

**College of Lake County**  
**Community College District No. 532**  
**Tuesday, January 23, 2024, 5:00 PM**

**REGULAR MEETING**

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Regular Meeting on Tuesday, January 23, 2024, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at: <https://www.youtube.com/watch?v=VuVicZmUUQo>, 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](mailto:president@clcillinois.edu) by 3:00 p.m. on Tuesday, January 23, 2024. Individuals will be called to the podium when it is their time to address the Board.

**AGENDA**

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
  - 4.1. Chair's Report
  - 4.2. Student Trustee's Report
  - 4.3. President's Report
    - 4.3.1. FY2023 Audit Report
    - 4.3.2. Advanced Technology Center and Manufacturing Alliance
5. **Consent Agenda (Action Items)**
  - 5.1. Approval of the Minutes
    - 5.1.1. Decennial Committee Meeting Minutes of December 12, 2023
    - 5.1.2. Regular Meeting Minutes of December 12, 2023
    - 5.1.3. Closed Meeting Minutes of December 12, 2023
  - 5.2. Financial
    - 5.2.1. Resolution Approving Reimbursement of Business-Related 4

Travel Expenses	
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5.3.8. Digital Imaging Receptors for X-ray Machines	23
5.4. Human Resources	
Copies of all proposed employee contracts are available at <a href="http://dept.clcillinois.edu/pre/contracts/ContractsJanuary2024.pdf">http://dept.clcillinois.edu/pre/contracts/ContractsJanuary2024.pdf</a>	
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5.4.3. Probationary Period Completion	26
5.4.4. Promotions	27
5.4.5. Resignations and Retirements	28
<b>6. Presentment of Board Policies and Objectives (Information Items)</b>	
None	
<b>7. New Business (Action Items)</b>	
7.1. Videography Services	29
7.2. Illinois Community College Board's FY2024 Rev Up EV Community College Initiative Grant	30
7.3. Naming the Dr. Philip J. Carrigan Reference Desk at the Lakeshore Campus Student Center	31
7.4. Naming of The Ralph and Evelyn Smith Memorial Garden at the Lakeshore Campus Student Center	32
7.5. Separation Agreement	33
7.6. Separation of Employment	34

Agenda for Regular Meeting of Tuesday, January 23, 2024

8. **Executive Session (Closed)**

Closed session requested under the Illinois Compiled Statutes 5ILCS 120 Section 2(c)(1).

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 \$3,364.19 for travel associated with the Association of Community College Trustees (ACCT), Illinois Community College Trustees Association (ICCTA) and National Institute for Staff and Organizational Development (NISOD) meetings.

PASSED this 23rd day of January 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. 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 \$152,053.00 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 and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$152,053.00.

PASSED this 23rd day of January 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

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

5. 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)	532000 01 01035 3090 01	Access & Disability Resource Center	Consultants	\$ 49,898.00		Sign Language Interpreter
	519001 01 01035 3090 01	Access & Disability Resource Center	Seasonal/PT Flex		\$ 49,898.00	
2)	536000 01 01008 8020 01	Finance	Office Services	\$ 67,655.00		Temporary Staff Coverage
	512001 01 01008 8020 01	Finance	Specialist Staff		\$ 27,168.00	
	512006 01 01008 8020 01	Finance	Professional Staff		\$ 40,487.00	
3)	531000 01 00250 8030 01	Foundation	Audit	\$ 13,000.00		Audit Costs, New Software & Accounting Managed Services Contract
	539000 01 00250 8030 01	Foundation	Other Contractual Services	\$ 21,000.00		
	534008 01 00250 8030 01	Foundation	Software	\$ 500.00		
	516001 01 00250 8030 01	Foundation	Clerical Staff		\$ 34,500.00	
		<b>TOTAL TRANSFERS - ALL FUNDS</b>		<u>\$ 152,053.00</u>	<u>\$ 152,053.00</u>	

## 5. CONSENT AGENDA 2. FINANCIAL

### Operating Funds Financial Highlights

**REVENUE:** The revenues in the operating funds reflect 61.2 percent of budgeted revenues through November 2023. At the end of November 2022, the College had received 58.4 percent of the amount budgeted.

As of November 30, 2023, the College had received revenues equal to \$48.7 million in FY24 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of November 30, 2023, student enrollment reflected 85.9 percent of the tuition revenue. At the end of November 2022, the College had received 74.4 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 November 30, 2023, reflect 36.3 percent of budgeted expenditures for the year. In comparison, as of November 30, 2022, the College had expended 36.2 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



## Monthly Financial Report

***FOR THE MONTH ENDED***

**November 30, 2023**

**Educational Fund  
Balance Sheet  
As of November 30, 2023**

**ASSETS**

**CASH**

Cash In Bank	29,989,382.86
Change Funds	8,800.00

**INVESTMENTS**

Other Investments	38,316,752.96
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**RECEIVABLES**

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectible Tuition	(4,277,905.33)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	16,959,411.03
Vendor Receivables	22,242.78

<b><u>INTER-FUND RECEIVABLE</u></b>	(11,797,996.64)
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**Prepaid Expenses**

Prepaid Expenses	44,603.00
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<b>TOTAL ASSETS</b>	101,431,852.07
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5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable 75,347.52

**CURRENT OBLIGATIONS PAYABLE**

Current Obligations Payable 0.00

**ACCOUNTS PAYABLE**

Accounts Payable 164,281.86

**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

**FUND BALANCE**

Fund Balance 65,418,598.66

**TOTAL FUND BALANCE 65,418,598.66**

**TOTAL LIABILITIES & FUND BALANCE 101,431,852.07**

**RECONCILIATION**

BEGINNING FUND BALANCE	47,293,093.93
ADD: REVENUE	67,115,317.36
LESS: EXPENDITURES	(37,657,049.63)
OPERATING TRANSFERS	<u>(11,332,763.00)</u>
ENDING FUND BALANCE	65,418,598.66

**College of Lake County**  
**CLC Comparison Fund 01**  
**Statement of Changes in Fund Balance**  
**Month Ending: November 30, 2023**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	31,493,446.34	46.92%	31,619,854.89	52.49%
CPPRT Corp Pers Prop Repl Tax	622,758.44	0.93%	1,541,134.90	2.56%
ICCB Credit Hour Grants	4,373,425.12	6.52%	4,036,355.19	6.70%
Vocational Education	310,237.50	0.46%	297,745.50	0.49%
Tuition	23,182,911.21	34.54%	20,419,966.84	33.89%
Graduation Fees	0.00	0.00%	165.00	0.00%
Transcript Fees	54,273.44	0.08%	10,947.18	0.02%
On-line Course Fee	460,277.35	0.69%	479,416.94	0.80%
Laboratory Fees	266,749.32	0.40%	287,510.61	0.48%
Payment Plan Enrollment Fee	20,259.30	0.03%	0.00	0.00%
Credit By Exam Fees	200.00	0.00%	300.00	0.00%
Comprehensive Fees	3,640,639.01	5.42%	3,255,838.58	5.40%
Activity Fee Adjustment	(2,203,200.00)	-3.28%	(2,410,718.00)	-4.00%
Gain(Loss) on Investment	254,803.26	0.38%	595,538.29	0.99%
Other Interest	2,410,875.19	3.59%	0.00	0.00%
Sweep Accounts	17,037.50	0.03%	54,956.17	0.09%
Library Fines	309.75	0.00%	286.50	0.00%
Miscellaneous Revenue	7,105.63	0.01%	45,877.27	0.08%
Other Revenue/Rebates	0.00	0.00%	11,849.35	0.02%
Over Short	9.00	0.00%	(2,115.00)	0.00%
<b>Total Income</b>	<b>67,115,317.36</b>	<b>100%</b>	<b>60,244,910.21</b>	<b>100%</b>

5. CONSENT AGENDA 2. FINANCIAL

<b><u>EXPENDITURES</u></b>				
Salaries	27,868,785.07	74%	27,215,673.00	75%
Employee Benefits	3,998,622.52	11%	3,805,166.85	10%
Contractual Services	2,026,380.04	5%	2,243,319.50	6%
General Material & Supplies	1,104,679.81	3%	1,068,681.78	3%
Travel/Conference Meeting Exp	215,151.94	1%	215,218.15	1%
Fixed Charges	509,275.33	1%	524,562.44	1%
Utilities	19,338.37	0%	21,238.10	0%
Capital Outlay	2,708.60	0%	6,954.46	0%
Other Expenditures	1,912,107.95	5%	1,361,815.85	4%
Total Expense	<u>37,657,049.63</u>	<u>100%</u>	<u>36,462,630.13</u>	<u>100%</u>
Beginning Fund Balance	47,293,093.93		38,721,962.95	
Add: Revenues	67,115,317.36		60,244,910.21	
Less: Expenses	(37,657,049.63)		(36,462,630.13)	
Operating Transfers	(11,332,763.00)		(5,106,833.00)	
Ending Fund Balance	<u>65,418,598.66</u>		<u>57,397,410.03</u>	

**Operations & Maintenance Fund  
Balance Sheet  
As of November 30, 2023**

**ASSETS**

<b><u>CASH</u></b>	
Cash In Bank	7,777,191.58
<b><u>INVESTMENTS</u></b>	
Other Investments	24,158,624.44
<b><u>RECEIVABLES</u></b>	
Taxes Receivable - Current Levy	8,580,051.36
Allowance Uncollectible Taxes	(78,305.04)
<b><u>INTER-FUND RECEIVABLE</u></b>	(22,254,403.62)
<b><u>Prepaid Expenses</u></b>	
Prepaid Expenses	240,401.00
<b>TOTAL ASSETS</b>	18,423,559.72

5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCOUNTS PAYABLE**

Accounts Payable 164,411.04

**DEFERRED REVENUES**

Property Taxes 8,217,410.78

**FUND BALANCE**

Fund Balance 10,041,737.90

**TOTAL FUND BALANCE** 10,041,737.90

**TOTAL LIABILITIES & FUND BALANCE** 18,423,559.72

**RECONCILIATION**

BEGINNING FUND BALANCE 9,731,221.32  
ADD: REVENUE 8,426,528.90  
LESS: EXPENDITURES (4,408,556.32)  
OPERATING TRANSFERS (3,707,456.00)  
ENDING FUND BALANCE 10,041,737.90

**College of Lake County  
CLC Comparison Fund 02  
Statement of Changes in Fund Balance  
Month Ending: November 30, 2023**

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b><u>INCOME</u></b>				
Current Taxes	8,320,740.13	98.74%	8,352,891.17	99.90%
Building Rentals	89,330.85	1.06%	1,225.00	0.01%
Miscellaneous Revenue	16,457.92	0.20%	6,949.48	0.08%
Total Income	<u>8,426,528.90</u>	<u>100%</u>	<u>8,361,065.65</u>	<u>100%</u>
<b><u>EXPENDITURES</u></b>				
Salaries	1,976,542.81	45%	1,623,875.52	46%
Employee Benefits	587,671.36	13%	575,514.76	16%
Contactual Services	345,954.54	8%	313,782.55	9%
General Material & Supplies	283,597.76	6%	251,262.49	7%
Travel/Conference Meeting Exp	8,973.22	0%	3,814.11	0%
Fixed Charges	207,782.88	5%	165,191.34	5%
Utilities	949,581.76	22%	521,306.35	15%
Capital Outlay	65,497.15	1%	38,408.02	1%
Other Expenditures	(17,045.16)	0%	64,389.05	2%
Total Expense	<u>4,408,556.32</u>	<u>100%</u>	<u>3,557,544.19</u>	<u>100%</u>
Beginning Fund Balance	9,731,221.32		5,137,158.56	
Add: Revenues	8,426,528.90		8,361,065.65	
Less: Expenses	(4,408,556.32)		(3,557,544.19)	
Operating Transfers	(3,707,456.00)		0.00	
Ending Fund Balance	<u>10,041,737.90</u>		<u>9,940,680.02</u>	

5. CONSENT AGENDA 3. PURCHASING

**5.3.1. ANNUAL FLOORING REPLACEMENT**

**Lead Staff:** Pat Argoudelis, Director, Business Operations

**Funding Source:** FY24 budget

**Funding Request:** \$102,300.00

<b>Bids</b>	<b>Amount</b>
Iskalis' American Floor Show (Recommended)	\$93,000.00
Libertyville Tile and Carpet, Ltd.	\$103,543.00
Tiles in Style, LLC	\$151,323.00

**Explanation of Purchase:** This purchase is for the annual replacement and installation of flooring across all campuses.

**Recommendation:** Approve a purchase with Iskalis' American Floor Show of Gurnee, IL, for \$93,000.00 and a 10% contingency of \$9,300.00 for a total not-to-exceed amount of \$102,300.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.2. CURRICULUM TOOL FOR EARLY CHILDHOOD EDUCATION**

**Lead Staff:** Jeffrey Stomper, Dean, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) Grant

**Funding Request:** \$45,485.00

<b>Vendor</b>	<b>Amount</b>
Teaching Strategies, LLC.	\$45,485.00

**Explanation of Purchase:** This purchase is for The Creative Curriculum for Pre-K instructional supplies for the Early Childhood Education program.

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

**Recommendation:** Approve a purchase with Teaching Strategies, LLC. of Bethesda, MD in a not to exceed total amount of \$45,485.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.3. AUDIOVISUAL EQUIPMENT FOR EARLY CHILDHOOD CLASSROOMS**

**Lead Staff:** Jeffrey Stomper, Dean, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) grant

**Funding Request:** \$118,695.92

<b>Bids</b>	<b>Amount</b>
Midwest Computer Products, Inc. (Recommended)	\$118,695.92
Conference Technologies, Inc.	\$130,533.07
22Tones/BIB66, LLC.	\$140,340.00
Applied Communications Group	\$140,821.94
Mesa Electronics, Inc.	\$147,495.86
SHI International	\$277,835.74

**Explanation of Purchase:** This purchase is for audiovisual equipment for two Early Childhood Education learning lab classrooms to enhance the student learning experience and provide an opportunity to use equipment used by future employers.

**Recommendation:** Approve a purchase from Midwest Computer Products from West Chicago, IL, in a not-to-exceed amount of \$118,695.92.

5. CONSENT AGENDA 3. PURCHASING

**5.3.4. FURNITURE FOR EARLY CHILDHOOD EDUCATION CLASSROOMS**

**Lead Staff:** Jeffrey Stomper, Business and Social Sciences Division

**Funding Source:** Early Childhood Access Consortium for Equity (ECACE) Grant

**Funding Request:** \$42,974.84

<b>Vendor</b>	<b>Amount</b>
Allsteel, Inc. c/o Midwest Office Interiors, Inc.	\$42,974.84

**Explanation of Purchase:** This purchase is for furniture and installation to update the Early Childhood Education learning lab classrooms at the Grayslake campus.

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 IPHEC contract (#1905) for Allsteel and HON furniture.

**Recommendation:** Approve a purchase with Allsteel, Inc. c/o Midwest Office Interiors, Inc. of Chicago, IL for a not-to-exceed amount of \$42,974.84.

5. CONSENT AGENDA 3. PURCHASING

**5.3.5. PEOPLESOFT CAMPUS SOLUTIONS FINANCIAL AID MODULE CONSULTANT**

**Lead Staff:** Erin Fowles, Dean, Enrollment Services

**Funding Source:** FY24 budget

**Funding Request:** \$ 53,300.00

<b>Vendor</b>	<b>Amount</b>
ERPA	\$53,300.00

**Explanation of Purchase:** This agreement is for functional and technical consulting to implement the Campus Solutions Financial Aid module to process 2024-25 Free Application for Federal Student Aid (FAFSA) applications and provide system updates that will ensure compliance with federal student aid 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:** Approve an agreement from January 24, 2024, to June 30, 2024, with ERPA of Dublin, OH in a not-to-exceed amount of \$53,300.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.6. GRAYSLAKE CAMPUS CONFERENCE CENTER FURNITURE (RATIFICATION)**

**Lead Staff:** Katie Sweeney, Director, Human Resources

**Funding Source:** FY22 surplus

**Funding Request:** \$29,411.90

<b>Vendor</b>	<b>Amount</b>
Frank Cooney Company, Inc.	\$29,411.90

**Explanation of Purchase:** This purchase is for additional tables for the Grayslake Campus Conference Center to accommodate up to 100 individuals for professional development and learning, large group meetings and events and external rentals.

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 Omnia contract (CDA #30003736) for furniture and design services. This consortium purchase allows for discounted pricing for public sector customers.

**Recommendation:** Ratify a purchase with Frank Cooney Company, Inc. of Elk Grove Village, IL in a not-to-exceed amount of \$29,411.90.

5. CONSENT AGENDA 3. PURCHASING

**5.3.7. ADVANCED DRIVER ASSISTANCE SYSTEM CALIBRATION EQUIPMENT**

**Lead Staff:** Miguel Mireles, Acting Dean, Engineering/Math/Physical Sciences Division

**Funding Source:** FY24 Perkins Grant

**Funding Request:** \$32,920.00

<b>Vendor</b>	<b>Amount</b>
Snap-On Tools, Inc.	\$32,920.00

**Explanation of Purchase:** This purchase is for an Advanced Driver Assistance System (ADAS) calibration machine for the Automotive Technology program. The ADAS is a necessary piece of equipment that allows students to complete hands-on learning in the automotive lab.

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 Sourcewell contract (#013020-SNP) for Vehicle Lifts, Garage and Fleet Maintenance Equipment Supplies. This consortium purchase allows for discounted pricing for public sector customers.

**Recommendation:** Approve a purchase with Snap-On Tools, Inc. of Kenosha, WI for a not-to-exceed amount of \$32,920.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.8. DIGITAL IMAGING RECEPTORS FOR X-RAY MACHINES**

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

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

**Funding Request:** \$210,000.00

<b>Vendor</b>	<b>Amount</b>
GE HealthCare	\$210,000.00

**Explanation of Purchase:** This purchase is to upgrade three General Electric x-ray machines with digital imaging receptors to train students on state-of-the-art equipment.

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 GE HealthCare of Chicago, IL for a not-to-exceed amount of \$210,000.00.

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	Neel, Amy	Full-time Faculty Position Number: 0435 Instructor, Nursing Biological and Health Sciences Division	1/8/2024	1/8/2024-5/11/2024
<b>Recommendation:</b> Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.2. AUTHORIZATION TO HIRE**

Administration is requesting authorization to make an offer of full-time employment and set the start date prior to the February 27, 2024, Board meeting. This position is funded in the FY24 budget. The proposed approval is 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

**Recommendation:** Approve authorization to make an offer of full-time employment for the above position, subject to Board approval of the employment contract at the February 27, 2024, Board meeting.

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.

	<b>Employee Name</b>	<b>Job Classification, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>	<b>Contract Dates</b>
1	Blackley, Ashley	Specialist Position Number: 1867 Laboratory Specialist, Biology	12/2/2023	12/2/2023-6/30/2024
2	Choi, Siane	Specialist Position Number: 1319 Accountant, Finance	12/2/2023	12/2/2023-6/30/2024
3	Friend, Mike	Specialist Position Number: 1883 Laboratory Coordinator* Community Programming	12/2/2023	12/2/2023-6/30/2024
4	Harmer, Amanda	Specialist Position Number: 1808 Program Manager College Readiness and Dual Credit, P-20 Educational Partnerships	12/2/2023	12/2/2023-6/30/2024
5	Maya, Katia	Specialist Position Number: 1850 Laboratory Specialist, Industrial Technology	12/2/2023	12/2/2023-6/30/2024

**Recommendation:** Approve the above full-time employment.

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.4. PROMOTIONS**

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

	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Proposed Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Jimenez, Angelina	Classified Position Number: 1708 Office Associate, Community Programs	Specialist Position Number: 1252 Dual Credit College Readiness Program Coordinator, P-20 Educational Partnerships	2/5/2024	2/5/2024-6/30/2024
2	Montes, Miriam	Specialist Position Number: 1333 Academic Success Advisor, Advising and Retention	Professional Position Number: 0135 Academic Operations Manager, Communication Arts, Humanities and Fine Arts Division	1/8/2024	1/8/2024-6/30/2024
3	Petersen, Bradford	Specialist Position Number: 1384 Research Analyst, Institutional Effectiveness, Planning and Research	Specialist Position Number: 0996 Senior Research Analyst, Institutional Effectiveness, Planning and Research	1/23/2024	1/23/2024-6/30/2024

**Recommendation:** Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date
1	Resignation	Pough, Chelsea	Specialist Position Number: 0324 Lead Teacher II, Children’s Learning Centers	12/15/2023
2	Resignation	Bustos, Dan	Classified - Union Position Number: 1675 Custodial, Custodian	1/5/2024
3	Resignation	Wansitler, Colton	Specialist Position Number: 0869 Tutor Coordinator Writing, Tutoring Center	1/5/2024
4	Retirement	Brueske, Shari	Full-time Faculty Position Number: 0571 Instructor, Psychology Business and Social Sciences Division	7/31/2024
5	Retirement - Revised Date	Colton, Cathy	Full-time Faculty Position Number: 0835 Instructor, English Communication Arts, Humanities and Fine Arts Division	5/31/2024 Post Retirement Payment Program Years in Program: 3 Years of Service: 24
<b>Recommendation:</b> Approve the above actions.				

## 7. NEW BUSINESS

### 7.1. VIDEOGRAPHY SERVICES

**Lead Staff:** Anne O’Connell, Director, Public Relations and Marketing

**Funding Source:** FY24 budget and educational grants

**Funding Request:** \$420,950.00

<b>Vendor</b>	<b>Amount</b>
JJack Productions	\$420,950.00

**Explanation of Purchase:** This purchase is for professional video production services to meet the strategic communications needs across the College. These videos are used on multiple platforms including the website and social media and are key to enrollment attraction and retention.

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 from February 1, 2024, to January 31, 2027, with JJack Productions of Chicago, IL for a total not-to-exceed amount of \$420,950.00.

## 7. NEW BUSINESS

### 7.2. ACCEPTANCE OF THE FY2024 REV UP EV COMMUNITY COLLEGE INITIATIVE GRANT

**Grantor:** Illinois Community College Board

**Amount:** \$524,998.00

**Period:** January 15, 2024 – June 30, 2025

**Type:** Competitive

**Matching Funds:** None

**Lead Staff:** Kristen Jones, Vice President of Education, Educational Affairs

**Purpose:** Grant funds will be used to build capacity for education on electric vehicles in CLC's Automotive and Automotive Collision Repair departments. CLC plans to develop curriculum and instructor support materials for hybrid electric vehicle (HEV) and electric vehicle (EV) curriculum; develop "train-the-trainer" curriculum and conduct "train-the-trainer" sessions for secondary and post-secondary partners; and purchase HEV/EV equipment, required EV technology, and EV specific manufacturing training. With support from the grant, CLC expects to see increased engagement and enrollment in non-credit, dual credit and college credential offerings from the Automotive and Automotive Collision Repair departments.

**Recommendation:** Accept the Illinois Community College Board's FY2024 Rev Up EV Community College Initiative Grant in the amount of \$524,998.00.

## 7. NEW BUSINESS

### 7.3. NAMING THE DR. PHILIP J. CARRIGAN REFERENCE DESK AT THE LAKESHORE CAMPUS STUDENT CENTER

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

The Foundation received a monetary donation and a request to name the reference desk at the Lakeshore Campus Student Center to honor the service of the late Philip J. Carrigan, Ph.D. (12/31/1944 – 01/28/2018), from his wife, Mary Clare Jakes.

Dr. Carrigan served as a College of Lake County trustee for three terms between the years 2005 and 2017. He was an unwavering supporter dedicated to advancing community college education in Illinois and across the nation. A passionate advocate and leader, Dr. Carrigan also contributed to Lake County advisory boards for organizations offering Head Start programs, transitional housing, and food pantries. In addition, he collaborated with advocacy groups tackling challenges related to prison reform, reducing recidivism, and addressing gun violence.

“The Dr. Philip J. Carrigan Reference Desk” is the proposed name for this area, which is situated within the Library on the second floor of the Lakeshore Campus Student Center.

**Recommendation:** Approve the naming of “The Dr. Philip J. Carrigan Reference Desk” at the Lakeshore Campus Student Center.

## 7. NEW BUSINESS

### 7.4. THE NAMING OF THE RALPH AND EVELYN SMITH MEMORIAL GARDEN AT THE LAKESHORE CAMPUS STUDENT CENTER

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

The Foundation received a donation of \$250,000.00 and a request to name the rooftop garden on the third floor of the Lakeshore Campus Student Center in honor of the Reverend Ralph J. Smith and Evelyn D. Smith from the Ralph J. Smith Foundation, Inc.

The Reverend Ralph J. Smith and Evelyn D. Smith dedicated their lives to serving the Lake County community. They founded and led the Lake County Chaplaincy Service, the Halfway House for young ex-offenders, Meals on Wheels and many other community programs.

“The Ralph and Evelyn Smith Memorial Garden” is the proposed name for the outdoor rooftop garden patio area, which is situated on third floor walkway bridge of the Lakeshore Campus Student Center.

**Recommendation:** Approve the naming of “The Ralph and Evelyn Smith Memorial Garden” at the Lakeshore Campus Student Center.

## 7. NEW BUSINESS

### 7.5 SEPARATION AGREEMENT

This item will be discussed in closed meeting under the Illinois Compiled Statute 5ILCS120, Section 2(c)(1): "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body." A motion to ratify a separation agreement for a full-time faculty member will be considered after the closed meeting.

## 7. NEW BUSINESS

### 7.6 SEPARATION OF EMPLOYMENT

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