Board of Trustees Meeting

Tuesday, December 17, 2024 5:00 PM
Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030

1. **Call to Order and Roll Call**
1. Oath of Office and Seating of Newly Appointed Trustee
2. Roll Call with Newly Seated Trustee
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. FY24 Fiscal Audit
2. LancerNEXT Update
5. **Consent Agenda (Action Items)**
1. Approval of the Minutes
1. Regular Meeting Minutes of November 19, 2024
2. Closed Meeting Minutes of November 19, 2024
2. Financial
1. Approving Reimbursement of Business-Related Travel Expenses
2. Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report
3. Purchasing
1. LED Wall for Live Entertainment Production Program
2. Cargo Van
3. Website Support Consulting Services
4. Human Resources
1. New Hires
2. Authorization to Hire
3. Probationary Period Completion
4. Personnel and Position Changes
5. Promotions
6. Reappointment of Grant-Funded Positions
7. Resignations and Retirements
6. **Presentment of Board Policies and Objectives (Information Items)**
7. **New Business (Action Items)**
1. Resolution Adopting 2024 Tax Levy
2. Resolution Abating the Tax heretofore Levied for the Year 2024 to Pay Debt Service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A
3. Authorization to File and Publish Fiscal Year 2024 Audit
4. Approval of Insurance Program Premiums
5. Policy 402 - Residency - Revised - Second Reading
6. Policy 420 - Tuition and Fees - Revised - Second Reading
7. Policy 424 - Joint Educational Agreements - Revised - Second Reading
8. Policy 425 - Chargeback - Deleted - Second Reading
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

LancerNEXT update

December 17, 2024

Allison Porterfield-Woods and Jay Meyer

CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

College Lake County

Agenda

- Where we are
- What we have accomplished
- What is next



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We're Nearly There!



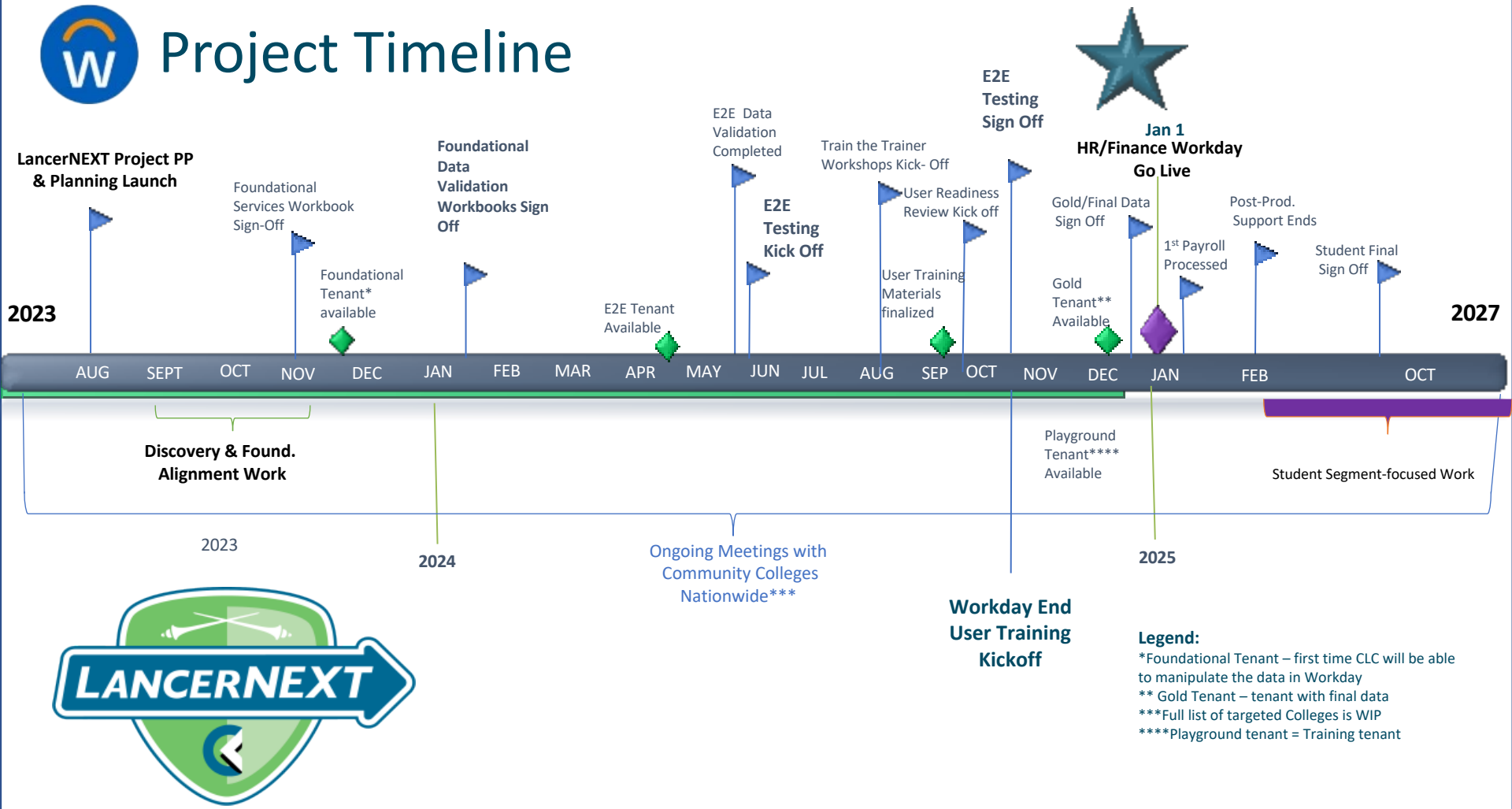
6 days
until 1st Check In/Check Out in Workday

15 days
until 1/1/2025 Workday Go Live for HR & Finance for All CLC Employees

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Project Timeline



Legend:
*Foundational Tenant – first time CLC will be able to manipulate the data in Workday
** Gold Tenant – tenant with final data
***Full list of targeted Colleges is WIP
****Playground tenant = Training tenant

LancerNEXT Change Highlights

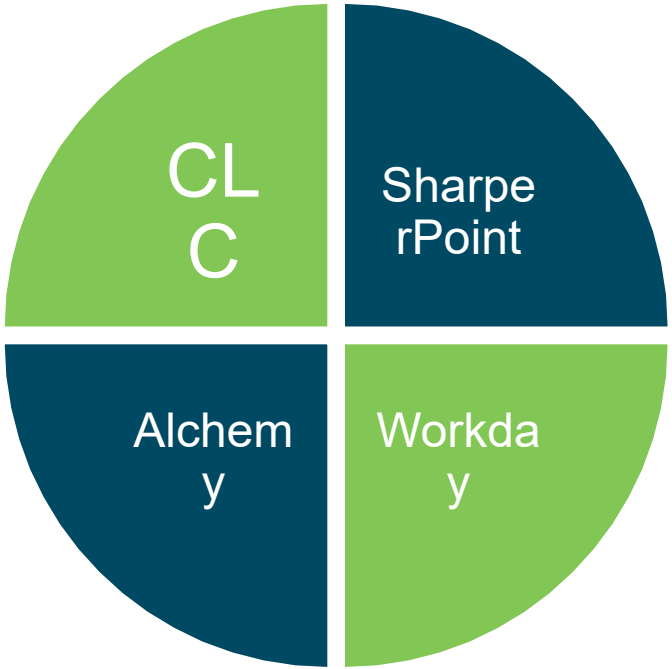
- Automation of many business and approval processes
- Eliminated many paper-based processes
- Implementing multiple self-service functions
- Modernized and standardized processes and data

- Link to LancerNEXT Reimagined Items

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Partnership for Success



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Group Effort



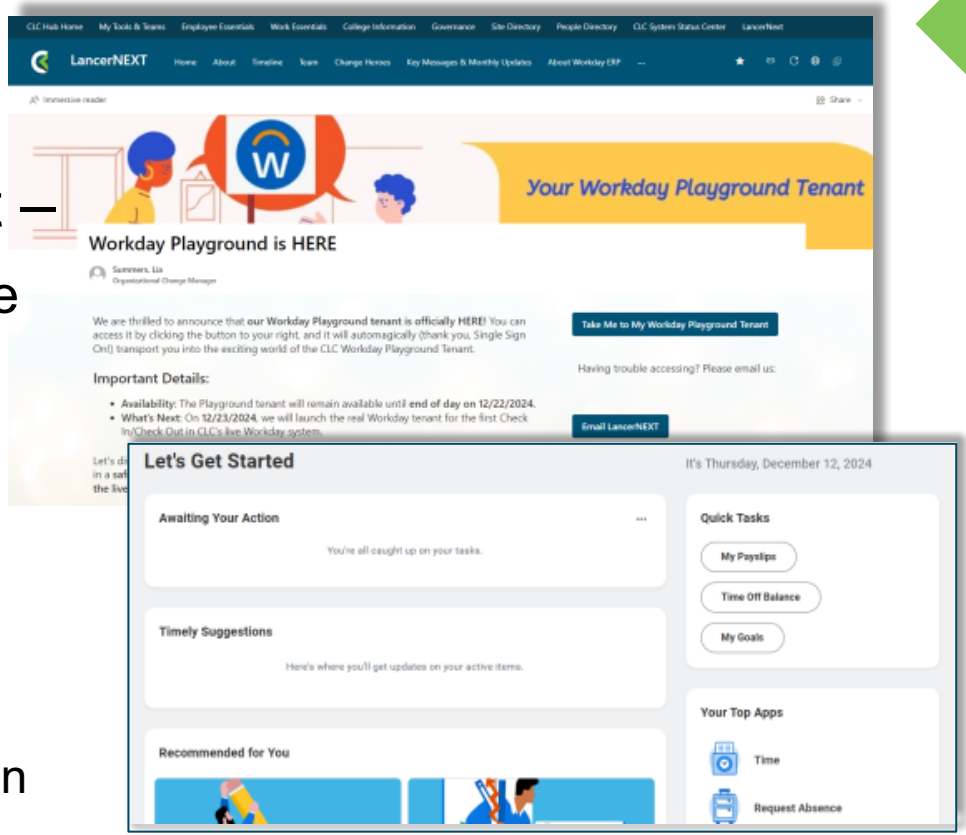
- LancerNEXT Team – 57 Core members
- Finance, HR, IT, Educational Affairs, Student Development and others
- Daily/Weekly/Monthly meetings ensuring constant communication throughout the teams

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Home Stretch

- Playground Tenant –
  - CLC Employees are using it to “play around” in the new system.
- Communication
  - First Day Checklists activity in place
  - Extensive support plan in place



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Introducing: Workday First-Day Check List



What It Is:

- A streamlined guide to help employees personalize their accounts, review and confirm payroll and profile information, and explore benefits and absence management in Workday

Purpose:

- Ensure employees can quickly verify (and update if necessary) critical information, such as emergency contacts, tax details, direct deposits, and beneficiaries, all in one place

How It Will Be Shared:

- The checklist will be distributed via email and made accessible on the HUB, ensuring employees have easy access to complete these tasks during their first interaction with Workday

When:

- Available in preparation to 1/1/2025

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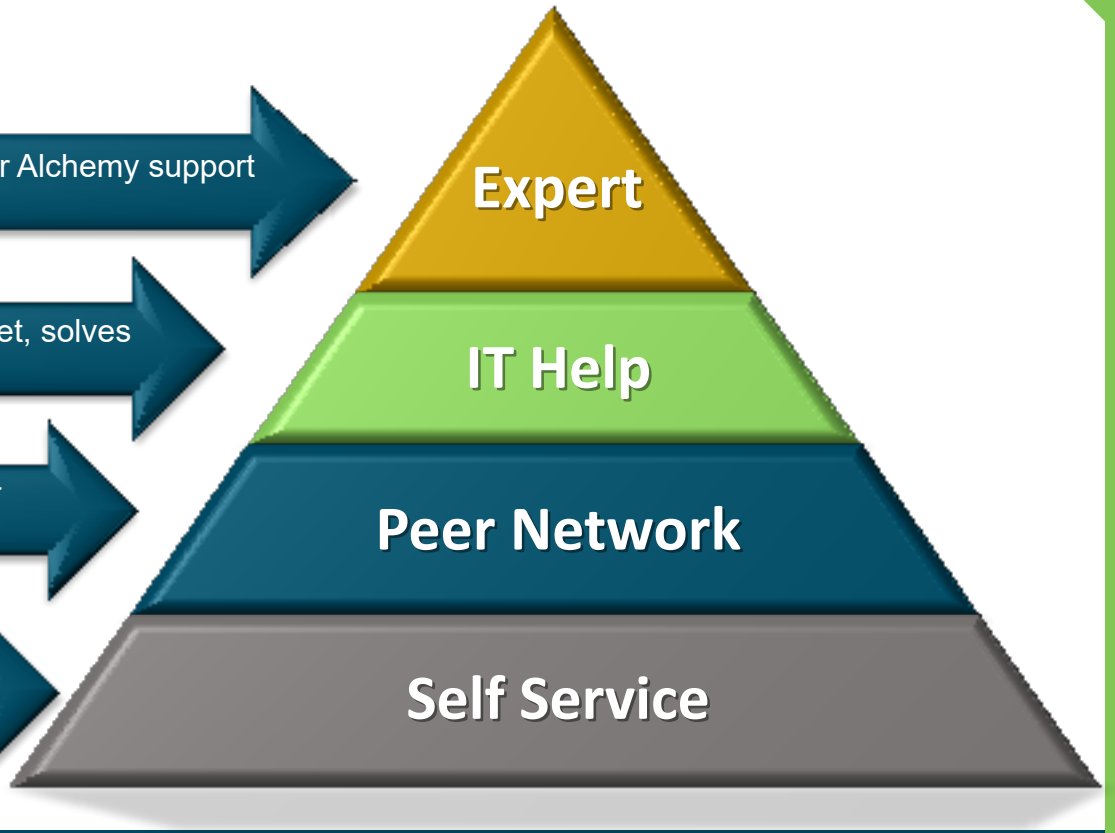
Support Model

If unresolved, escalated to Workday or Alchemy support vendor

Contacts Help Desk and/or logs a ticket, solves or routes

Employee connects with peers, Super Users, Change Heros

Employee uses Workday Resources, Job aids, online help



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We are ready to Go live with Human Resource and FIN!!!

- First Check in/Check out December 23, 2024

- First Full day – January 2, 2025



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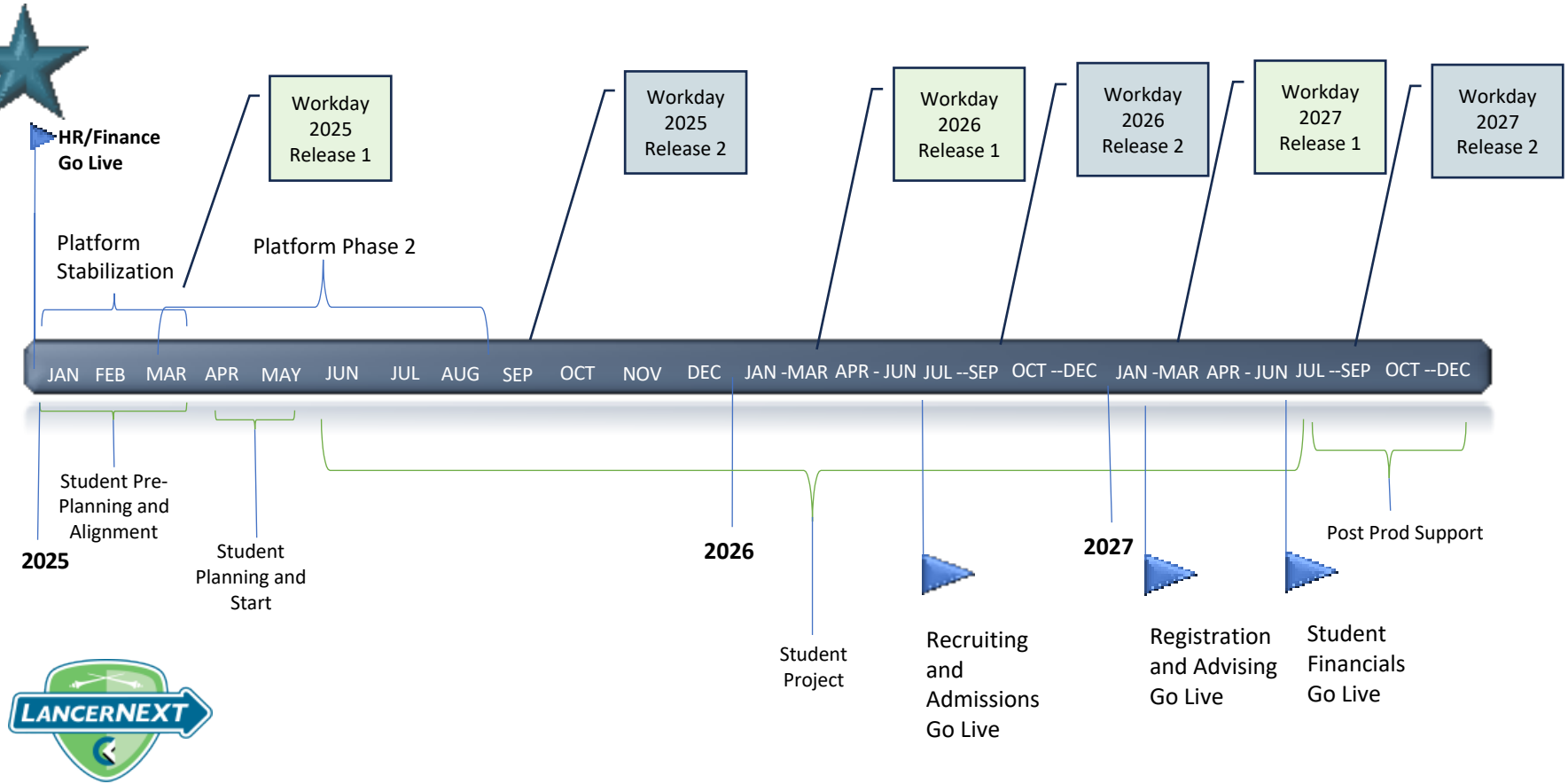
So what's next for….



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Project Timeline



Thank you for your support!

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Appendix

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Workday End-User Training – Staff & FT Faculty

Course	Reported Trained as of 12/2/2024	Reported Completion *%	Targeted Numbers
Workday Basics	669	66%	1,013 targeted employee total number (Staff 806 + FT Faculty 207)
Workday Essentials - Staff	508	63%	806
Workday Essentials - Faculty	75	36%	207
Workday Essentials - Adjunct Faculty	216	36%	595 credit adjuncts assumption
Workday for People Leaders & Supervisors	101	73%	Assuming 134 targeted CLC People Leaders/Supervisors for Leadership Council

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Workday First-Day Check List – Sneak Peek

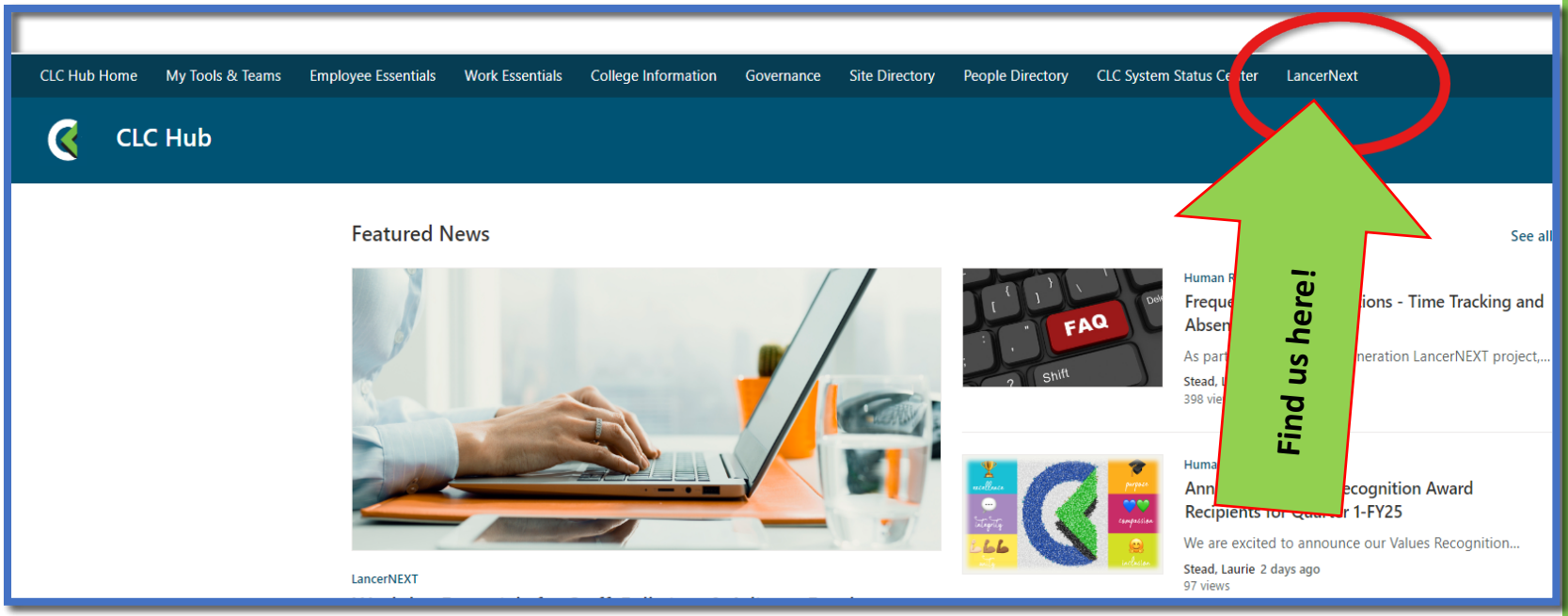
Action	Description
Personalize Your Account ✓	▪ Enter or update your Emergency Contacts ▪ Enter your Preferred name ▪ While you are in there, you can see your address and SSN
Review Your Profile ✓	▪ View your job title ▪ View your department/division/unit ▪ View your reporting supervisor ▪ View your org chart (also known as a Sup org)
Confirm Your Information for Payroll ✓	▪ View tax withholdings (make update, as necessary) ▪ View direct deposit decisions (make updates, as necessary) ▪ While you are in there, you can see your pay slip that has been processed in Workday (formerly known as Pay stubs)
View Your Benefits ✓	▪ View your benefit elections ▪ Enter or review your Beneficiaries ▪ While you are in there, you can see your retirement plans
View Absence Management ✓	▪ View your current balances in vacation, health leave, & personal time ▪ View absence submissions, enter any planned absences for the period of 1/6/2025 and forward

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Easy Access on the HUB

Quick link to LancerNEXT space is now available on the CLC HUB Home page!



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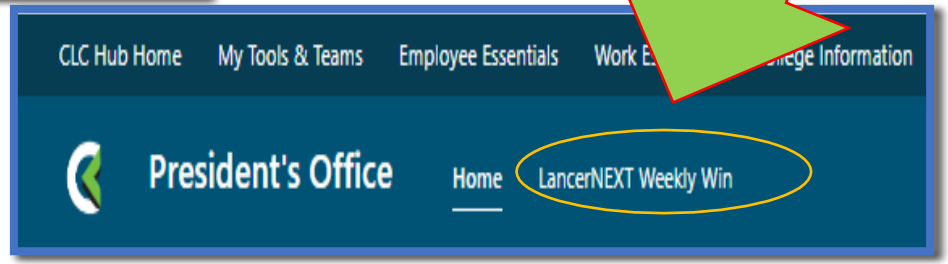
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LancerNEXT Weekly WIN

- *Weekly email sent by President's Office focused on **YOUR SUCCESS**!*
  - ***W**hat **I N**eed to **DO, LEARN & REMEMBER***
  - *Key Dates for LancerNEXT & Workday Training*





Quick link to all editions

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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 $13,290.33 for travel primarily associated with Association of Community College Trustees (ACCT) and Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 17th day of December 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 RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING MONTHLY FINANCIAL REPORT

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, no budget transfers exceeding the threshold of $25,000 for this month are recommended;

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

PASSED this 17th day of December 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Ratifying Bills, and accepting the Monthly Financial Report.

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 48.4 percent of budgeted revenues through October 2024. At the end of October 2023, the College had received 48.4 percent of the amount budgeted.

As of October 31, 2024, the College had received revenues equal to $39.8 million in FY2025 for local taxes. Local tax revenue is budgeted at $85.8 million for Fiscal Year 2025.

Also, as of October 31, 2024, student enrollment reflected 54.5 percent of the tuition revenue. At the end of October 2023, the College had received 64 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 October 31, 2024, reflect 28.7 percent of budgeted expenditures for the year. In comparison, as of October 31, 2023, the College had expended 28.7 percent of the amount budgeted. The College is trending on track with the FY25 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

October 31, 2024

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

ASSETS

CASH	
Cash In Bank	33,815,136
Change Funds	8,800
INVESTMENTS	
Other Investments	21,479,269
RECEIVABLES	
Taxes Receivable - Current Levy	32,601,528
Allowance Uncollectible Taxes	(326,536)
Student Tuition Receivable	13,581,326
Allowance for Uncollectable Tuition	(5,376,685)
Vendor Receivables	535,892
Other Receivables	5,624
ACCRUED REVENUE	
Accrued Interest	-
INTER-FUND	1,245,136
Prepaid Expenses	
Prepaid Expenses	64,064
TOTAL ASSETS	97,633,554

LIABILITIES AND FUND BALANCE

LIABILITIES	
PAYROLL DEDUCTIONS PAYABLE	
Payroll Deductions Payable	(695,169)
ACCOUNTS PAYABLE	
Accounts Payable	279,173
ACCRUED EXPENSES	
Accrued Expense	905,100
DEFERRED REVENUES	
Property Taxes	32,850,387
OTHER LIABILITIES	
Other Liabilities	1,009,187
Vacation Accrual	3,076,984
TOTAL LIABILITIES	37,425,663
FUND BALANCE	
Fund Balance	60,207,891
TOTAL FUND BALANCE	60,207,891
TOTAL LIABILITIES & FUND BALANCE	97,633,554

RECONCILIATION

BEGINNING FUND BALANCE	37,337,188
ADD: REVENUE	54,650,013
LESS:EXPENDITURES	(31,578,190)
OPERATING TRANSFERS	(201,119)
ENDING FUND BALANCE	60,207,891

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

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	31,193,611	57.08%	27,310,024	51.99%
T.I.F.A.	0	0.00%	0	0.00%
CPPRT Corp Pers Prop Repl Tax	386,377	0.71%	622,758	1.19%
ICCB Credit Hour Grants	3,864,157	7.07%	3,774,389	7.19%
Vocational Education	321,548	0.59%	0	0.00%
Tuition	16,071,289	29.41%	15,916,620	30.30%
Graduation Fees	15	0.00%	0	0.00%
Transcript Fees	48,101	0.09%	47,685	0.09%
On-line Course Fee	80,826	0.15%	324,929	0.62%
Laboratory Fees	124,331	0.23%	128,729	0.25%
Payment Plan Enrollment Fee	17,465	0.03%	18,524	0.04%
Credit By Exam Fees	150	0.00%	150	0.00%
Comprehensive Fees	3,348,051	6.13%	2,512,758	4.78%
Activity Fee Adjustment	(3,054,185)	-5.59%	0	0.00%
Gain(Loss) on Investment	515,693	0.94%	(201,004)	-0.38%
Other Interest	1,716,941	3.14%	2,045,045	3.89%
Sweep Accounts	0	0.00%	17,038	0.03%
Library Fines	206	0.00%	261	0.00%
Miscellaneous Revenue	16,247	0.03%	6,961	0.01%
Other Revenue/Rebates	0	0.00%	0	0.00%
Over Short	(810)	0.00%	9	0.00%
Total Income	54,650,013	100%	52,524,877	100%

EXPENDITURES				
Salaries	23,162,183	73%	21,926,713	76%
Employee Benefits	4,960,955	16%	3,638,310	13%
Contractual Services	1,919,966	6%	1,661,734	6%
General Material & Supplies	1,020,614	3%	918,307	3%
Travel/Conference Meeting Exp	136,655	0%	157,846	1%
Fixed Charges	25,035	0%	1,750	0%
Utilities	15,190	0%	15,121	0%
Building Maintenance	0	0%	342	0%
Capital Outlay	16,965	0%	2,367	0%
Other Expenditures	320,626	1%	360,553	1%
Total Expense	31,578,190	100%	28,683,043	100%
Beginning Fund Balance	37,337,188		38,721,963	
Add: Revenues	54,650,013		52,524,877	
Less: Expenses	(31,578,190)		(29,889,018)	
Operating Transfers	(201,119)		(5,396,448)	
Ending Fund Balance	60,207,891		55,961,374	

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

ASSETS

CASH	
Cash In Bank	2,895,205
INVESTMENTS	
Other Investments	40,570,782
RECEIVABLES	
Taxes Receivable - Current Levy	8,561,042
Allowance Uncollectible Taxes	(82,650)
Vendor Receivables	2,102
INTER-FUND	(32,706,971)
Prepaid Expenses	
Prepaid Expenses	283,940
TOTAL ASSETS	19,523,449

LIABILITIES AND FUND BALANCE

LIABILITIES	
ACCOUNTS PAYABLE	
Accounts Payable	39,629
ACCRUED EXPENSES	
Accrued Expense	72,285
DEFERRED REVENUES	
Property Taxes	8,626,286
TOTAL LIABILITIES	8,738,200
FUND BALANCE	
Fund Balance	10,785,249
TOTAL FUND BALANCE	10,785,249
TOTAL LIABILITIES & FUND BALANCE	19,523,449

RECONCILIATION

BEGINNING FUND BALANCE	6,379,132
ADD: REVENUE	8,195,755
LESS:EXPENDITURES	(3,789,637)
OPERATING TRANSFERS	0
ENDING FUND BALANCE	10,785,249

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

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,191,195	100%	7,196,136	99%
Building Rentals	4,060	0%	34,472	0%
Other Facility Rentals	0	0%	0	0%
Miscellaneous Revenue	500	0%	13,336	0%
Total Income	8,195,755	100%	7,243,944	100%
EXPENDITURES				
Salaries	1,479,412	39%	1,533,384	46%
Employee Benefits	476,212	13%	469,493	14%
Contractual Services	258,686	7%	185,963	6%
General Material & Supplies	168,254	4%	192,515	6%
Travel/Conference Meeting Exp	4,800	0%	5,214	0%
Fixed Charges	731,230	19%	177,304	5%
Utilities	622,891	16%	725,836	22%
Capital Outlay	60,098	2%	58,778	2%
Other Expenditures	(11,946)	0%	(16,190)	0%
Total Expense	3,789,637	100%	3,332,297	100%
Beginning Fund Balance	6,379,132		6,023,765	
Add: Revenues	8,195,755		7,243,944	
Less: Expenses	(3,789,637)		(3,332,297)	
Operating Transfers	0		(1,214,769)	
Ending Fund Balance	10,785,249		8,720,644	

5.3.1. LED WALL FOR LIVE ENTERTAINMENT PRODUCTION PROGRAM

Lead Staff: Stephanie Gray, Dean, Communication Arts, Humanities and Fine Arts Division

Funding Source: FY25 Perkins Grant

Funding Request: $27,440.25

Vendor	Amount
Green Office Partner	$27,440.25

Explanation of Purchase: This purchase is for an LED wall to be used for Live Entertainment Production courses, which will give students an opportunity to handle, set up, program and operate LED tiles for a variety of live events.

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

Recommendation: Approve a purchase from Green Office Partner of Chicago, IL. in a not-to-exceed amount of $27,440.25.

5.3.2. CARGO VAN

Lead Staff: Mahsa Karamy, Director, Facilities Administration

Funding Source: FY25 budget

Funding Request: $55,871.29

Vendor	Amount
Loeber Motors	$55,871.29

Explanation of Purchase: This purchase is for a previously owned cargo van to transport staff and equipment for maintenance and repairs.

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

Recommendation: Approve a purchase from Loeber Motors of Lincolnwood, IL in a not-to-exceed amount of $55,871.29.

5.3.3. WEBSITE SUPPORT CONSULTING SERVICES

Lead Staff: Derrick Harden, Vice President of Strategic Advancement

Funding Source: FY22 surplus

Funding Request: $84,950.00

Vendor	Amount
MarksNelson, LLC	$84,950.00

Explanation of Purchase: This purchase is to supplement services and support of an existing contract for the College's new public website and student portal during their post-launch phases.

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 MarksNelson, LLC of Overland Park, KS in a not-to-exceed amount of $84,950.00.

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Jimerson, Catherine	Administrator Position Number: 1562 Director, Procurement Services	12/2/2024	12/2/2024-6/30/2025
Recommendation: Approve the above full-time employment.				

5.4.2. AUTHORIZATION TO HIRE

Administration is requesting authorization to make an offer of full-time employment and set the start date prior to the January 28, 2025, Board meeting. The proposed approval is as follows:

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Professional Position Number: 1935 Manager*, Community and Workforce Partnerships	12/18/2024	TBD

Recommendation: Approve authorization to make an offer of full-time employment for the above position, subject to Board approval of the employment contract at the January 28, 2025 Board meeting.

5.4.3. PROBATIONARY PERIOD COMPLETION

The following employee has successfully completed the appropriate probationary period and is recommended for continued employment in the following Board-approved position, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialist.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Oslund, Evan	Specialist Position Number: 1106 Theatre Program Production Supervisor, Theatre	11/30/2024	11/30/2024-6/30/2025

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 Family, Position Number, Title, Department	Probation Period Completion Date
2	Anderson, Sorenia	Classified - Union Position Number: 0384 Custodian, Custodial	11/16/2024

Recommendation: Approve the above full-time employment.

5.4.4. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following changes to specialist positions. Funding for the changes is supported in FY25 budget.							
1	Job Grade	Asma, Maddy	Specialist Position Number: 0306 Graphic Designer, Public Relations and Marketing	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
2	Job Grade	Diaz, Jeison	Specialist Position Number: 1220 Lead Academic Success Advisor, Advising and Retention	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
3	Job Grade	Flores, Jr., Sergio	Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
4	Job Grade	Gutierrez, Michelle	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
5	Job Grade	Guzman-Riley, Alicia	Specialist Position Number: 1104 Lead Academic Success Advisor, Advising and Retention	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
6	Job Grade	Jauregui, Luis	Specialist Position Number: 1774 Communication Specialist, Student Recruitment and Onboarding	B24 Exempt	B24 Non-exempt	1/6/2025	1/6/2025-6/30/2025

5.4.4. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
7	Job Grade	Killins, Daniel	Specialist Position Number: 1204 African-American Student Outreach and Programs Coordinator, Student Activities and Inclusion	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
8	Job Grade	Laskey, Jessica	Specialist Position Number: 1200 Lead Academic Success Advisor, Advising and Retention	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
9	Job Grade	Lopez-Cruz, Mariel	Specialist Position Number: 1405 Student Organization Outreach and Program Coordinator, Student Activities and Inclusion	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
10	Job Grade	Patino, Yazmin	Specialist Position Number: 1924 Lead College and Career Navigator*, Student Recruitment and Onboarding	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
11	Job Grade	Pizano, Sandra	Specialist Position Number: 1483 Lead Academic Success Advisor, Advising and Retention	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025

*Grant/externally funded position.

5.4.4. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
12	Job Grade	Ruiz-Velasco, Rodolfo	Specialist Position Number: 1203 Latinx Student Outreach and Programs Coordinator, Student Activities and Inclusion	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
13	Job Grade	Weber, Austin	Specialist Position Number: 0304 Public Relations Specialist, Public Relations and Marketing	B24 Exempt	B32 Exempt	1/6/2025	1/6/2025-6/30/2025
14	Job Grade	White, Alyiah	Specialist Position Number: 0893 Lead College and Career Navigator, Student Recruitment and Onboarding	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
15	Job Grade	Vacant	Specialist Position Number: 1630 Lead Academic Success Advisor, Advising and Retention	B32 Exempt	C41 Exempt	1/6/2025	1/6/2025-6/30/2025
Recommendation: Approve the proposed position changes with the effective dates noted above.							

5.4.4. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Effective Date
Administration recommends realigning the following full-time faculty positions.			
16	Faculty Position Number: 0531 Instructor, Mathematics Engineering, Mathematics and Physical Sciences Division	Faculty Position Number: 0531 Instructor, Automotive Technology Engineering, Mathematics and Physical Sciences Division	12/18/2024
17	Faculty Position Number: 0522 Instructor, Computer Science Engineering, Mathematics and Physical Sciences Division	Faculty Position Number: 0522 Instructor, Horticulture Biological and Health Sciences Division	12/18/2024
18	Faculty Position Number: 0446 Instructor, Business Business and Social Sciences Division	Faculty Position Number: 0446 Instructor, Spanish Language Early Childhood Education Business and Social Sciences Division	12/18/2024
19	Faculty Position Number: 0908 Instructor, English Communication Arts, Humanities and Fine Arts Division	Faculty Position Number: 0908 Instructor, Live Entertainment Production Communication Arts, Humanities and Fine Arts Division	12/18/2024
Recommendation: Approve the proposed position changes with the effective dates noted above.			

5.4.5. PROMOTIONS

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

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Douglas, Kenneth	Classified - Union Position Number: 0399 Custodian, Custodial LSC	Classified - Union Position Number: 1725 Grounds Person, Grounds	9/16/2024 *Probationary Period Completed 11/15/2024*	N/A
2	Gray, Stephanie	Administrator Position Number: 1021 Associate Dean, Business and Social Sciences	Administrator Position Number: 0010 Dean, Communication Arts, Humanities and Fine Arts	12/9/2024	12/9/2024-6/30/2025
3	Prugh, Jessey	Specialist Position Number: 1369 Marketing Analyst, Public Relations and Marketing	Professional Position Number: 1948 Audience Development Manager, James Lumber Center for the Performing Arts	12/2/2024	12/2/2024-6/30/2025

Recommendation: Approve the above action.

5.4.6. REAPPOINTMENT OF GRANT-FUNDED POSITIONS

The Small Business Development Center (SBDC), Business Solutions and Community Programs employment contracts reflect the calendar year grant award for 2025 that extends through FY26. The proposed reappointments are as follows:

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Reappointment	Darling, Michael	Specialist Position Number: 0039 Manager*, Small Business Development Center	1/1/2025	1/1/2025-6/30/2025
2	Reappointment	McCormick, Katie	Specialist Position Number: 1755 Senior Program Coordinator*, Business Solutions	1/1/2025	1/1/2025-6/30/2025
3	Reappointment	Hutchings, Rose	Classified Position Number: 1439 Office Associate*, Business Solutions	1/1/2025	N/A
4	Reappointment	Kotek, Maureen	Classified Position Number: 1339 Assistant to the Executive Director*, Community Programs	1/1/2025	N/A

Recommendation: Approve the reappointments above.

*Grant/externally funded position.

5.4.7. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Petersen, Bradford	Specialist Position Number: 0996 Senior Research Analyst, Institutional Effectiveness, Planning and Research	12/6/2024
2	Resignation	Hollenbeck, Lisa	Specialist Position Number: 1630 Lead Academic Success Advisor, Advising and Retention	12/13/2024
3	Resignation	Choi, Siane	Specialist Position Number: 1319 Accountant, Finance	1/8/2025
4	Retirement	Vakhovsky, Oleg	Specialist Position Number: 1133 Lead Software Developer, Application Development	12/31/2026
5	Retirement - Revised Date	Cvitkovic, Vicky	Administrator Position Number: 0041 Dean, Southlake Campus and CLC Online	4/30/2025 Eligible for Policy 925 and 930
Recommendation: Approve the above action.				

7. NEW BUSINESS

7.1. RESOLUTION ADOPTING 2024 TAX LEVY

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

The recommended amount of the College's 2024 aggregate tax levy is based on changes in inflation and equalized assessed value (EAV) including new construction and dissolving tax increment financing (TIF) district. The Property Tax Extension Limitation Law (PTELL) limiting rate for the 2024 levy, is at 3.4 percent. The 2024 EAV is projected to increase approximately 10.4 percent as compared to 2023, with new construction for 2024 projected to total $154 million and dissolving TIF district totaling $36 million.

The proposed levy would increase taxes for the operating and special tax levy funds by 4.975 percent from the 2023 tax extensions. The debt service tax levy is based on an established schedule of bond payments. The debt service levy for 2024 will correspond to the outstanding District Levy Allocation Report for 2025. The debt service levy is not included in the definition of aggregate levy pursuant to Section 18-55 of the Truth in Taxation Law, 35 ILCS 200/18-55.

Levy Funds	2022 Levy Extension	2023 Levy Estimated	Estimated Increase	Percent Change
Operating & Special (Capped)	$83,515,539	$87,670,752	$4,154,913	4.975 %
Debt Service (Non-Capped)	$2,064,119	$2,077,388	$13,269	0.643 %
Total	$85,579,958	$89,748,140	$4,168,182	4.870 %

The Lake County Clerk will determine the actual amount of taxes to be extended on the 2024 levy after applying the tax cap (PTELL) formula, including the addition of the new property in the tax base. Based on assumptions indicated in the projections above, it is anticipated that the tax rate for capped funds in 2024 will be approximately $0.2692 per $100 of equalized assessed valuation, as compared to $0.2860 levied in 2023.

The levy for the year 2024 will be allocated 50 percent to Fiscal Year 2025 and 50 percent to Fiscal Year 2026.

Recommendation: Approve the attached resolution adopting the 2024 tax levy.

7. NEW BUSINESS

RESOLUTION ADOPTING 2024 TAX LEVY

WHEREAS, the 2024 estimated levies were presented to the Board of Trustees of Community College District No. 532, County of Lake, State of Illinois, on November 19, 2024; and,
WHEREAS, the aggregate levy for the year 2024 *does not* exceed 105% of the taxes extended (plus any amounts abated prior to extension) on the College District's aggregate levy for the year 2023, such that the provisions of Sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2024 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the following tax levies for 2024 and approves the filing of the attached Certificate of Tax Levy for 2024 with the County Clerk as provided by statute:

Fund	
Educational Purposes	$68,879,597
Operations and Maintenance Purposes	$18,198,061
Tort Immunity Purposes	$593,094

Trustee _____ moved that the foregoing resolution be approved and

Trustee _____ seconded said motion.

Upon the roll being called, the members voted as follows:

AYE:

NAY:

The Chair declared the motion duly adopted, this 17th day of December 2024.

BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 532 COUNTY OF LAKE, STATE OF ILLINOIS

BY:_____
Chair

ATTEST:_____
Secretary

CERTIFICATE OF TAX LEVY FOR 2024

Community College District No. 532 County Lake .

Community College District Name: College of Lake County and State of Illinois.

We hereby certify that we require:

the sum of $ 68,879,597	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of $ 18,198,061	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of $ 0	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of $ 593,094	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of $ 0	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21- 110-1), and
the sum of $ 0	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of $ 0	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of $ 0	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20_____.

Signed this 17th day of December 2024

_____
Chair of the Board of Said Community College District

_____
Secretary of the Board of Said Community College District

7. NEW BUSINESS

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full: Four as of 12/1/2024.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College No. _____ County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20___ was filed in the office of the County Clerk of this county on _____, 20___.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20___is $_____.

_____ Date

_____ County Clerk and County

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, Torrie Mark Newsome, DO HEREBY CERTIFY that I am the Chair of the Board of Trustees of the Community College District 532, County of Lake and State of Illinois.

I DO HEREBY FURTHER CERTIFY that the adoption of the 2024 aggregate tax levy by said Board of Trustees did fully comply with the provisions of Sections 18-60 through 18-85 of THE TRUTH IN TAXATION LAW (35 ILCS 200/18-60 through 85). The aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and public hearing were not necessary.

DATED: December 17, 2024

_____

Chair, Board of Trustees

7. NEW BUSINESS

7.2. RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2024 TO PAY DEBT SERVICE ON THE GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017, AND TAXABLE GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2021A

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

Background: The attached resolution abates the property taxes levied for the year 2024 to pay debt service on the Series 2017 alternate revenue bonds issued in December 2017 and the Series 2021A alternate revenue bonds issued in December 2021. The College has determined that the debt service levy for these bonds can be eliminated for tax year 2024 since the pledged revenues will be available to pay principal and interest. The abatement resolution is required to be filed with the Lake County clerk no later than March 15,2025.

Recommendation: Approve the following resolution abating the 2024 tax levy.

7. NEW BUSINESS

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held in the A011 Conference Center at the Grayslake Campus, 19351 West Washington Street, Grayslake, Illinois, in said Community College District at 5:00 o'clock P.M., on the 17th day of December, 2024.

* * *

The meeting was called to order by the Chairperson and upon the roll being called, Julie Shroka, the Chairperson, and the following Trustees were physically present at said location:_____

_____

_____ and _____ (non-voting student member).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference:_____

_____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The Chairperson announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A, of the District.

7. NEW BUSINESS

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, copies of which were made available to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

> RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A, of Community College District No. 532, County of Lake and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the *"Board"*) of Community College District No. 532, County of Lake and State of Illinois (the *"District"*), by resolution adopted on the 21st day of November, 2017, as supplemented by a Direction for Abatement of Taxes, dated December 8, 2017 (the *"2017 Resolution"*), did provide for the issue of $22,325,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017 (the *"2017 Bonds"*), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2017 Bonds; and

WHEREAS, the Board by resolution adopted on the 16th day of November, 2021, as supplemented by a Direction for Abatement of Taxes, dated December 2, 2021 (together with the 2017 Resolution, the *"Resolution"*), did provide for the issue of $48,440,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A (the *"2021A Bonds"* and, together with the 2017 Bonds, the *"Bonds"*), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2021A Bonds; and

WHEREAS, the District hereby determines that the Pledged Revenues (as defined in each Resolution) are or will be available to pay the principal of or interest on the respective Bonds due in that bond year (December 1, 2024, and June 1, 2025), so as to enable the abatement of the Pledged Taxes (as defined in each Resolution) levied for the same; and

7. NEW BUSINESS

WHEREAS, it is necessary and in the best interests of the district that the tax heretofore levied for the year 2024 to pay principal and interest on the Bonds be abated:

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

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2024 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of the County of Lake, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2023 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 17, 2024.

_____
Chairperson, Board of Trustees

_____
Secretary, Board of Trustees

7. NEW BUSINESS

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chairperson directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

_____

NAY: _____

Whereupon the Chairperson declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____

Secretary, Board of Trustees

7. NEW BUSINESS

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the *"Board"*) of Community College District No. 532, County of Lake and State of Illinois (the *"District"*), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 12th day of December, 2024, insofar as same relates to the adoption of a resolution entitled:

> RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A, of Community College District No. 532, County of Lake and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting and on a day that was not a Saturday, Sunday or legal holiday in the State of Illinois, that at least one copy of said agenda was continuously available for public review during said entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of December, 2024.

_____
Secretary, Board of Trustees

7. NEW BUSINESS

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A, of Community College District No. 532, County of Lake and State of Illinois.

duly adopted by the Board of Trustees of the Community College District No. 532, County of Lake and State of Illinois, on the 12th day of December, 2024, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2024 for the payment of the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

_____
County Clerk

(SEAL)

7.4. APPROVAL OF INSURANCE PROGRAM PREMIUMS

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

R.J. Galla Company, Inc. has provided the College with annual insurance program premiums for the calendar year 2025. These premiums primarily include property, liability, accident and workers' compensation. Total insurance expenses will increase from $1,207,559 in 2024 to $1,279,064 in 2025, representing a 5.9 percent increase over 2024. Three quotes were secured for each major insurance component. The property coverage levels increased as Building & Contents values adjusted to $601,230,310 from $582,074,648 which is an increase in values over the expiring term of $19,155,662, or 3.3 percent. Please refer to Appendix A for annual insurance renewal trend information. Other changes are detailed in the Commercial Property & Casualty Insurance Proposal, January 1, 2025, to January 1, 2026.

The adjusted premiums are as follows:

Coverage	Carrier	Limits	Deductible/ Retention	Annual Premium
General Liability	Munich RE Insurance Co.	$2,000,000 0ccurance $2,000,000 Aggregate	N/A	**$114,664.00**
Educators Legal Liability	Munich RE Insurance Co.	$1,000,000 0ccurance $1,000,000 Aggregate	$10,000 per claim	**$30,175.00**
E.P.L.I.	Munich RE Insurance Co.	$1,000,000 0ccurance $1,000,000 Aggregate	$10,000 per claim	**$30,175.00**
Law Enforcement Liability	Munich RE Insurance Co.	$1,000,000 0ccurance $1,000,000 Aggregate	$5,000 per claim	**$12,238.00**
Property Incl: Flood	Affiliated FM & Selective Insurance Companies	$601,230,310	$50,000	**$561,525.00**
Student Med Mal	American Casualty Company of Reading, PA	$2,000,000 0ccurance $5,000,000 Aggregate	N/A	**$18,898.00**
Media Liability	Axis Insurance Company	$1,000,000 0ccurance $1,000,000 Aggregate	N/A	**$5,908.00**
Liquor Liability	National Specialty Ins. Co.	$2,000,000	N/A	**$1,026.00**
Foreign Liability & Property	Chubb Global Casualty	$1,000,000	$1,000	**$2,500.00**
Cyber Liability/Data Breach	Beazley	$4,000,000 $500,000 Social Eng. Sub Limit	$25,000 $75,000	**$56,844.00**
Lead Umbrella Liability	Munich RE Insurance Co.	$10,000,000	N/A	**$30,319.00**
Excess Liability	Merchants Insurance Co's	$5mil x/s of $10mil	N/A	**$25,000.00**
Excess Liability	Landmark American Insurance Company	$10mil x/s of $10mil	N/A	**$42,172.00**
Auto & Garage Liability	Munich RE Insurance Co.	$1,000,000	N/A	**$35,586.00**

7. NEW BUSINESS

Coverage	Carrier	Limits	Deductible/ Retention	Annual Premium
Auto Physical Damage	Munich RE Insurance Co.		$500 Comp $500 Coll	**$6,280.00**
Crime	Travelers Insurance Company	$2,00,0000 $500,000 Social Engineering Sub Limit	$5,000/$50,000	**$8,034.00**
Kidnap & Ransom	Travelers Insurance Company	$1,000,000	N/A	**$2,156.00**
Sports Accident	Berkley Life & Health & Liberty Mutual Ins. Companies	Catastrophic Medical - $5,000,000 Catastrophic Disability - $1,000,000	N/A	**$31,420.00**
Board Travel Accident	Chartis Insurance Company	$350,000 Principal Sum $2,800,000 Aggregate	N/A	**$1,050.00**
Pre-School Day Care Accident	Hartford Insurance Company	$25,000 Maximum Benefit	N/A	**$900.00**
Fiduciary Liability	Travelers Insurance Company	$2,000,000	N/A	**$6,744.00**
Student Special Risk Accident	Mutual of Omaha Ins. Co.	$5,000 Maximum Benefit	N/A	**$14,458.00**
Nurses Professional Liability	American Home Assurance Co.	$1,000,000 0ccurance $6,000,000 Aggregate	N/A	**$1,605.00**
Statutory Treasurers Bond	Liberty Mutual Ins. Co.	$31,000,000	N/A	**$23,250.00**
General Obligation Capital Improvement Bond	Liberty Mutual Ins. Co.	$5,000,000	N/A	**$3,750.00**
Excess Workers Compensation	Midwest Employers	$1,000,000 Statutory	$500,000	**$93,969.00**
Excess Buffer Layer Buydown	Lyndon Southern Insurance Co.	$150,000 excess of $350,000	$500,000	**$27,496.00**
Excess Work Comp Loss Control Third-Party Administrators Fee	Comprehensive Risk Services			**$40,325.00**
Active Shooter & Malicious Attack Liability & Property	Hiscox Insurance Co.	$1,000,000 0ccurance $1,000,000 Aggregate	Deductible Waiting Period N/A	**$20,598.00**
Agency Service Fee				**$30,000.00**
			Total:	**$1,279,065.00**

Recommendation: Approve the insurance program premiums, and the amount of $1,279,065.00 to be paid to R.J. Galla Company, Inc. for the calendar year 2025.

Appendix A

College of Lake County
Annual Insurance Renewal Trend Information

Coverage Type	2023 Premium	2024 Premium	2025 Premium
Commercial Package	$630,008	$696,339	$761,015
Medical Malpractice	$17,450	$19,090	$18,898
Media Liability	$4,879	$5,747	$5,908
Liquor Liability	$1,576	$1,002	$1,026
Foreign Liability	$2,500	$2,500	$2,500
Cyber Liability	$60,000	$55,000	$56,844
Umbrella/Excess	$74,961	$82,000	$97,491
Commercial Auto	$37,436	$41,478	$41,866
Crime	$8,034	$8,034	$8,034
Kidnap & Ransom	$2,269	$2,164	$2,156
Sports Accident	$32,833	$31,420	$31,420
Travel Accident	$1,050	$1,050	$1,050
Pre-School Accident	$899	$899	$900
Fiduciary Liability	$6,744	$6,744	$6,744
Student Accident	$12,072	$14,742	$14,458
Nurses Liability	$1,926	$1,926	$1,605
Treasurer Bond	$22,500	$23,250	$23,250
Gen Obligation Bond	$5,250	$3,750	$3,750
Active Assailant	$17,165	$19,000	$20,598
Workers Compensation	$159,719*	$159,703*	$161,790*
Broker Fee	$30,000	$30,000	$30,000
Total	**$1,129,271**	**$1,205,838**	**$1,279,065**

* Self-insurance, Third-Party Administrator fees, and Buffer Layer buydown.

7.5. POLICY 402 – RESIDENCY – REVISED – SECOND READING

Policy 402 – Residency, is presented for a Second Reading as a result of the enactment of Illinois Public Act 103-0159: Out of District Enrollment. Given that policies 402, 420, 424 and 425 are linked in relation to student residency and effective tuition rates, all four of these policies were reviewed and are being presented for Second Reading together.

The following revisions to Policy 402 are recommended:

- Inclusion of all residency statuses and associated definitions
- Removal of outdated language re: property ownership and/or occupancy
- Clarifying when residency is established

Board Policy 402 was last amended on September 24, 2013. This policy has been reviewed by the College's legal counsel and shared governance system.

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 402 – Residency.

402 RESIDENCY

Students are classified at the time of admission to the ~~c~~College for purposes of tuition assessment and enrollment reporting according to the following resident statuses: ~~as follows:~~

- In-district resident
- Out-of-district resident
- Out-of-state resident
- Foreign country resident

Definitions of these residency statuses follow below.

~~**Proof of Residency**~~
~~Evidence of district residency shall be based on ownership and/or occupancy of a dwelling in Community College District 532.~~

~~402.1~~ IN-DISTRICT RESIDENTS ~~OF THE COLLEGE DISTRICT~~

01. Students who are 18 years of age or older who have occupied a dwelling within Community College District #532 for at least 30 consecutive days prior to the start of the term of enroll~~ing~~ment. ~~at the College of Lake County, are considered "in-district", except the following:~~

    Notwithstanding the above, students shall not be classified as in-district even though they may have met the general 30-day residency provision if they are:

    - ~~f~~Federal job corps workers stationed in the district;
    - ~~i~~Inmates of state or federal correctional/rehabilitation institutions located in the district;
    - ~~s~~Students attending under the provisions of a ~~chargeback or~~ contractual agreement with another community college; ~~and~~or
    - Full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency.

402 RESIDENCY (CONTINUED)

02. Unemancipated students under 18 who have at least one (1) parent, stepparent or court-appointed guardian who meet the ~~above criteria.~~ 30-day residency provision in subsection 01 above.

~~Community College District 532 is defined as residents of Lake County, Illinois, who pay taxes to Community College District 532.~~

03. Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have recently been emancipated from the Department and who had a placement change into a new community college district are exempt from the 30-day requirement if they demonstrate proof of current in-district residency.

04. Any graduates of a recognized high school or students otherwise qualified to attend a public community college who reside in Illinois but who do not reside in any community college district within the State.

05. Students who move from outside the state who obtain an in-district residency for reasons other than going to college and demonstrate a verifiable interest in permanent residency will be exempt from the 30-day residency requirement.

~~402.2 RESIDENTS OF ILLINOIS,~~ OUT-OF-DISTRICT RESIDENTS ~~STUDENT~~

01. ~~A person~~Students who reside~~s~~ in Illinois, but ~~is~~are not ~~a~~ resident~~s~~ of Community College District 532, as defined in the in-district residents section~~s 402.1 and 402.3~~ above, are considered out-of-district.

02. To be classified as residents of the State of Illinois, students must have occupied a dwelling within the state for at least 30 consecutive days prior to the start of the term of enrollment.

    Students shall be classified as Illinois residents without meeting the general 30-day residency provision if they are:

    - Federal Job Corps workers stationed in Illinois;
    - Members of the armed services stationed in Illinois;
    - Inmates of state correctional/rehabilitation institutions located in Illinois; or

402 RESIDENCY (CONTINUED)

- Employed full-time in Illinois.

~~402.3~~ OUT-OF-STATE RESIDENTS

~~A person~~ Students who ~~is not a resident of~~ are legally domiciled outside the State of Illinois but within the United States and its possessions are considered out-of-state.

FOREIGN COUNTRY RESIDENT

Students who are legally domiciled in a country other than the United States are considered foreign country residents.

Adopted 06/26/1973
Amended 05/28/1974
Amended 07/26/1983
Amended 06/26/1984
Amended 01/22/1991
Amended 01/25/1994
Amended 08/27/1996
Amended 09/24/2013
Amended

7.6. POLICY 420 – TUITION AND FEES – REVISED – SECOND READING

Policy 420 – Tuition and Fees, is presented for a Second Reading as a result of the enactment of Illinois Public Act 103-0159: Out of District Enrollment. Given that policies 402, 420, 424 and 425 are linked in relation to student residency and effective tuition rates, all four of these policies were reviewed and are being presented for a Second Reading together.

The following revisions to Policy 420 are recommended:

- Inclusion of all exceptions for in-District tuition rate
- Reorganization and editing for clarity

Board Policy 420 was last amended on August 23, 2022. This policy has been reviewed by the College's legal counsel and shared governance system.

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 420 – Tuition and Fees.

420 TUITION AND FEES

Tuition and fees for all students will be established by the Community College Board of District No. 532.

~~All residents of Community College District 532 who are 60 years of age or older at the time of registration may enroll in credit courses offered by the College at one-half the regular tuition rate with all other fees remaining unchanged. Residents who are 65 years of age or older at the time of registration and who qualify financially according to the Illinois Community College Board Administrative Rules may enroll in credit courses offered by the College without paying tuition or comprehensive fees.~~

A student for whom special services, e.g., portfolio development, may be rendered, may be assessed a service fee in addition to tuition, comprehensive and laboratory fees.

In the establishment of course fees, the College shall adjust fees to a level that approximates actual course costs. The determination of fees shall include such items as supplies, consumable materials, equipment maintenance, lab assistance, and amortization of equipment. Course fees are reviewed annually and approved by the Board of Trustees in connection with tuition review.

TUITION RATES

The tuition and fees charged to a student shall be based on the student's residency status (in-district, out-of-district, or out-of-state/foreign) under Policy 402 (Residency), except that the following special provisions shall also apply when determining a student's tuition rate:

01. All in-district residents of Community College District 532 who are 60 years of age or older at the start of their term of enrollment time of registration may enroll in credit courses offered by the College at one-half the regular in-district tuition rate with all other fees remaining unchanged. In-district residents who are 65 years of age or older at the start of their term of enrollment the time of registration and who qualify financially according to the Illinois Community College Board Administrative Rules may enroll in credit courses offered by the College without paying tuition or comprehensive fees.

420 TUITION AND FEES (C0NTINUED)

02. Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), military service members who are on active military duty in one (1) of the ~~uniformed~~ armed services of the United States will be ~~subject to~~eligible for the current in-district tuition rate by displaying a valid United States ~~uniformed~~ armed services identification card.

03. Spouses and dependent children of military service members who are on active military duty and are stationed and present in Community College District 532 in connection with their service are also eligible for the in-district tuition rate.

04. Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), students who are entitled to assistance as described in 38 U.S.C .3679(c) will be ~~subject to~~eligible for the current in-district tuition rate by providing their certificate of eligibility or other documentation provided by the US Department of Veterans Affairs ~~to the financial aid department~~.

05. Students who enroll in a College program pursuant to Section 6-1.5 of the Public Community College Act (1.10 ILCS 805/6-1.5) shall be eligible for the in-district tuition and fees rate, provided that all applicable criteria required by Section 6-1.5 are met.

06. Students who work full-time (35 hours or more per week) for an employer located within the College District and students who are using Workforce Innovation and Opportunity Act (WIOA) benefits are eligible for the in-district tuition and fees rate.

07. Under 110 ILCS 805/6-4a, students shall be eligible for the in-state, out-of-district tuition rate if all of the following conditions are met:

    - Students resided with a parent or guardian while attending a public or private high school in the state of Illinois.

    - Students graduated from a public or private high school or received the equivalent of a high school diploma in the state of Illinois.

    - Students attended school in the state of Illinois for at least three (3) years as of the date of graduation from high school or received the equivalent of a high school diploma.

420 TUITION AND FEES (C0NTINUED)

- In the case of students who are not citizens or permanent residents of the United States, the community college is provided with an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

~~In the establishment of course fees, the College shall adjust fees to a level that approximates actual course costs. The determination of fees shall include such items as supplies, consumable materials, equipment maintenance, lab assistance, and amortization of equipment. Review on a course-by-course basis shall be made annually by each division with recommendations forwarded to the Vice President for Educational Affairs by February 1. The Board shall consider any fee adjustments in connection with tuition review.~~

Adopted 11/26/1968
Amended 04/28/1970
Amended 08/27/1974
Amended 03/25/1975
Amended 03/25/1980
Amended 07/26/1983
Amended 03/21/1989
Amended 06/20/1989
Amended 01/22/1991
Amended 08/23/2022
Amended

7.7. POLICY 424 – JOINT EDUCATIONAL AGREEMENTS – REVISED – SECOND READING

Policy 424 – Joint Educational Agreements, is presented for a Second Reading as a result of the enactment of Illinois Public Act 103-0159: Out of District Enrollment. Given that policies 402, 420, 424 and 425 are linked in relation to student residency and effective tuition rates, all four of these policies were reviewed and are being presented for Second Reading together.

The following revisions to Policy 424 are recommended:

- Make references to partner institutions less specific
- Reorganization and editing for clarity

Board Policy 424 was last amended on November 16, 1982. This policy has been reviewed by the College's legal counsel and CLC's shared governance system.

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 424 – Joint Educational Agreements.

424 JOINT EDUCATIONAL AGREEMENTS

Joint educational agreements between the College of Lake County and other institutions allow residents of Community College District 532 to enroll in degree and certificate programs at other institutions at in-district rates. ~~The Board of Trustees of the College of Lake County encourages interinstitutional agreements with Illinois community colleges and Gateway Technical Institute in Wisconsin.~~ Through joint educational agreements, ~~numerous programs are available to~~ residents ~~of Community College District 532~~ have increased access to career and educational pathways not available at the College of Lake County. Per 110 ILCS 805/6-2, College of Lake County may establish agreements with ~~In the case of~~ Illinois community colleges and Wisconsin technical colleges, and residents will pay the in-district tuition rate for the receiving institution. ~~For Gateway Technical Institute programs and courses, residents will pay the tuition rate as prescribed in the annual joint educational agreement with Gateway Technical Institute.~~

Adopted 11/16/1982
Amended

7.8. POLICY 425 – CHARGEBACK – DELETED – SECOND READING

Policy 425, Chargeback, is presented for a Second Reading as a result of the enactment of Illinois Public Act 103-0159: Out of District Enrollment which eliminated chargeback authorizations from Illinois Community College Board rules. Given that policies 402, 420, 424 and 425 are linked in relation to student residency and effective tuition rates, all four of these policies were reviewed and are being presented for a Second Reading together.

Proposed deletion of Policy 425 is the result of a thorough review to ensure alignment with all aspects of the Illinois Public Community College Act and to reflect the practices of the College.

Board Policy 425 was last amended on November 26, 1982. This policy has been reviewed by the College's legal counsel and CLC's shared governance system.

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

Recommendation: Approve deletion of Policy 425 – Chargeback.

~~**425 CHARGEBACK**~~

~~Residents of Community College District 532 who wish to pursue a program of study not offered by the College of Lake County or through the College's joint educational agreements are entitled to chargeback authorizations pursuant to Section 106-2 of the Illinois Community College Act. In order to be eligible for such support, a resident must comply with the Guidelines for Authorization of Chargeback.~~

Adopted 11/26/1982
Deleted