

**College of Lake County
Community College District No. 532
Tuesday, December 12, 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, December 12, 2023, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at <https://www.youtube.com/watch?v=wOb4EDPpAks>, 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, December 12, 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
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. LancerNext
 - 4.3.2. Diversity, Equity and Inclusion Plan Update
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Committee of the Whole Special Meeting of November 7, 2023
 - 5.1.2. Regular Meeting Minutes of November 14, 2023
 - 5.1.3. Closed Meeting Minutes of November 14, 2023
 - 5.2. Financial
 - 5.2.1. Resolution Approving Reimbursement of Business-Related Travel Expenses 4

Agenda for Regular Meeting of Tuesday, December 12, 2023

| | | |
|--------|--|----|
| 5.2.2. | Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report | 5 |
| 5.3. | Purchasing | |
| 5.3.1. | 2024 Ford Cargo Van | 16 |
| 5.4. | Human Resources | |
| | Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsDecember2023.pdf | |
| 5.4.1. | New Hires | 17 |
| 5.4.2. | Authorization to Hire | 18 |
| 5.4.3. | Probationary Period Completion | 19 |
| 5.4.4. | Transfers | 21 |
| 5.4.5. | Reappointment of Grant-Funded Positions | 22 |
| 5.4.6. | Resignations and Retirements | 23 |
| 5.5. | Contracts and Grants | |
| 5.5.1. | Acceptance of the Illinois Community College Board (ICCB) College Bridge Grant | 24 |
| 5.6. | Other | |
| | None | |
| 6. | Presentment of Board Policies and Objectives (Information Items) | |
| | None | |
| 7. | New Business (Action Items) | |
| 7.1. | Personnel and Position Changes | 25 |
| 7.2. | Approval of Programs | 27 |
| 7.3. | Memorandum of Understanding with Legat Architects, Inc. | 28 |
| 7.4. | Temporary Staffing Services | 29 |
| 7.5. | Cisco SmartNet Service Agreement | 30 |
| 7.6. | Cybersecurity Monitoring Services | 31 |
| 7.7. | Insurance Program Premiums | 32 |
| 7.8. | Resolution Adopting 2023 Tax Levy | 35 |
| 7.9. | Resolution Abating the Tax Heretofore Levied of the Year 2023 | 40 |
| 7.10. | Resolution Authorizing a Supplemental Tax Levy | 48 |
| 8. | Executive Session (Closed) | |
| | Closed session requested under the Illinois Compiled Statutes 5ILCS 120 Section 2(c)(1) | |

Agenda for Regular Meeting of Tuesday, December 12, 2023

and 2(c)(11).

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 \$8,693.70 for travel associated with Association of Community College Trustees (ACCT) and Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 12th day of December 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, budget transfers in the amount of \$53,000.00 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 accepts the monthly financial report and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$53,000.00.

PASSED this 12th day of December 2023 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving and ratifying bills, authorizing budget transfers and accepting monthly financial report.

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) 539000 50 50090 6040 01 | Athletics & Physical Activity | Other Contractual Services | \$ 53,000.00 | | Contracted Services for Athletic Trainer |
| 512001 50 50090 6040 01 | Athletics & Physical Activity | Specialist Staff FT | | \$ 53,000.00 | |
| TOTAL TRANSFERS - ALL FUNDS | | | <u>\$ 53,000.00</u> | <u>\$ 53,000.00</u> | |

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 48.4 percent of budgeted revenues through October 2023. At the end of October 2022, the College had received 46.0 percent of the amount budgeted.

As of October 31, 2023, the College had received revenues equal to \$35.1 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of October 31, 2023, student enrollment reflected 64.1 percent of the tuition revenue. At the end of October 2022, the College had received 62.0 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, 2023, reflect 29.0 percent of budgeted expenditures for the year. In comparison, as of October 31, 2022, the College had expended 28.0 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

October 31, 2023

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

ASSETS

CASH

| | |
|--------------|---------------|
| Cash In Bank | 33,541,293.98 |
| Change Funds | 8,800.00 |

INVESTMENTS

| | |
|-------------------|---------------|
| Other Investments | 37,468,664.75 |
|-------------------|---------------|

RECEIVABLES

| | |
|-------------------------------------|----------------|
| Taxes Receivable - Current Levy | 32,475,181.51 |
| Allowance for Uncollectable Tuition | (4,277,905.33) |
| Allowance Uncollectible Taxes | (308,620.10) |
| Student Tuition Receivable | 10,154,351.55 |
| Vendor Receivables | 22,242.78 |

| | |
|--------------------------|-----------------|
| <u>INTER-FUND</u> | (14,044,167.05) |
|--------------------------|-----------------|

Prepaid Expenses

| | |
|------------------|-----------|
| Prepaid Expenses | 44,603.00 |
|------------------|-----------|

| | |
|---------------------|---------------|
| TOTAL ASSETS | 95,084,445.09 |
|---------------------|---------------|

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 77,803.24

ACCOUNTS PAYABLE

Accounts Payable 836,761.42

ACCRUED EXPENSES

Accrued Expense 585,000.00

DEFERRED REVENUES

Property Taxes 31,102,837.32

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,076,600.01

TOTAL LIABILITIES

\$ 36,688,188.69

FUND BALANCE

Fund Balance 58,396,256.40

TOTAL FUND BALANCE

\$ 58,396,256.40

TOTAL LIABILITIES & FUND BALANCE

\$ 95,084,445.09

RECONCILIATION

BEGINNING FUND BALANCE 47,293,093.93

ADD: REVENUE 52,524,877.10

LESS: EXPENDITURES (30,088,951.63)

OPERATING TRANSFERS (11,332,763.00)

ENDING FUND BALANCE 58,396,256.40

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: October 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 | 27,310,023.84 | 51.99% | 30,262,761.83 | 55.51% |
| T.I.F.A. | 0.00 | 0.00% | 0.00 | 0.00% |
| CPPRT Corp Pers Prop Repl Tax | 622,758.44 | 1.19% | 1,541,134.90 | 2.83% |
| ICCB Credit Hour Grants | 3,774,389.28 | 7.19% | 3,535,895.88 | 6.49% |
| Vocational Education | 0.00 | 0.00% | 297,745.50 | 0.55% |
| Tuition | 15,916,620.39 | 30.30% | 17,443,393.92 | 31.99% |
| Graduation Fees | 0.00 | 0.00% | 150.00 | 0.00% |
| Transcript Fees | 47,684.96 | 0.09% | 10,947.18 | 0.02% |
| On-line Course Fee | 324,929.35 | 0.62% | 409,777.10 | 0.75% |
| Laboratory Fees | 128,728.62 | 0.25% | 208,026.63 | 0.38% |
| Payment Plan Enrollment Fee | 18,524.30 | 0.04% | 0.00 | 0.00% |
| Credit By Exam Fees | 150.00 | 0.00% | 200.00 | 0.00% |
| Comprehensive Fees | 2,512,758.01 | 4.78% | 2,776,741.84 | 5.09% |
| Activity Fee Adjustment | 0.00 | 0.00% | (2,410,718.00) | -4.42% |
| Gain(Loss) on Investment | (201,003.72) | -0.38% | 334,993.74 | 0.61% |
| Other Interest | 2,045,044.90 | 3.89% | 0.00 | 0.00% |
| Sweep Accounts | 17,037.50 | 0.03% | 54,956.17 | 0.10% |
| Library Fines | 260.75 | 0.00% | 195.75 | 0.00% |
| Miscellaneous Revenue | 6,961.48 | 0.01% | 43,937.27 | 0.08% |
| Other Revenue/Rebates | 0.00 | 0.00% | 11,849.35 | 0.02% |
| Over Short | 9.00 | 0.00% | (2,005.00) | 0.00% |
| Total Income | 52,524,877.10 | 100% | 54,519,984.06 | 100% |

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

| | | | | |
|-------------------------------|----------------------|-------------|----------------------|-------------|
| Salaries | 21,926,712.51 | 73% | 21,669,854.37 | 77% |
| Employee Benefits | 3,233,243.31 | 11% | 1,699,211.37 | 6% |
| Contractual Services | 1,670,850.35 | 6% | 1,820,652.14 | 7% |
| General Material & Supplies | 913,362.07 | 3% | 855,479.38 | 3% |
| Travel/Conference Meeting Exp | 156,302.09 | 1% | 163,774.93 | 1% |
| Fixed Charges | 406,816.87 | 1% | 426,487.14 | 2% |
| Utilities | 15,121.04 | 0% | 17,411.57 | 0% |
| Building Maintenance | 342.08 | 0% | 0.00 | 0% |
| Capital Outlay | 2,366.52 | 0% | 3,565.94 | 0% |
| Other Expenditures | 1,763,834.79 | 6% | 1,314,071.89 | 5% |
| Total Expense | <u>30,088,951.63</u> | <u>100%</u> | <u>27,970,508.73</u> | <u>100%</u> |

| | | |
|------------------------|----------------------|----------------------|
| Beginning Fund Balance | 47,293,093.93 | 46,512,319.84 |
| Add: Revenues | 52,524,877.10 | 54,519,984.06 |
| Less: Expenses | (30,088,951.63) | (27,733,682.62) |
| Operating Transfers | (11,332,763.00) | (7,981,838.98) |
| Ending Fund Balance | <u>58,396,256.40</u> | <u>65,316,782.30</u> |

**Operations and Maintenance Fund
Balance Sheet
As of October 31, 2023**

ASSETS

CASH

| | | |
|--------------|----|--------------|
| Cash In Bank | \$ | 8,228,529.27 |
|--------------|----|--------------|

INVESTMENTS

| | | |
|-------------------|--|---------------|
| Other Investments | | 24,158,624.44 |
|-------------------|--|---------------|

RECEIVABLES

| | | |
|---------------------------------|--|--------------|
| Taxes Receivable - Current Levy | | 8,580,051.36 |
|---------------------------------|--|--------------|

INTER-FUND

| | | |
|----------------------|----|-----------------|
| INTER-FUND subtotal: | \$ | (22,748,445.18) |
|----------------------|----|-----------------|

Prepaid Expenses

| | | |
|------------------|--|------------|
| Prepaid Expenses | | 240,401.00 |
|------------------|--|------------|

| | | |
|---------------------|-----------|----------------------|
| TOTAL ASSETS | \$ | 18,459,160.89 |
|---------------------|-----------|----------------------|

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

| | | |
|------------------|----|------------|
| Accounts Payable | \$ | 419,053.34 |
|------------------|----|------------|

DEFERRED REVENUES

| | | |
|----------------|--|--------------|
| Property Taxes | | 8,217,410.78 |
|----------------|--|--------------|

| | | |
|------------------------|-----------|---------------------|
| TOTAL LIABILITY | \$ | 8,636,464.12 |
|------------------------|-----------|---------------------|

FUND BALANCE

| | | |
|--------------|--|--------------|
| Fund Balance | | 9,822,696.77 |
|--------------|--|--------------|

| | | |
|---------------------------|-----------|---------------------|
| TOTAL FUND BALANCE | \$ | 9,822,696.77 |
|---------------------------|-----------|---------------------|

| | | |
|---|--|----------------------|
| TOTAL LIABILITIES & FUND BALANCE | | 18,459,160.89 |
|---|--|----------------------|

RECONCILIATION

| | | |
|------------------------|--|---------------------|
| BEGINNING FUND BALANCE | | 9,731,221.32 |
| ADD: REVENUE | | 7,243,943.96 |
| LESS: EXPENDITURES | | (3,445,012.51) |
| OPERATING TRANSFERS | | (3,707,456.00) |
| ENDING FUND BALANCE | | <u>9,822,696.77</u> |

5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: October 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 | 7,196,136.25 | 99% | 7,994,678.39 | 100% |
| Building Rentals | 34,471.86 | 0% | 725.00 | 0% |
| Other Facility Rentals | 0.00 | 0% | 0.00 | 0% |
| Miscellaneous Revenue | 13,335.85 | 0% | 5,760.05 | 0% |
| Total Income | 7,243,943.96 | 100% | 8,001,163.44 | 100% |
| <u>EXPENDITURES</u> | | | | |
| Salaries | 1,533,383.98 | 45% | 1,286,909.45 | 47% |
| Employee Benefits | 469,492.89 | 14% | 456,564.75 | 17% |
| Contractual Services | 185,963.15 | 5% | 217,091.60 | 8% |
| General Material & Supplies | 192,085.70 | 6% | 184,746.36 | 7% |
| Travel/Conference Meeting Exp | 5,213.78 | 0% | 3,820.50 | 0% |
| Fixed Charges | 177,304.20 | 5% | 141,614.52 | 5% |
| Utilities | 840,026.89 | 24% | 357,547.33 | 13% |
| Capital Outlay | 57,731.54 | 2% | 16,002.43 | 1% |
| Other Expenditures | (16,189.62) | 0% | 62,200.52 | 2% |
| Total Expense | 3,445,012.51 | 100% | 2,726,497.46 | 100% |
| Beginning Fund Balance | 9,731,221.32 | | 9,929,309.56 | |
| Add: Revenues | 7,243,943.96 | | 8,001,163.44 | |
| Less: Expenses | (3,445,012.51) | | (2,726,497.46) | |
| Operating Transfers | (3,707,456.00) | | (4,792,151.00) | |
| Ending Fund Balance | 9,822,696.77 | | 10,411,824.54 | |

5. CONSENT AGENDA 3. PURCHASING

5.3.1. 2024 FORD CARGO VAN (RATIFICATION)

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY24 budget

Funding Request: \$56,984.78

| Bids | Amount |
|---------------------------|---------------|
| National Auto Fleet Group | \$56,984.78 |

Explanation of Purchase: This purchase is for a cargo van used to transport staff and equipment for maintenance and repairs to all campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the Sourcewell contract (#091521-NAF) for Cars, Trucks, Vans, SUVs, Cab Chassis, & Other Vehicles.

Recommendation: Ratify a purchase with National Auto Fleet Group of Watsonville, CA, in a not-to-exceed total amount of \$56,984.78.

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 | Day, Ashley | Full-time Faculty Position Number: 0433 Instructor, Nursing Biological and Health Sciences Division | 1/8/2024 | 1/8/2024-5/11/2024 |
| 2 | Foellmer, Joseph | Full-time Faculty Position Number: 0510 Instructor, Automotive Technology Engineering, Mathematics and Physical Sciences Division | 1/8/2024 | 1/8/2024-5/11/2024 |
| 3 | Ko, John | Professional Position Number: 1135 Manager, Application Development Information Technology | 1/16/2024 | 1/16/2024-6/30/2024 |
| Recommendation: Approve the above full-time employment. | | | | |

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offers of full-time employment and set the start date prior to the January 23, 2024, Board meeting. These positions are funded in the FY24 budget. The proposed approvals are as follows:

| | Reason | Proposed Job Classification, Position Number, Position Title, Department | Effective Date | Contract Dates |
|---|------------------------|---|----------------|----------------|
| 1 | Administrator New Hire | Administrator Position Number: 1892 Director of Budget and Risk Management, Finance | TBD | TBD |
| 2 | Professional New Hire | Professional Position Number: 1897 Director of Manufacturing Alliance*, Community and Workforce Partnerships | TBD | TBD |
| 3 | Professional New Hire | Professional Position Number: 0135 Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division | TBD | TBD |
| 4 | Faculty New Hire | Full-time Faculty Position Number: 0435 Instructor, Nursing Biological and Health Sciences Division | TBD | TBD |

Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the January 23, 2024, Board meeting.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

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

| | Employee Name | Job Classification, Position Number, Title, Department | Probation Period Completion Date | Contract Dates |
|---|----------------------|--|---|-----------------------|
| 1 | Pruitt, Daija | Specialist Position Number: 1736 Grants Specialist*, Lakeshore Campus | 11/4/2023 | 11/4/2023-6/30/2024 |
| 2 | Huseby, Jussara | Specialist Position Number: 0322 Lead Teacher II, Children’s Learning Centers | 11/18/2023 | 11/18/2023-6/30/2024 |
| 3 | Trujillo, Alma | Specialist Position Number: 0299 Accountant, Finance | 11/18/2023 | 11/18/2023-6/30/2024 |
| 4 | Chung, Michael | Specialist Position Number: 0189 Senior Media Technology Specialist, Technology Support | 11/28/2023 | 11/28/2023-6/30/2024 |

Recommendation: Approve the above full-time employment.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-appointed positions, in accordance with 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 | Bonds, Stephanie | Classified – Union Position Number: 0394 Custodian, Custodial | 11/4/2023 |
| 2 | Zuluaga, Paula | Classified – Union Position Number: 0381 Custodian, Custodial | 11/4/2023 |

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position noted below.

| | Employee Name | Current Job Classification, Position Number, Position Title, Department | Proposed Job Classification, Position Number, Position Title, Department | Effective Date | Contract Dates |
|---|-----------------|--|---|----------------|---------------------|
| 1 | Catalan, Carlos | Specialist Position Number: 1890 Lead Academic Success Advisor, Advising and Retention | Specialist Position Number: 1804 Academic Success Advisor, Advising and Retention | 1/22/2024 | 1/22/2024-6/30/2024 |

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. REAPPOINTMENT OF GRANT-FUNDED POSITIONS

The Small Business Development Center (SBDC) and Business Solutions employee contracts reflect the calendar year grant award for 2024 that extends through FY25. 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 | 1/1/2024 | N/A - Probationary Period |
| 2 | Reappointment | Kotek, Maureen | Specialist Position Number: 1339 Operations Coordinator*, Business Solutions Community and Workforce Partnerships | 1/1/2024 | 1/1/2024-6/30/2024 |
| 3 | Reappointment | Hutchings, Rose | Classified Position Number: 1439 Office Associate*, Business Solutions Community and Workforce Partnerships | 1/1/2024 | N/A |

Recommendation: Approve the reappointments above.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. RESIGNATIONS AND RETIREMENTS

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Effective Date |
|---|------------------------------|----------------------|---|---|
| 1 | Resignation | Barrett, Donna | Part-time Specialist Position Number: 1145 Testing Specialist, Testing | 11/20/2023 |
| 2 | Resignation | Rios Jr., Manuel | Part-time Classified Position Number: 0160 Enrollment Services Generalist, Welcome and One Stop Center | 11/22/2023 |
| 3 | Resignation | Patel, Kavi | Part-time Classified Position Number: 1713 Student Records Representative, Student Records | 11/27/2023 |
| 4 | Resignation | Johnson, Sherine | Part-time Specialist Position Number: 1637 Tutor and Mentor Coordinator*, Educational Talent Search Grants | 12/15/2023 |
| 5 | Retirement - Revised Date | Argoudelis, Patricia | Administrator Position Number: 1472 Director, Business Operations | 5/6/2024 Eligible for Policy 925 and 930 |
| Recommendation: Approve the above actions. | | | | |

*Grant/externally funded position.

5.5.1. ACCEPTANCE OF THE ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) COLLEGE BRIDGE GRANT

Grantor: Illinois Community College Board

Amount: \$160,050.70

Period: January 1, 2024 – December 31, 2024

cad

Type: Non-Competitive

Matching Funds: None

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

Purpose: Grant funds will be used to deliver learning, resources, or services to students in Adult Education and ESL coursework in their transition to college credit programs at College of Lake County. The grant will support increasing enrollment and retention of minority, first-generation, and low-income students in postsecondary education. The long-term goal of the programming and services provided through the College Bridge grant is to increase student completion of a postsecondary credential or transfer to a four-year institution.

Recommendation: Approve acceptance of the Illinois Community College Board’s College Bridge grant in the amount of \$160,050.70.

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES

| | Current Job Classification, Position Number, Position Title, Department | Proposed Job Classification, Position Number, Position Title, Department | Current FLSA | Proposed FLSA | Effective Date |
|---|---|---|--------------|---------------|----------------|
| Administration recommends realigning the following full-time faculty positions. | | | | | |
| 1 | Faculty Position Number: 0522 Instructor, Mathematics Engineering, Mathematics and Physical Sciences Division | Faculty Position Number: 0522 Instructor, Computer Science Engineering, Mathematics and Physical Sciences Division | Exempt | Exempt | 7/15/2024 |
| 2 | Faculty Position Number: 0911 Instructor, Electrical Engineering Technology Engineering, Mathematics and Physical Sciences Division | Faculty Position Number: 0911 Instructor, Industrial Technology Engineering, Mathematics and Physical Sciences Division | Exempt | Exempt | 12/15/2023 |
| 3 | Faculty Position Number: 0455 Instructor, Business and Supply Chain Management Business and Social Sciences Division | Faculty Position Number: 0455 Instructor, Nurse Assisting Biological and Health Sciences Division | Exempt | Exempt | 12/15/2023 |
| 4 | Faculty Position Number: 0442 Instructor, Accounting Business and Social Sciences Division | Faculty Position Number: 0442 Instructor, English as a Second Language (ESL) Adult Education and ESL Division | Exempt | Exempt | 8/5/2024 |
| 5 | Faculty Position Number: 1750 Librarian Student Development | Faculty Position Number: 1750 Instructor, Academic Success Student Development | Exempt | Exempt | 12/15/2023 |
| Recommendation: Approve the proposed changes with the effective dates noted above. | | | | | |

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES (CONTINUED)

| | Reason | Employee Name | Current Job Classification, Position Number, Position Title, Department | Proposed Job Classification, Position Number, Position Title, Department | Current Job Grade, FLSA | Proposed Job Grade, FLSA | Effective Date | Contract Dates |
|--|--------------|--------------------|---|--|-------------------------|--------------------------|----------------|--------------------|
| Administration proposes a reorganization to reintegrate two areas to ensure shared vision and objectives leading to greater integration of people, processes, and tools to support faculty and increase student success. These changes are funded through available FY24 budget resources. | | | | | | | | |
| 1 | Promotion | Rial, Scott | Administrator Position Number: 0183 Director, Educational Technology, Information Technology | Administrator Position Number: 0183 Dean, Teaching, Learning and Educational Technology, Educational Affairs | D61 Exempt | D72 Exempt | 1/3/2024 | 1/3/2024–6/30/2024 |
| 2 | Promotion | McAnally, Patricia | Classified Position Number: 0945 Senior Administrative Assistant, Center for Teaching and Learning Excellence | Classified Position Number: 0945 Assistant to the Dean, Teaching, Learning and Educational Technology, Educational Affairs | B23 Non-exempt | B24 Non-exempt | 1/3/2024 | N/A |
| Administration recommends a new specialist position for Community Programming, Urban Farm. This position will be grant funded. | | | | | | | | |
| 3 | New Position | TBD | N/A | Specialist Position Number: TBD Program Coordinator, Urban Farm* Community Programming | N/A | B24 Exempt | 12/13/2023 | TBD |
| Recommendation: Approve the proposed changes with the effective date noted above. | | | | | | | | |

*Grant/externally funded position.

7. NEW BUSINESS

7.2. APPROVAL OF PROGRAMS

Educational Affairs (EA) is bringing forth two new certificates and one new Associate in Applied Science (AAS) Degree proposed to become effective for fall 2024 as noted in the table.

These programs align with the College’s Strategic Plan 2024, Pillars 1 (Access & Success for Students) and Pillar 3 (Teaching & Learning Excellence), fulfill academic and workforce demands and have received full support from the faculty, career advisory committees, workforce partners and CLC internal and external stakeholders. Pending Board approval, these certificates and the new degree will be subject to approval by the Illinois Community College Board. The new degree will also be subject to approval by the Illinois Board of Higher Education.

The following are recommended:

| | Degrees and Certificates | Academic Division/ Department | Total Credit/Courses | New Courses | Effective Date |
|---|---|---|--------------------------------|-------------|-----------------|
| 1 | Human Resources Management Certificate | <u>Business and Social Sciences Division</u> Business Administration (BUS) | 23 credit hours/ 8 courses | 1 | August 15, 2024 |
| 2 | Recovery Support Specialist Certificate | <u>Business and Social Sciences Division</u> Human Services (HUS) | 12 credit hours/ 4 courses | 3 | August 15, 2024 |
| 3 | Hospitality Management AAS Degree | <u>Business and Social Sciences Division</u> Hospitality and Culinary Management (HCM) | 62 credit hours/ 23 courses | 6 | August 15, 2024 |
| Recommendation: Approve the addition of two new certificates and one new AAS Degree. | | | | | |

7. NEW BUSINESS

7.4 APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) WITH LEGAT ARCHITECTS, INC.

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

Recommendation: Approve a Memorandum of Understanding with Legat Architects, Inc.

7. NEW BUSINESS

7.5. TEMPORARY STAFFING SERVICE VENDORS

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY24 budget

Funding Request: \$300,000.00

Vendors:

| | |
|----------------------------------|---|
| Express Employment Professionals | 31% markup with 2% increase years 2-4 |
| Manpower | 39% markup with 1% increase years 2-4 |
| The Salem Group | 40% markup with 1% increase years 2-3 and 1.5%-year 4 |

Explanation of Purchase: This purchase is for temporary employment services to be used and funded by multiple departments throughout the College.

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

Recommendation: Approve purchases with Express Employment Professionals of Waukegan, IL; Manpower of Milwaukee, WI; and The Salem Group of Buffalo Grove, IL from January 1, 2024, through June 30, 2024, in a not-to-exceed amount of \$300,000.00.

7. NEW BUSINESS

7.5. CISCO SMARTNET SERVICE AGREEMENT

Lead Staff: Greg Kozak, Chief Information Officer

Funding Source: FY 2024

Funding Request: \$ 698,901.09

| Vendors | Amount |
|-----------------------------------|---------------|
| CDW-Government, LLC | \$698,901.09 |
| Cisco Systems Capital Corporation | \$698,901.09 |

Explanation of Purchase: This contract is for the annual maintenance support agreement for Cisco Networking equipment, essential for ensuring connectivity across all three campuses. This equipment plays a crucial role in enabling access to various networked devices such as computers, phones, video equipment, and others. It facilitates connections to the internet, PeopleSoft, and numerous other computer-accessed services. This agreement represents a three-year, zero-percent lease directly obtained from Cisco Systems.

This contract will be financed through a Lease Purchase Agreement with Cisco Systems Capital Corporation.

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 3-year contract from November 1, 2023, through October 31, 2026, with CDW-Government, LLC of Chicago, IL. Also approve a 3-year Lease Purchase Agreement from November 1, 2023, through October 31, 2026, with Cisco Systems Capital Corporation of Wayne, PA for a total not-to-exceed amount of \$698,901.09.

The Board further hereby designates the Lease Purchase Agreement as a Qualified Tax-Exempt Obligation pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and authorizes the Administration to execute appropriate certifications in connection therewith.

7. NEW BUSINESS

7.6. CYBERSECURITY MONITORING SERVICES

Lead Staff: Greg Kozak, Chief Information Officer

Funding Source: FY21 surplus

Funding Request: \$816,859.18

| Vendor | Amount |
|-----------------------------|---------------|
| Sentinel Technologies, Inc. | \$816,859.18 |

Explanation of Purchase: This purchase is for services to monitor the cybersecurity of CLC's technology environment 24 hours a day, 7 days a week, and, in the case of any cybersecurity threats, to provide immediate intervention and notification of CLC staff.

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; and (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 3-year agreement, subject to review by the College's legal counsel, with Sentinel Technologies, Inc. from January 1, 2024, to December 31, 2026, for a total not-to-exceed amount of \$816,859.18.

7. NEW BUSINESS

7.7. 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 2024. These premiums primarily include property, liability, accident and workers' compensation. Total insurance expenses will increase from \$1,129,271 in 2023 to \$1,205,837 in 2024, representing a 6.8 percent increase over 2023. Three quotes were secured for each major insurance component. The property coverage levels increased as building and contents values adjusted to \$582,074,648 from \$562,221,828 which is an increase in values over the expiring term of \$79,143,086, or 3.6%. Please refer to Appendix A for annual insurance renewal trend information. Other changes are detailed in the Commercial Property & Casualty Insurance Proposal, January 1, 2024, to January 1, 2025.

The adjusted premiums are as follows:

| Coverage | Carrier | Limits | Deductible/ Retention | Annual Premium |
|------------------------------|---|---|--------------------------|---------------------|
| General Liability | Munich RE Insurance Co. | \$2,000,000 Occurance \$2,000,000 Aggregate | N/A | \$95,798.00 |
| Educators Legal Liability | Munich RE Insurance Co. | \$1,000,000 Occurance \$1,000,000 Aggregate | \$10,000 per claim | \$28,602.00 |
| E.P.L.I. | Munich RE Insurance Co. | \$1,000,000 Occurance \$1,000,000 Aggregate | \$50,000 per claim | \$28,602.00 |
| Law Enforcement Liability | Munich RE Insurance Co. | \$1,000,000 Occurance \$1,000,000 Aggregate | \$5,000 per claim | \$10,312.00 |
| Property: Incl: Flood | Affiliated FM & Selective Insurance Companies | \$582,074,648 | \$50,000 | \$533,025.00 |
| Student Med Mal | American Casualty Company of Reading, PA | \$2,000,000 Occurance \$5,000,000 Aggregate | N/A | \$19,090.00 |
| Media Liability | Axis Insurance Company | \$1,000,000 Occurance \$1,000,000 Aggregate | N/A | \$5,747.00 |
| Liquor Liability | National Specialty Ins. Co | \$2,000,000 | N/A | \$1,002.00 |
| 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 | \$55,000.00 |
| Lead Umbrella Liability | Munich RE Insurance Co. | \$10,000,000 | N/A | \$24,828.00 |
| Excess Liability | Merchants Insurance Co's | \$5mil x/s of \$10mil | N/A | \$20,000.00 |
| Excess Liability | Landmark American Insurance Company | \$10mil x/s of \$15mil | N/A | \$37,172.00 |

7. NEW BUSINESS

7.7. INSURANCE PROGRAM PREMIUMS (CONTINUED)

| Coverage | Carrier | Limits | Deductible/ Retention | Annual Premium |
|---|---|---|-------------------------------------|-----------------------|
| Auto & Garage Liability | Munich RE Insurance Co. | \$1,000,000 | N/A | \$35,256.00 |
| Auto Physical Damage | Munich RE Insurance Co. | | \$500 Comp \$500 Coll | \$6,222.00 |
| Crime | Travelers Insurance Company | \$2,000,000 \$500,000 Social Engineering Sub Limit | \$5,000/\$50,000 | \$8,034.00 |
| Kidnap & Ransom | Travelers Insurance Company | \$1,000,000 | N/A | \$2,164.00 |
| 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 | Mutual of Omaha Ins. Co. | \$25,000 Maximum Benefit | N/A | \$899.91 |
| 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 | \$14,742.00 |
| Nurses Professional Liability | American Home Assurance Co. | \$1,000,000 Occurance \$6,000,000 Aggregate | N/A | \$1,926.00 |
| 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 | \$25,409.00 |
| Excess Work Comp Loss Control Third-Party Administrators Fee | Comprehensive Risk Services | | | \$40,325.00 |
| Active Shooter & Malicious Attack Liability & Property | Hiscox Insurance Company | \$1,000,000 Occurance \$1,000,000 Aggregate | Deductible Waiting Period N/A | \$19,000.00 |
| Agency Service Fee | | | | \$30,000.00 |
| | | | Total | \$1,205,838.91 |

Recommendation: Approve the insurance program premiums and the amount of \$1,205,838.91 to be paid to R.J. Galla Company, Inc. for the calendar year 2024.

7. NEW BUSINESS

Appendix A

College of Lake County
Annual Insurance Renewal Trend Information

| Coverage Type | 2022 Premium | 2023 Premium | 2024 Premium |
|----------------------|---------------------|---------------------|---------------------|
| Commercial Package | \$553,862 | \$630,008 | \$696,339 |
| Medical Malpractice | \$18,166 | \$17,450 | \$19,090 |
| Media Liability | \$4,879 | \$4,879 | \$5,747 |
| Liquor Liability | \$1,576 | \$1,576 | \$1,002 |
| Foreign Liability | \$3,699 | \$2,500 | \$2,500 |
| Cyber Liability | \$50,000 | \$60,000 | \$55,000 |
| Umbrella/Excess | \$61,274 | \$74,961 | \$82,000 |
| Commercial Auto | \$32,589 | \$37,436 | \$41,478 |
| Crime | \$7,916 | \$8,034 | \$8,034 |
| Kidnap & Ransom | \$2,269 | \$2,269 | \$2,164 |
| Sports Accident | \$35,810 | \$32,833 | \$31,420 |
| Travel Accident | \$1,050 | \$1,050 | \$1,050 |
| Pre-School Accident | \$1,001 | \$899 | \$899 |
| Fiduciary Liability | \$6,744 | \$6,744 | \$6,744 |
| Student Accident | \$12,307 | \$12,072 | \$14,742 |
| Nurses Liability | \$1,578 | \$1,926 | \$1,926 |
| Treasurer Bond | \$22,250 | \$22,500 | \$23,250 |
| Gen Obligation Bond | \$11,625 | \$5,250 | \$3,750 |
| Active Assailant | \$12,820 | \$17,165 | \$19,000 |
| Workers Compensation | \$140,254* | \$159,719* | \$159,703* |
| Broker Fee | \$30,000 | \$30,000 | \$30,000 |
| Total | \$1,011,919 | \$1,129,271 | \$1,205,838 |

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

7. NEW BUSINESS

7.8. RESOLUTION ADOPTING 2023 TAX LEVY

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

The recommended amount of the College's 2023 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 2023 levy, is at 5.0 percent. The 2023 EAV is projected to increase approximately 7.6 percent as compared to 2022, with new construction for 2023 projected to total \$155 million and dissolving TIF district totaling \$18 million.

The proposed levy would increase taxes for the operating and special tax levy funds by 4.975 percent from the 2022 tax extensions. The debt service tax levy is based on an established schedule of bond payments. The debt service levy for 2023 will correspond to the outstanding District Levy Allocation Report for 2024. 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) | \$79,176,125 | \$83,115,137 | \$3,939,012 | 4.975 % |
| Debt Service (Non-Capped) | \$2,032,973 | \$2,043,575 | \$10,602 | 0.522 % |
| Total | \$81,209,098 | \$85,158,712 | \$3,949,614 | 4.864 % |

The Lake County Clerk will determine the actual amount of taxes to be extended on the 2023 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 2023 will be approximately \$0.2814 per \$100 of equalized assessed valuation, as compared to \$0.2875 levied in 2022.

The levy for the year 2023 will be allocated 50 percent to Fiscal Year 2024 and 50 percent to Fiscal Year 2025.

Recommendation: Approve the attached resolution adopting the 2023 tax levy.

7. NEW BUSINESS

7.8. RESOLUTION ADOPTING 2023 TAX LEVY

WHEREAS, the 2023 estimated levies were presented to the Board of Trustees of Community College District No. 532, County of Lake, State of Illinois, on November 14, 2023; and, WHEREAS, the aggregate levy for the year 2023 *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 2022, 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 2023 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 2023 and approves the filing of the attached Certificate of Tax Levy for 2023 with the County Clerk as provided by statute:

Fund

| | |
|-------------------------------------|--------------|
| Educational Purposes | \$65,300,407 |
| Operations and Maintenance Purposes | \$17,252,454 |
| Tort Immunity Purposes | \$562,276 |

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 12th day of December 2023.

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

By:

Chair

Attest:

Secretary

7. NEW BUSINESS

CERTIFICATE OF TAX LEVY FOR 2023

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 \$65,300,407 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$17,252,454 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 \$562,276 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 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 12th day of December 2023

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:
Five as of 12/1/2023.

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

7. NEW BUSINESS

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, Julie Shroka, 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 2023 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 12, 2023

Chair, Board of Trustees

7. NEW BUSINESS

7.9 RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2023 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 2023 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 2023 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, 2024.

Recommendation: Approve the following resolution abating the 2023 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 12th day of December, 2023.

* * *

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 2023 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:

7. NEW BUSINESS

RESOLUTION abating the tax heretofore levied for the year 2023 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

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2023 to pay principal and interest on the Bonds be abated:

7. NEW BUSINESS

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 2023 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 12, 2023.

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, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2023 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 12th day of December, 2023.

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 _____, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2023 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, 2023, 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 2023 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 _____, 2023.

County Clerk

(SEAL)

7. NEW BUSINESS

7.10. RESOLUTION AUTHORIZING A SUPPLEMENTAL TAX LEVY TO PAY THE PRINCIPAL OF AND INTEREST ON CERTAIN OUTSTANDING LIMITED BONDS

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

The attached resolution authorizes a supplemental property tax levy to pay debt service on General Obligation Limited Tax Refunding Bonds, Series 2021C, capturing the inflationary increase in the College's Debt Service Extension Base. The debt service in levy year 2023 will be \$1,832,675.00, and the amount of taxes currently on file with the County Clerk is \$1,807,497.95, which results in the need for a supplemental tax levy of \$25,177.05. See Exhibit A, which is part of the attached resolution, for a supplemental levy schedule, levy years 2023 to 2025. The College has the authority based on state statute to adopt a supplemental levy causing the amount of taxes levied to pay principal and interest on these bonds to be increased up to (i) the amount of the 2023 Debt Service Extension Base as adjusted by the inflationary increase, base, or (II) the amount of the principal and interest due on the bonds payable for the taxes levied for each levy year, whichever is less.

Recommendation: Approve the resolution authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds in the amount of \$25,177.05.

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 12th day of December 2023.

* * *

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 in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District.

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

7. NEW BUSINESS

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 532, County of Lake and State of Illinois.

* * *

WHEREAS, Community College District No. 532, County of Lake and State of Illinois (the “*District*”), is a duly organized Community College District operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*College Act*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax Refunding Bonds, Series 2021C (the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to a resolution adopted by the Board of Trustees of the District (the “*Board*”) on the 24th day of August 2021, as supplemented by a Notification of Sale for the Bonds, dated the 2nd day of December 2021, and a resolution adopted by the Board on the 13th day of December 2022 (together, the “*Bond Resolution*”), and in accordance with the provisions of the College Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds as set forth in Column (B) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, the Bond Resolution has been filed with the County Clerk of the County of Lake, Illinois (the “*County Clerk*”); and

WHEREAS, pursuant to the Bond Resolution, the District directed the County Clerk to extend the taxes levied in the Bond Resolution to pay principal of and interest on the Bonds in accordance with the terms of the Bond Resolution; and

7. NEW BUSINESS

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the College Act and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “*Tax Extension Limitation Law*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the “*Base*”), which is an amount equal to that portion of the extension of the District for the 1994 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2023 is equal to \$2,119,317.84 (the “*2023 Base*”); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied in the Bond Resolution; and

WHEREAS, in accordance with the College Act, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds to be increased up to the amount of the 2023 Base or the amount of the principal of and interest due on the Bonds payable from the taxes levied for each such levy year, whichever is less; and

7. NEW BUSINESS

WHEREAS, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

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. The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into this Resolution by this reference.

Section 2. The District does hereby levy for each of the years 2023 to 2025, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Resolution. A schedule showing the aggregate of the taxes levied in the Bond Resolution and the taxes levied in this Resolution is set forth in Column (D) of *Exhibit A*.

Section 3. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk, and it shall be the duty of the County Clerk to, in and for the years 2023 to 2025, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of *Exhibit A*, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amount aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special funds heretofore created and designated in the Bond Resolution as the "Bond and Interest Fund

7. NEW BUSINESS

of 2021C” which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the Treasurer of the Board.

Section 4. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 12, 2023.

Chairperson, Board of Trustees

Secretary, Board of Trustees

7. NEW BUSINESS

EXHIBIT A

SUPPLEMENTAL AND TOTAL TAXES LEVIED AND TO BE EXTENDED

| YEAR OF LEVY | (A) DEBT SERVICE ON THE BONDS | (B) TAXES LEVIED IN 2021 AND 2022 | (C) 2023 SUPPLEMENTAL TAX LEVY | (D) TOTAL TAXES TO BE EXTENDED TO PRODUCE |
|--------------------|--|---|--------------------------------------|--|
| 2023 | 1,832,675.00 | 1,807,497.95 | 25,177.05 | 1,832,675.00 |
| 2024 | 1,857,675.00 | 1,798,685.45 | 58,989.55 | 1,857,675.00 |
| 2025 | 1,499,400.00 | 1,414,197.95 | 85,202.05 | 1,499,400.00 |

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 said 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 MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of 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, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds 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 12th day of December, 2023.

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 _____, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 532, County of Lake and State of Illinois.

duly adopted by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, on the 12th day of December, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2023.

County Clerk

[SEAL]

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 Treasurer of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois (the “*District*”), and as such official I do further certify that on the 12th day of December, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of Community College District No. 532, County of Lake and State of Illinois.

duly adopted by the Board of Trustees of the District on the 12th day of December, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of December, 2023.

Treasurer, Board of Trustees