

**College of Lake County
Community College District No. 532
Tuesday, October 24, 2023, 5:00 PM**

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, October 24, 2023, at 5:00 PM, in **Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085**. This meeting will be in person.

Members of the public will be offered an opportunity to address the Board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcollinois.edu by 2:00 PM on Tuesday, October 24, 2023. Individuals will be called to the podium when it is their time and provided three minutes to address the Board.

AGENDA

1. Call to Order and Roll Call	
2. Approval of the Agenda	4
3. Receipt of Notices, Communications, Hearings and Petitions	
4. Reports	
4.1. Chair's Report	
4.2. Student Trustee's Report	
4.3. President's Report	
4.3.1. Lakeshore Campus Report	
4.3.2. Fiscal Accountability and Financial and Investment Year-End Report	
5. Consent Agenda (Action Items)	
5.1. Approval of the Minutes	
5.1.1. Regular Meeting Minutes of September 26, 2023	
5.1.2. Special Meeting of the Committee of the Whole Minutes of September 30, 2023	
5.1.3. Special Meeting of the Committee of the Whole Closed Minutes of September 30, 2023	
5.2. Financial	
5.2.1. Resolution Approving Reimbursement of Business- Related Travel Expenses	7
5.2.2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report	8
5.3. Purchasing	
5.3.1. Presentation of the Nutcracker at James Lumber Center for the Performing Arts	19
5.3.2. Heating, Ventilation and Air Conditioning (HVAC) Access Platform Expansion	20
5.3.3. Sign Language Interpretation Vendors	21
5.3.4. Architectural and Engineering Services for Signage at the Advanced Technology Center	22
5.3.5. Advanced Pediatric Patient Simulator	23
5.3.6. Architectural and Engineering Services for the Lakeshore Campus Outdoor Playground	24

Agenda for Regular Meeting of Tuesday, October 24, 2023

5.4. Human Resources	
Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/contractsOctober2023.pdf	
5.4.1. New Hires	25
5.4.2. Probationary Period Completion	26
5.4.3. Personnel and Position Changes	29
5.4.4. Resignations and Retirements	30
5.5. Contracts and Grants	
None.	
5.6. Other	
None.	
6. Presentment of Board Policies and Objectives (Information Items)	
None.	
7. New Business (Action Items)	
7.1. Resolution Accepting Gift from the John Alfred Wass Irrevocable Trust	31
7.2. College of Lake County Fiscal Year 2025 Planning and Budgeting Calendar	34
8. Executive Session (Closed)	
Closed session requested under the Illinois Compiled Statutes 5ILCS 120 Section 2(c)(11) of the Open Meetings Act.	
9. Other Matters for Information or Discussion	
10. Adjournment	

**College of Lake County
Community College District No. 532
Tuesday, October 24, 2023, 5:00 PM**

REGULAR MEETING

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, October 24, 2023, at 5:00 PM, in Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085. Virtual meeting access is available via YouTube at <https://youtube.com/live/eeyebEFFXg4?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcillinois.edu by 3:00 p.m. on Tuesday, October 24, 2023. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
 - 4.1. Chair's Report
Julie Shroka
 - 4.2. Student Trustee's Report
Daniel Blaine
 - 4.3. President's Report
Lori Suddick
 - 4.3.1. Lakeshore Campus Report
Jesus Ruiz
 - 4.3.2. Fiscal Accountability and Financial and Investment Year-End Report
Kevin Appleton
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of September 26, 2023
 - 5.1.2. Special Meeting Committee of the Whole Minutes of September 30, 2023

- 5.1.3. Special Meeting of the Committee of the Whole Closed Minutes of September 30, 2023

5.2. Financial

- 5.2.1. Resolution Approving Reimbursement of Business-Related Travel Expenses
- 5.2.2. Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report

5.3. Purchasing

- 5.3.1. Presentation of the Nutcracker at James Lumber Center for the Performing Arts
- 5.3.2. Heating, Ventilation and Air Conditioning (HVAC) Access Platform Expansion
- 5.3.3. Sign Language Interpretation Vendors
- 5.3.4. Architectural and Engineering Services for Signage at the Advanced Technology Center
- 5.3.5. Advanced Pediatric Patient Simulator
- 5.3.6. Architectural and Engineering Services for the Lakeshore Campus Outdoor Playground

5.4. Human Resources

Copies of all proposed employee contracts are available at <http://dept.clcillinois.edu/pre/contracts/contractsOctober2023.pdf>

- 5.4.1. New Hires
- 5.4.2. Probationary Period Completion
- 5.4.3. Personnel and Position Changes
- 5.4.4. Resignations and Retirements

5.5. Contracts and Grants

None.

5.6. Other

None.

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

None.

7. New Business (Action Items)

- 7.1. Resolution Accepting Gift from the John Alfred Wass Irrevocable Trust
- 7.2. College of Lake County Fiscal Year 2025 Planning and Budgeting Calendar

8. **Executive Session (Closed)**

Closed session requested under the Illinois Compiled Statutes 5ILCS 120 Section 2(c)(11) of the Open Meetings Act.

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

10. **Adjournment**

5. CONSENT AGENDA 2. FINANCIAL

5.2.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES

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

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

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

NOW BE IT RESOLVED that the Board of Trustees approve the reimbursement for business-related travel expenses in the amount of \$2,004.56 for travel associated with Association of Community College Trustees (ACCT) and Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 24th day of October 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. CONSENT AGENDA 2. FINANCIAL

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, the full details of the monthly financial report are not contained in this document because this being the first quarter of the fiscal year, reversals of accruals, and timing of property tax receipts, the data are not meaningful; and

WHEREAS, budget transfers in the amount of \$70,000 are recommended to the Fiscal Year 2024 Budget 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 \$70,000.00.

PASSED this 24th day of October 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. CONSENT AGENDA 2. FINANCIAL

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

FY 24 BUDGET TRANSFERS

<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1) 536000 02 00072 7020 01	Custodial	Office Services	\$ 63,889.55		Temp Staff to Cover Vacancies in Third Shift
539000 02 00072 7020 01	Custodial	Other Contractual Services	\$ 6,110.45		
517001 02 00072 7020 01	Custodial	Custodial Maintenance Staff, FT		\$ 70,000.00	
TOTAL TRANSFERS - ALL FUNDS			<u>\$ 70,000.00</u>	<u>\$ 70,000.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 12.9 percent of budgeted revenues through August 2023. At the end of August 2022, the College had received 15.2 percent of the amount budgeted.

As of August 31, 2023, the College had received revenues equal to \$3.79 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of August 31, 2023, student enrollment reflected 30.9 percent of the tuition revenue. At the end of August 2022, the College had received 25.8 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 August 31, 2023, reflect 12.4 percent of budgeted expenditures for the year. In comparison, as of August 31, 2022, the College had expended 11.6 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

August 31, 2023

5. CONSENT AGENDA 2. FINANCIAL

**Educational Fund
Balance Sheet
As of August 31, 2023**

ASSETS

CASH

Cash In Bank	25,352,799.99
Change Funds	8,800.00

INVESTMENTS

Other Investments	24,489,035.80
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RECEIVABLES

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(3,071,930.20)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	12,170,823.21
Vendor Receivables	129,638.77
Other Receivables	1,121.16

<u>INTER-FUND RECEIVABLE</u>	(13,871,039.99)
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Prepaid Expenses

Prepaid Expenses	44,603.00
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TOTAL ASSETS	<u><u>77,420,413.15</u></u>
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5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 77,766.34

ACCOUNTS PAYABLE

Accounts Payable 374,818.23

ACCRUED EXPENSES

Accrued Expense 585,000.00

DEFERRED REVENUES

Property Taxes 31,102,837.32

Total Tuition & Fees 3,178,321.48

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,075,713.44

FUND BALANCE

Fund Balance 38,016,769.64

TOTAL FUND BALANCE 38,016,769.64

TOTAL LIABILITIES & FUND BALANCE 77,420,413.15

RECONCILIATION

BEGINNING FUND BALANCE 47,293,093.93

ADD: REVENUE 15,142,383.14

LESS: EXPENDITURES (13,085,944.43)

OPERATING TRANSFERS (11,332,763.00)

ENDING FUND BALANCE 38,016,769.64

**College of Lake County
CLC Comparison Fund 01
Statement of Changes in Fund Balance
Month Ending: August 31, 2023**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	2,996,076.88	19.79%	5,726,463.49	35.06%
CPPRT Corp Pers Prop Repl Tax	101,410.46	0.67%	697,688.65	4.27%
ICCB Credit Hour Grants	1,880,890.61	12.42%	1,767,947.94	10.82%
Vocational Education	0.00	0.00%	297,745.50	1.82%
Tuition	7,636,045.57	50.43%	6,302,596.00	38.58%
Graduation Fees	0.00	0.00%	45.00	0.00%
Transcript Fees	21,148.74	0.14%	10,947.18	0.07%
On-line Course Fee	190,493.35	1.26%	204,370.16	1.25%
Laboratory Fees	123,601.95	0.82%	123,701.52	0.76%
Payment Plan Enrollment Fee	11,725.00	0.08%	0.00	0.00%
Credit By Exam Fees	150.00	0.00%	150.00	0.00%
Comprehensive Fees	1,203,894.95	7.95%	1,000,395.00	6.12%
Gain(Loss) on Investment	(137,932.51)	-0.91%	150,103.84	0.92%
Investment Fees	(8,950.08)	-0.06%	0.00	0.00%
Other Interest	1,108,647.72	7.32%	0.00	0.00%
Sweep Accounts	17,037.50	0.11%	9,686.17	0.06%
Library Fines	58.00	0.00%	30.00	0.00%
Miscellaneous Revenue	1,685.00	0.01%	31,007.90	0.19%
Other Revenue/Rebates	0.00	0.00%	11,849.35	0.07%
Over Short	(3,600.00)	-0.02%	0.00	0.00%
Total Income	15,142,383.14	100%	16,334,727.70	100%

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

Salaries	10,225,702.96	78%	10,701,839.15	84%
Employee Benefits	1,279,875.66	10%	82,254.33	1%
Contractual Services	741,090.17	6%	1,002,322.33	8%
General Material & Supplies	383,435.66	3%	199,526.52	2%
Travel/Conference Meeting Exp	(19,027.99)	0%	39,208.00	0%
Fixed Charges	200,401.55	2%	233,351.22	2%
Utilities	7,561.82	0%	6,030.40	0%
Capital Outlay	72.76	0%	12.99	0%
Other Expenditures	266,831.84	2%	518,502.89	4%
Total Expense	<u>13,085,944.43</u>	<u>100%</u>	<u>12,783,047.83</u>	<u>100%</u>
Beginning Fund Balance	47,293,093.93		46,512,319.84	
Add: Revenues	15,142,383.14		16,334,727.70	
Less: Expenses	(13,085,944.43)		(12,783,047.83)	
Operating Transfers	(11,332,763.00)		(7,790,356.89)	
Ending Fund Balance	<u>38,016,769.64</u>		<u>42,273,642.82</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Operations & Maintenance Fund
Balance Sheet
As of August 31, 2023**

ASSETS

CASH

Cash In Bank 9,073,513.85

INVESTMENTS

Other Investments 24,158,624.44

RECEIVABLES

Taxes Receivable - Current Levy 8,580,051.36

Allowance Uncollectible Taxes (78,305.04)

Vendor Receivables 3,210.08

INTER-FUND RECEIVABLE

(28,149,844.41)

Prepaid Expenses

Prepaid Expenses 240,401.00

TOTAL ASSETS

13,827,651.28

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable 33,672.14

DEFERRED REVENUES

Property Taxes 8,217,410.78

FUND BALANCE

Fund Balance 5,576,568.36

TOTAL FUND BALANCE 5,576,568.36

TOTAL LIABILITIES & FUND BALANCE 13,827,651.28

RECONCILIATION

BEGINNING FUND BALANCE 9,731,221.32

ADD: REVENUE 793,827.08

LESS: EXPENDITURES (1,241,024.04)

OPERATING TRANSFERS (3,707,456.00)

ENDING FUND BALANCE 5,576,568.36

5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC Comparison Fund 02
Statement of Changes in Fund Balance
Month Ending: August 31, 2023

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	791,601.34	99.72%	1,518,204.03	99.89%
Building Rentals	2,001.08	0.25%	600.00	0.04%
Miscellaneous Revenue	224.66	0.03%	1,014.15	0.07%
Total Income	793,827.08	100%	1,519,818.18	100%
<u>EXPENDITURES</u>				
Salaries	701,408.15	57%	637,561.23	56%
Employee Benefits	232,228.98	19%	230,758.67	20%
Contractual Services	41,742.26	3%	41,417.33	4%
General Material & Supplies	30,937.25	2%	125,721.06	11%
Travel/Conference Meeting Exp	3,888.30	0%	104.00	0%
Fixed Charges	85,634.55	7%	20,324.32	2%
Utilities	154,149.02	12%	19,889.14	2%
Capital Outlay	(14,819.83)	-1%	6,505.00	1%
Other Expenditures	5,855.36	0%	61,856.94	5%
Total Expense	1,241,024.04	100%	1,144,137.69	100%
Beginning Fund Balance	9,731,221.32		9,929,309.56	
Add: Revenues	793,827.08		1,519,818.18	
Less: Expenses	(1,241,024.04)		(1,144,137.69)	
Operating Transfers	(3,707,456.00)		(4,792,151.00)	
Ending Fund Balance	5,576,568.36		5,512,839.05	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. PRESENTATION OF THE NUTCRACKER AT JAMES LUMBER CENTER FOR THE PERFORMING ARTS

Lead Staff: Alisa Baum, Executive Director, James Lumber Center for the Performing Arts

Funding Source: FY24 budget

Funding Request: \$25,500.00

Vendor	Amount
The Ruth Page Foundation	\$25,500.00

Explanation of Purchase: This purchase is for the artist fee for performances of The Nutcracker in the James Lumber Center for the Performing Arts. Additional performances have been added to the original contract to meet audience demand.

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 The Ruth Page Foundation of Chicago, IL in a not-to-exceed amount of \$25,500.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. HEATING, VENTILATION AND AIR CONDITIONING (HVAC) ACCESS PLATFORM EXPANSION

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: \$121,000.00

Vendor	Amount
Rasch Construction & Engineering, Inc.*	\$121,000.00
Boller Construction Company, Inc.	\$149,700.00

**Recommended*

Explanation of Purchase: This purchase is for the construction of an expanded interior platform that provides safe access to HVAC equipment in the T-wing on the Grayslake campus.

Recommendation: Approve a purchase with Rasch Construction & Engineering, Inc. of Kenosha, WI for \$110,000.00 and a 10% contingency of \$11,000.00 for a total not-to-exceed amount of \$121,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. SIGN LANGUAGE INTERPRETATION VENDORS

Lead Staff: Gabriel Lara, Dean, Student Affairs

Funding Source: FY24 budget

Funding Request: \$88,984.00

Vendors	Amount
Various (See chart below)	\$88,984.00

Explanation of Purchase: This purchase is for sign language interpreting and communication access real-time translation (CART) services for deaf/hard-of-hearing students through the Access and Disability Resource Center.

Sign Language Interpretation Vendors
Kristin Goebeler
Randi Ralph
Melinda Nelson
Maureen Makela Moran
5 Star Interpreting Chicago, LLC
HRI-Cart, LLC

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 the purchases with the vendors listed above in the cumulative not-to-exceed amount of \$88,984.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. ARCHITECTURAL AND ENGINEERING SERVICES FOR SIGNAGE AT THE ADVANCED TECHNOLOGY CENTER

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

Funding Source: FY24 budget fund 06

Funding Request: \$92,000.00

Vendor	Amount
Legat Architects, Inc.	\$92,000.00

Explanation of Purchase: This purchase is for architectural services to design exterior signage and building facade improvements at the Advanced Technology Center located in Gurnee, IL. Legat Architects, Inc. was the only respondent to a Request for Quote (RFQ).

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 an agreement with Legat Architects, Inc. of Chicago, IL for a total not-to-exceed amount of \$92,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. ADVANCED PEDIATRIC PATIENT SIMULATOR

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

Funding Source: Illinois Community College Board Pipeline for the Advancement of the Healthcare (PATH) Workforce Program Grant

Funding Request: \$69,906.81

Vendor	Amount
Gaumard Scientific	\$69,906.81

Explanation of Purchase: This purchase is for an advanced pediatric patient simulator to be used in the Nursing program. The simulator will meet the need to develop specialized skills in communication, assessment and treatment in pediatric nursing care.

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 Gaumard Scientific of Miami, FL in a not-to-exceed amount of \$69,906.81.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LAKESHORE CAMPUS OUTDOOR PLAYGROUND (RATIFICATION)

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

Funding Source: FY24 budget fund 06

Funding Request: \$39,500.00

Vendor	Amount
ARCON Associates, Inc.	\$39,500.00

Explanation of Purchase: This purchase is for architectural services to design the renovation of the outdoor playground for the Children’s Learning Center on the Lakeshore campus which includes a new surface, equipment and aesthetic fencing in compliance with Department of Children and Family Services (DCFS) regulations.

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

Recommendation: Ratify an agreement with ARCON Associates, Inc. of Lombard, IL for a total not-to-exceed amount of \$39,500.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	Connell, James	Administrator Position Number: 1009 Executive Director, Community Programs	10/23/2023	10/23/2023-6/30/2024
2	Porterfield-Woods, Allison	Administrator Position Number: 1112 Chief Information Officer, Information Technology	12/4/2023	12/4/2023-6/30/2026
3	Wyatt, Erica	Professional Position Number: 1256 Manager*, TRiO-Student Support Services	10/23/2023	10/23/2023-6/30/2024
Recommendation: Approve the above full-time employment.				

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Anderson, Nicholas	Specialist Position Number: 0972 Media Technology Specialist, Technology Support	9/9/2023	9/9/2023-6/30/2024
2	Jackson, Sarah	Specialist Position Number: 1815 College and Career Navigator, Student Recruitment and Onboarding	9/23/2023	9/23/2023-6/30/2024

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Alcozer, Brandon	Classified - Union Position Number: 0104 Shipping and Receiving Technician, Campus Services	9/9/2023

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Amador, Stephany	Classified - Union Position Number: 0119 Community Service Officer, Police Department	9/12/2023

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, Salary, FLSA	Proposed Job Grade, Salary, FLSA	Effective Date	Contract Dates
Administration recommends a change in job family and full-time equivalency of a part-time position in P-20 Educational Partnerships. The position is funded through available FY24 budget resources.								
1	Job Family, FTE	Vacant	Part-time Flex Staff FTE 0.475 (19 hrs./wk.) Position Number: 1621 Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	Part-time Specialist FTE 0.625 (25 hrs./wk.) Position Number: TBD Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	N/A Non-exempt	B32 Non-exempt	10/25/2023	TBD
Recommendation: Approve the position changes with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Martinez Rodriguez, Erick	Specialist Position Number: 1726 Laboratory Specialist, Automotive Collision Repair	9/29/2023
2	Resignation	Steffens, Shelby	Specialist Position Number: 1158 Laboratory Coordinator, Massage Therapy	10/3/2023
3	Resignation	Gonzalez, Cristian	Specialist Position Number: 0144 Volunteer Coordinator, Judicial Services	10/9/2023
4	Retirement	Legh-Page, Shelly	Classified - Union Position Number: 0105 Office Assistant, Campus Services	9/30/2025 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

7. NEW BUSINESS

7.1. RESOLUTION ACCEPTING GIFT FROM THE JOHN ALFRED WASS IRREVOCABLE TRUST

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

Background or Rationale: John Alfred Wass, a resident of Lake Forest, Illinois died on January 22, 2021, leaving a Trust known as the John Alfred Wass Trust, dated December 21, 2021. The Northern Trust Company is the trustee of the trust, which provides for a monetary gift of \$664,932.94 to the College of Lake County with instructions from the deceased, or Trust, on specific usage and disbursement of the gift.

Recommendation: Approve a Resolution Accepting Gift from the John Alfred Wass Irrevocable Trust in the amount of \$664,932.94.

7. NEW BUSINESS

7.1. RESOLUTION ACCEPTING GIFT FROM THE JOHN ALFRED WASS IRREVOCABLE TRUST

John Alfred Wass, a resident of Lake Forest, IL, died on January 22, 2021, leaving a Trust known as the John Alfred Wass Trust, dated December 23, 1997. The Northern Trust Company is trustee of the trust, which provides for a gift to this organization as follows in Article Fifth:

If neither of my mother and father survives me, then upon my death, the trustee shall distribute the balance of the trust estate in equal shares to the following named charities for the following uses:

(6) College of Lake County, Grayslake, Illinois, not to be used for scholarships and only to be used by the departments of biology, chemistry, physics, mathematics and computer science, in equal shares for each department; and

Therefore, it is resolved that the gift is hereby accepted by this organization for the uses and purposes stated above. It is further resolved that Kevin Appleton, acting as the Vice President of Business Services and Finance/CFO on behalf of the College of Lake County, to: (1) accept payment, (2) execute receipts and other documents, and (3) receive notices, make and communicate decisions as necessary to facilitate administration of the John A. Wass Trust.

CERTIFICATION

I, Paul Virgilio, certify that I am the Secretary of the Board of Trustees of the College of Lake County, Community College District No. 532, under the laws of the State of Illinois, and that I am responsible for keeping the organization records. I further certify that the above is a correct and complete copy of a resolution adopted by the governing body of this organization on October 24, 2023, and that this resolution appears in the organization's records.

I further certify that gifts to this organization qualify for treatment as charitable gifts for income and estate tax purposes under the United States Internal Revenue Code and that the correct tax identification number is shown below.

7. NEW BUSINESS

Certified, under the penalties of perjury, _____, _____, 2023.

TAX I.D. NUMBER: 36-2648760

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

By: _____

Print Name: Paul Virgilio

Its: Secretary

7. FINANCIAL

7.2. COLLEGE OF LAKE COUNTY FISCAL YEAR 2025 PLANNING AND BUDGETING CALENDAR

Lead Staff: Lori Suddick, President

As defined in the Illinois Community College Act (110 ILCS 805/3-20) and College of Lake County (CLC) Board Policy 105, the Board of Trustees is responsible for preparing and adopting the annual College budget.

The College aligns its planning and budget process with the Government Finance Officers Association's best practices in community college budgeting to ensure the alignment of resources with student outcomes and continuous improvement.

The following Fiscal Year 2025 Planning and Budgeting Calendar is proposed.

2023

October	Board approves budget and planning calendar.
November	Board approves estimated property tax levy. Leadership Council provides input on planning and budget process, revenue and expense assumptions, framework, and priorities. Unit/Division leaders facilitate preliminary discussions for budget input and priority setting. College Leadership drafts revenue and expenditure assumptions to guide budget design proposal. College Leadership drafts planning priorities aligned with Fiscal Year 2025 strategic plan outcomes, budget process, and budget design.
December	Board adopts property tax levy and supplemental tax levy (General Obligation Limited Tax Bonds). Finance files with Lake County. Board provides early guidance on proposed planning priorities and budget design for development of annual budget and college plan. Finance facilitates training on budget tool.

2024

January	College Leadership and Finance distribute budget process guidelines, planning priorities and budget design collegewide. Finance launches budget tool.
January/February	Unit/Division leaders facilitate collegewide process, submitting budget requests aligned with established priorities.
February	Board Committee of the Whole Financial Planning Retreat; Board approves tuition and fees.

7. FINANCIAL

7.2. COLLEGE OF LAKE COUNTY FISCAL YEAR 2025 PLANNING AND BUDGETING CALENDAR (CONTINUED)

March	<p>College Leadership reviews and prioritizes collegewide capital and operational budget requests in alignment with budget design and priorities. Draft budget and college plan established.</p> <p>Unit/Division staff modifies input of budget data based on draft budget. Finance reviews and confirms budget data.</p> <p>Finance and College Leadership finalizes budget book template.</p>
April	<p>Draft budget production and review.</p> <p>College Leadership finalizes proposed college plan and budget, including major capital project and operational requests.</p>
May	<p>Proposed budget book and draft college plan shared with Board and collegewide.</p> <p>Board approves and authorizes a public hearing on the budget.</p> <p>Public display of proposed legal budget documents.</p>
June	<p>Revisions to draft college plan and budget as needed.</p> <p>Public hearing held.</p> <p>Board adoption of legal budget and college plan.</p> <p>College leadership communicates and implements budget and plan.</p>

Recommendation: Approve the College of Lake County’s Fiscal Year 2025 Planning and Budgeting Calendar.