Board-appointed, full-time staff shall earn vacation leave in accordance with the following schedule:

Years of Service	Total Hours Bi-Weekly	Total Hours Monthly	Total Per Year	Vacation Carry-Over Maximum Per Year
0 - 9 years	6.15 hours	13.34 hours	160 hours (20 days)	200 hours (25 days)
10 years & above	6.77 hours	14.67 hours	176 hours (22 days)	240 hours (30 days)

Board-appointed, part-time staff shall earn vacation leave on a prorated basis.

The vacation leave earn timing may be changed from monthly to bi-weekly at the College's discretion.

Staff are encouraged to use their earned vacation in a timely manner to foster health and wellness. Vacation hours in excess of the carry-over maximum shall be removed at the end of the period containing the staff member's anniversary date annually.

~~Full-time Full Fiscal Year rates of earning are as follows:~~

~~Administrators and Professionals:~~
~~Years 0-10 of service: 20 days per year/1.67 days per month (160 hours per year/13.34 hours per month) 35 days (280 hours) carry-over cap~~

~~Years 10+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 38 days (304 hours) carry-over cap~~

~~Vacation time for Administrators and Professionals, accrued in one anniversary year, may be carried over to the following anniversary year, provided all accumulated vacation leave carried over from the previous anniversary year in excess of 280 hours for Administrative and Professional employees with ten (10) or less years of service or 304 hours for employees with eleven (11) or more years of service, is taken by the last day of the anniversary year. Unused vacation time in excess of the foregoing shall not accumulate.~~

~~Classified and Specialist Employees:~~

~~Years 0-5 of service: 17 days per year/1.42 days per month (136 hours per year /11.34 hours per month) 22 days (176 hours) carry-over cap~~

~~Years 6-10 of service: 20 days per year/1.67 days per month (160 hours per year /13.34 hours per month) 25 days (200 hours) carry-over cap~~

~~Years 11+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 27 days (216 hours) carry-over cap~~

~~04. Use of Vacation Leave:~~

~~a) Vacation leave earned in one (1) vacation year may not be carried forward beyond the end of the following vacation year.~~

~~b) Unused vacation leave shall be paid out upon separation at the salary rate being paid immediately prior to separation.~~

~~c) Vacations shall be staggered to ensure a reasonable staffing level. Time preference shall be based on seniority whenever practical.~~

~~d) Vacation leave shall be approved by the immediate supervisor and verified by the Executive Director of Human Resources or designee.~~

~~e) Vacation leave cannot be utilized as the final day of employment for an employee who retires or resigns from the College.~~

I. **Health Leave** – The College shall grant health leave, with pay, in accordance with the following provisions:

1. Health Leave Eligibility: ~~Regular~~ Board-appointed, full-time ~~employees~~ staff ~~in non-bargaining unit positions~~ shall ~~accrue~~ earn health leave ~~to a maximum established by the Board.~~ Based on their starting date of hire or appointment in an eligible position. ~~Regular~~ Board-appointed, part-time ~~employees~~ staff ~~in non-bargaining unit positions~~ shall ~~accrue~~ earn health leave on a prorated ~~rata~~ basis~~, depending on the number of hours worked and according to the length-of-service provisions in effect for full-time, non-bargaining unit employees to a maximum established by the Board~~.

2. Health Leave Year: The health leave year is established as the staff member's date of hire or appointment in an eligible position to their anniversary date one (1) year later.

3. Health Leave Benefit: Board-appointed, full-time staff shall earn health leave in accordance with the following schedule:

Years of Service	Total Hours Bi-weekly	Total Hours Monthly	Total Per Year	Health Bank Maximum During Career
0 – 9 years	6.15 hours	13.34 hours	160 hours (20 days)	3,120 hours (390 days/ 78 weeks)
10 years & above	7.38 hours	16.00 hours	192 hours (24 days)	

Board-appointed, part-time staff shall earn health leave on a prorated basis.

The health leave earn timing may be changed from monthly to bi-weekly at the College's discretion.

~~Full-time Full Fiscal Year rates of earning are as follows:~~

~~Administrator and Professional Employees:~~
~~23 days per year/1.92 days per month~~
~~(184 hours per year/15.34 hours per month)~~

~~Classified and Specialist Employees:~~
~~Years 0-5 of service: 15 days per year/1.25 days per month~~
~~(120 hours per year/10 hours per month)~~

~~Years 6 - 19 of service: 18 days per year/1.50 days per month~~
~~(144 hours per year/12 hours per month)~~

~~Years 20 + of service: 24 days per year/2 days per month~~
~~(192 hours per year/16 hours per month)~~

~~Maximum accrual of health leave for Classified and Specialist employees shall not exceed 435 days (3,480 hours). Accrued leave shall not be compensable in any form upon termination of employment.~~

~~Health leave is intended for medical and dental appointments and those times when the employee or his or her immediate family member has an illness or injury that prevents the employee from meeting work obligations. For purposes of the health leave provision, family members include spouse or domestic partner, child, parent, sibling, grandparent, grandchild, legal guardians and step and in-law relations of the same. Employees shall make a reasonable effort to schedule medical and dental appointments for days and times that are least disruptive to the employees' schedule and department operations. When the pattern of use of health leave has become unusual, the employee will be notified in writing of this fact by his or her supervisor or administrator, and may be required to provide medical documentation for future absences during a specified period of time period. Employees who miss five (5) workdays may be required to provide timely medical documentation while on health leave and upon returning to work. Any cost involved in procuring such a doctor's certificate shall be the responsibility of the employee.~~

~~In the case of extended illness, earned vacation time will be utilized after the expiration of earned health leave. Employees must call their supervisor promptly upon determining the illness will prevent them from performing their regularly assigned duties. If possible, the employee shall notify his/her supervisor by the end of the first day of illness indicating when he/she will be able to report again for duty, and supporting medical documentation may be requested.~~

During the time an eligible full- or part-time ~~employee~~ staff member is on paid health leave, the benefits to which the ~~category of employee~~ staff member is entitled shall continue to ~~accrue~~ be earned and be in full force.

~~Employees starting after the first of the month shall, on or before the fifteenth day of the month be considered as having a starting date of the first of the month for purposes of health leave accumulation. Those starting on the sixteenth day or later shall be considered as having a starting day of the first day of the following month.~~

Unused health leave shall be reported to State Universities Retirement System (SURS) at the time of ~~an employee's~~ staff member's retirement, resignation or termination of employment.

J. **Supplement~~aryal~~ Health Leave** - The College shall grant a total of ~~20 days~~ one-hundred and sixty (160) hours~~)~~ of supplement~~aryal~~ ~~paid~~ health leave with pay to ~~each~~ Board-appointed, full-time ~~employee~~ staff with one year of continuous service to the College in a ~~regular, non-bargaining unit~~ full-

time position. Such leave shall be accessible to ~~the employee~~ staff in accordance with the following provisions ~~only under the following conditions~~:

1. Staff may request supplemental health leave if they are prevented by their injuries or illness from performing their essential job functions and/or meeting work obligations for a period of at least 10 (ten) consecutive scheduled workdays.

2. Staff may request supplemental health leave for the birth of a child (available to the birthing or non-birthing parent or spouse/domestic partner) or placement of a child with the staff for adoption or foster care and/or to care for a child, spouse/domestic partner, or parent who has a serious health condition concurrent with Family and Medical Leave (FMLA) or Post-FMLA during which time the staff is unable to perform their essential job functions and/or meet work obligations for a period of at least 10 (ten) consecutive scheduled workdays.

3. Supplemental health leave hours are awarded once in the career of an eligible staff member. Unused supplemental health leave shall be reported to SURS with any unused health leave (section H) at the time of the staff member's retirement, resignation or termination.

~~01. The employee must first exhaust all of the following forms of paid health leave: regular paid health leave, vacation leave and paid personal leave.~~

~~02. The employee is afflicted with an illness or injury which will verifiably prohibit the employee from performing the duties of his/her job for a period of at least 10 working days. For the purposes of this policy, verification refers to the requirement that the incapacitated employee provide written medical documentation specifying the number of days that the employee will be unable to perform the duties of the job.~~

~~The Administration may, at its discretion, require the employee to obtain a second medical opinion, at the College's expense. The College shall select the physician asked to render the second opinion. In cases where the medical opinion provided in the first and second certifications conflict, the College may require the employee to obtain a third certification, at the College's expense. The third physician shall be selected jointly by the College and the employee. In cases where a third physician is consulted, the College~~

~~shall review all certifications received before rendering a decision as to whether supplementary health leave shall be paid.~~

~~03. Employees who receive benefits from SURS or who are absent due to a work-related injury compensable under the Illinois Worker's Compensation Act may not avail themselves supplementary health leave.~~

~~04. Unused supplementary health leave shall be reported to SURS with any unused regular health at the time of the employee's retirement, resignation or termination.~~

K. **Bereavement Leave** – The College may grant bereavement leave in accordance with the following provisions:

1. Staff may request up to ten (10) days due to the death of an immediate family member-which includes spouse/domestic partner, parent, grandparent, child, grandchild, great-grandchild, sibling, corresponding in-law or step relations, any person for whom the staff is a legal guardian-or for any other qualifying reason under the Family Bereavement Leave Act. The leave should be completed within one-hundred and eighty (180) days of the loss.

2. Staff may request up to five (5) days due to the death of a non-immediate family member. The leave should be completed within one-hundred and eighty (180) days of the loss.

3. In accordance with the Family Bereavement Leave Act, staff may request an unpaid leave of up to six (6) weeks in the event of the death of more than one (1) immediate family member in a twelve-month period. The leave of absence must be completed within sixty (60) days of the immediate family member's death.

4. In accordance with the Child Extended Bereavement Leave Act, staff who are parents may request an unpaid leave of up to twelve (12) weeks in the event of a loss of a child by suicide or homicide. The leave may be taken continuously or intermittently (in increments no less than four (4) hours). The leave of absence must be completed within one (1) year of notifying the College of the child's death.

5. Pay for bereavement leave is available through a staff member's health leave bank.

7. NEW BUSINESS

Adopted	06/23/2015
Amended	04/26/2016
Amended	06/28/2016
Amended	10/25/2016
Amended	09/19/2017
Amended	07/01/2019
Amended	03/15/2022
Amended	03/26/2024

7. NEW BUSINESS

7.3. POLICY 942 – STIPENDS FOR TEMPORARY ASSIGNMENTS – REVISED – SECOND READIING

Policy 942, Stipends for Temporary Assignments, is presented for a second 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, with a proposed effective date of April 1, 2024, 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. There are no revisions for the Second Reading.

Recommendation: Approve revised Policy 942 Stipends for Temporary Assignments.

942 STIPENDS FOR ~~STAFF~~ TEMPORARY ASSIGNMENTS

The College acknowledges that, under certain circumstances, it may be advantageous to assign an employee ~~individual employed in a Board established position~~ to assume all of the duties of a higher-level position for a temporary, specified period of time (while the higher-level position is vacant). Such temporary assignments shall be limited to a specific period of time (normally fewer than twelve [12] months in duration) with no expectation of employment in the temporary position beyond the period of time specified.

Employees ~~shall be~~ who are appointed to ~~such temporary~~ interim or acting assignments ~~and~~ shall be eligible for additional ~~remuneration~~ pay for the performance of such assignments provided each of the following conditions have been satisfied:

~~01.~~ The employee appointed to the temporary assignment shall perform the essential functions and duties of a position in a higher salary range for a period of at least four (4) weeks.

~~02.~~ The appropriate ~~vice president~~ College Leadership Team member shall ~~initiate~~ approve the temporary assignment and the resulting pay. ~~compensation adjustment by forwarding a written request to the Director of Personnel, and ensuring that all conditions, as stated above, have been satisfied.~~

Employees satisfying the conditions, as stated herein, shall be eligible for additional ~~remuneration~~ pay for the temporary assignment in accordance with the greater of the following:

~~01.~~ An increase of ~~6%~~ 4.50% over the employee's base rate of compensation immediately preceding the temporary assignment.

OR

~~02.~~ The ~~salary job~~ pay grade ~~range~~ minimum of the position to which the employee has been temporarily assigned.

OR

The market-based pay range minimum of the position to which the employee has been temporarily assigned.

Normally, stipends for temporary assignments shall not be retroactive.

This policy pertains to eligible non-bargaining staff. ~~administrative, professional,~~

~~specialist and non- unionized classified personnel.~~

Adopted 01/11/95
Amended 03/26/2024

7. 4. LEASE, DELIVERY AND INSTALLATION OF COPIER MACHINES

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: $462,006.60

Vendor	Amount
Konica Minolta Business Solutions U.S.A., Inc.	$462,006.60

Explanation of Purchase: This purchase is for the lease of new college copiers and digital production printers and the purchase of existing low-usage copiers. The new lease agreement results in cost savings and will supersede the existing lease agreement that expires in June 2024.

This cooperative purchase is pursuant to the Illinois Compiled Statues, 30 ILCS 525/ Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcewell contract (#030321-KON) for Office equipment: copiers, printers, software, and specialty products.

Recommendation: Approve a purchase from April 1, 2024, through March 31, 2029, with Konica Minolta Business Solutions U.S.A., Inc. of Ramsey, NJ for a total not-to-exceed amount of $462,006.60.

7.5. LAKESHORE CAMPUS ROOFING REPLACEMENT

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

Funding Source: 2022 general obligation bond

Funding Request: $698,535.20

Bids	Amount
DCG Roofing Solutions, Inc. (Recommended)	$635,032.00
Knickerbocker Roofing & Paving Co, Inc.	$762,900.00
F &G Roofing Company, LLC	$939,000.00
Riddiford Roofing Company, Inc.	$986,000.00

Explanation of Purchase: This purchase is for removing and replacing 20,000 square feet of deteriorating roofs at 33 N. and 111 N. Genesee buildings on the Lakeshore Campus.

Recommendation: Approve a purchase with DCG Roofing Solutions, Inc. of Melrose Park, IL for $635,032.00 and a 10% contingency of $63,503.20 in a not-to-exceed amount of $698,535.20.

7. NEW BUSINESS

7. 6. LAKESHORE CAMPUS ROOFTOP AIR CONDITIONING UNIT REPLACEMENTS

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: 2021 bond and FY24 budget

Funding Request: $727,100.00

Bids	Amount
Cahill Heating, Cooling, Electric, Plumbing & Sewer (Recommended)	$661,000.00
Amber Mechanical Contractors	$699,066.13
Air Con Refrigerating and Cooling, Inc.	$763,402.00
MG Mechanical Contracting, Inc.	$798,000.00

Explanation of Purchase: This purchase is for the demolition and replacement of three existing rooftop HVAC units for 1 N. Genesee and 111 N. Genesee buildings at the Lakeshore Campus.

Recommendation: Approve a purchase with Cahill Heating, Cooling. Electric, Plumbing & Sewer of Lake Bluff, IL for $661,000.00 and a 10% contingency of $66,100.00 for a total not-to-exceed amount of $727,100.00.

7.7. SEPARATION OF EMPLOYMENT

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2 (c) 1: “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” A motion to approve the recommendation for separation of employment of a classified staff member may be considered after the closed meeting.