

**College of Lake County  
Community College District No. 532  
Tuesday, August 27, 2024, 5:00 PM**



**BOARD OF TRUSTEES MEETING**

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Board of Trustees Meeting on Tuesday, August 27, 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://youtube.com/live/rmBOyu5G52A?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College’s guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to [president@clcollinois.edu](mailto:president@clcollinois.edu) by 3:00 p.m. on Tuesday, August 27, 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** 4
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
  - 4.1. Chair's Report
  - 4.2. Student Trustee's Report
  - 4.3. President's Report
    - 4.3.1. FY24 Annual Pre-Audit Presentation
    - 4.3.2. FY25 President's Priorities
5. **Consent Agenda (Action Items)**
  - 5.1. Approval of the Minutes
    - 5.1.1. Regular Meeting Minutes of June 25, 2024
    - 5.1.2. Closed Meeting Minutes of June 25, 2024
    - 5.1.3. Action on Closed Meeting Minutes 7
    - 5.1.4. Action on Closed Meeting Recordings 8
  - 5.2. Financial
    - 5.2.1. Approving Reimbursement of Business-Related Travel 9

Expenses		
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5.3.2.	Office Products, Supplies and Solutions	22
5.3.3.	Axon Body Worn Cameras	23
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5.3.5.	Applicant Tracking System	25
5.3.6.	Educational Platform Access	26
5.3.7.	Athletic Streaming Equipment and Software	27
5.3.8.	Electric Vehicles for Automotive Technology and Collision Repair Programs	28
5.3.9.	Catering for Children's Learning Centers	29
5.3.10.	Amatrol Career and Technical Education Courses License	30
5.3.11.	Nitrogen Gas Generator and Uninterruptible Power System	31
5.3.12.	Presentation of The Nutcracker	32
5.3.13.	Firefighter Personal Protective Equipment for Fire Academy	33
5.4. Human Resources		
	Copies of all proposed employee contracts are available at	
	<a href="http://dept.clcillinois.edu/pre/contracts/ContractsAugust2024.pdf">http://dept.clcillinois.edu/pre/contracts/ContractsAugust2024.pdf</a>  	
5.4.1.	New Hires	34
5.4.2.	Authorization to Hire	35
5.4.3.	Probationary Period Completion	36
5.4.4.	Promotions	38
5.4.5.	Transfers	40
5.4.6.	Resignations and Retirements	41
<b>6. Presentment of Board Policies and Objectives (Information Items)</b>		
None.		
<b>7. New Business (Action Items)</b>		
7.1.	Personnel and Position Changes - Reorganization	43
7.2.	Acceptance of the Illinois Clean Jobs Workforce Network Program Grant	45
7.3.	Acceptance of the FY25 Federal Postsecondary Perkins Basic Grant -	46

Agenda for Board of Trustees Meeting of Tuesday, August 27, 2024

Career and Technical Education	
7.4. Construction Manager at Risk for Urban Farm Center	47
7.5. Lakeshore Campus Children's Learning Center Playground	48
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7.7. Grayslake Campus Greenhouse Renovations	50
7.8. Grayslake Campus Parking Lot 2 Rehabilitation	51
7.9. Service Agreement for Copiers and Printers	52
7.10. Elevator Maintenance Services	53
7.11. FY25 Priorities of the President	54
7.12. Illinois Community College Board's Pipeline for the Advancement of the Healthcare Workforce Grant	55
<b>8. Executive Session (Closed)</b>	
<b>9. Other Matters for Information or Discussion</b>	
<b>10. Adjournment</b>	

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  - 5.2. Financial
    - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses

5.2.2. Approving and Ratifying Bills and Authorizing Budget Transfers

5.3. Purchasing

- 5.3.1. Deadbolt Lock Replacement
- 5.3.2. Office Products, Supplies and Solutions
- 5.3.3. Axon Body Worn Cameras
- 5.3.4. Employment Recruitment Advertising Services
- 5.3.5. Applicant Tracking System
- 5.3.6. Educational Platform Access
- 5.3.7. Athletic Streaming Equipment and Software
- 5.3.8. Electric Vehicles for Automotive Technology and Collision Repair Programs
- 5.3.9. Catering for Children's Learning Centers
- 5.3.10. Amatrol Career and Technical Education Courses License
- 5.3.11. Nitrogen Gas Generator and Uninterruptible Power System
- 5.3.12. Presentation of The Nutcracker
- 5.3.13. Firefighter Personal Protective Equipment for Fire Academy

5.4. Human Resources

Copies of all proposed employee contracts are available at:

<http://dept.clcillinois.edu/pre/contracts/ContractsAugust2024.pdf>

- 5.4.1. New Hires
- 5.4.2. Authorization to Hire
- 5.4.3. Probationary Period Completion
- 5.4.4. Promotions
- 5.4.5. Transfers
- 5.4.6. Resignations and Retirements

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

None.

**7. New Business (Action Items)**

- 7.1. Personnel and Position Changes - Reorganization
- 7.2. Acceptance of the Illinois Clean Jobs Workforce Network Program Grant
- 7.3. Acceptance of the FY25 Federal Postsecondary Perkins Basic Grant - Career and Technical Education

Agenda for Board of Trustees Meeting of Tuesday, August 27, 2024

- 7.4. Construction Manager at Risk for Urban Farm Center
- 7.5. Lakeshore Campus Children's Learning Center Playground
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- 7.12. Illinois Community College Board's Pipeline for the Advancement of the Healthcare Workforce Grant
- 8. **Executive Session (Closed)**
- 9. **Other Matters for Information or Discussion**
- 10. **Adjournment**

## 5. CONSENT AGENDA 1. APPROVAL OF MINUTES

### 5.1.3. ACTION ON CLOSED MEETING MINUTES

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

The College's designee has reviewed the closed session minutes and has determined that the need for confidentiality still exists as to the closed session minutes for the period from January 2024 through May 2024.

**Recommendation:** Determine that the closed session minutes from January 2024 through May 2024, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

**5.1.4. ACTION ON CLOSED MEETING RECORDINGS**

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

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

October 1, 2022	COTW
October 18, 2022	Regular
November 15, 2022	Regular
December 13, 2022	Regular

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

5. CONSENT AGENDA 2. FINANCIAL

**5.2.1 RESOLUTION APPROVING REIMBURSEMENT OF BUSINESS-RELATED TRAVEL EXPENSES**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting 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 approves the reimbursement for business-related travel expenses in the amount of \$7,580.93 for travel associated with the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA) meeting.

PASSED this 27th day of August 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:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting 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 \$75,570.37 are recommended to the Fiscal Year 2024 Budget and no budget transfers exceeding the threshold of \$25,000 are recommended to the Fiscal Year 2025 Budget.

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 \$75,570.37.

PASSED this 27th day of August 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)

FY24 BUDGET TRANSFERS					
<u>Account No.</u>	<u>Department</u>	<u>Account Description</u>	<u>Increase</u> <u>Budget</u>	<u>Decrease</u> <u>Budget</u>	<u>Reason</u>
1) 513002 57 01042 4010 01	Community Programming	Faculty/Part-time, Reg Term	\$ 35,200.00		Alignment of Account Type to Noncredit
513006 57 01042 4010 01	Community Programming	Faculty, Summer School/PT	\$ 6,000.00		Teaching Expenses
519001 57 01042 4010 01	Community Programming	Seasonal/PT Flex	\$ 5,300.00		
532000 57 01042 4010 01	Community Programming	Consultants		\$ 46,500.00	
2) 512006 01 01011 1090 01	Community & Workforce Partnerships	Professional Technical Staff	\$ 29,070.37		FY24 Urban Farm Operations
534008 01 01011 1090 01	Community & Workforce Partnerships	Computer Software Maintenance		\$ 7,378.43	
539000 01 01011 1090 01	Community & Workforce Partnerships	Other Contractual Services		\$ 3,106.60	
544000 01 01011 1090 01	Community & Workforce Partnerships	Materials		\$ 1,347.28	
544003 01 01011 1090 01	Community & Workforce Partnerships	Postage		\$ 298.27	
547000 01 01011 1090 01	Community & Workforce Partnerships	Advertising		\$ 1,113.31	
551000 01 01011 1090 01	Community & Workforce Partnerships	Conference/Meeting Expense		\$ 586.02	
552000 01 01011 1090 01	Community & Workforce Partnerships	Travel/Local		\$ 306.65	
553000 01 01011 1090 01	Community & Workforce Partnerships	Travel/Out-of-District		\$ 5,201.32	
601000 01 01011 1090 01	Community & Workforce Partnerships	Contingency		\$ 9,732.49	
<b>TOTAL TRANSFERS - ALL FUNDS</b>			<u>\$ 75,570.37</u>	<u>\$ 75,570.37</u>	

## 5. CONSENT AGENDA 2. FINANCIAL

### **Operating Funds Financial Highlights**

**REVENUE:** The revenues in the operating funds reflect 75.3 percent of budgeted revenues through May 2024. At the end of May 2023, the College had received 74.8 percent of the amount budgeted.

As of May 31, 2024, the College had received revenues equal to \$47.2 million in FY2024 for local taxes. Local tax revenue is budgeted at \$81.8 million for Fiscal Year 2024.

Also, as of May 31, 2024, student enrollment reflected 102 percent of the tuition revenue. At the end of May 2023, the College had received 93 percent of the amount budgeted.

**EXPENDITURES:** The expenditures in the operating funds as of May 31, 2024, reflect 89.1 percent of budgeted expenditures for the year. In comparison, as of May 31, 2023, the College had expended 85.3 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.



**Monthly Financial Report**

***FOR THE MONTH ENDED***

**May 31, 2024**

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund  
Balance Sheet - Fund 01  
As of May 31, 2024**

**ASSETS**

**CASH**

Cash In Bank	31,781,231.92
Change Funds	8,800.00

**INVESTMENTS**

Other Investments	(3,628,070.38)
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**RECEIVABLES**

Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(5,355,102.37)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	19,531,613.41

**INTER-FUND**

(3,954,286.61)

**Prepaid Expenses**

Prepaid Expenses	52,268.16
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**TOTAL ASSETS**

70,603,015.54

5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**PAYROLL DEDUCTIONS PAYABLE**

Payroll Deductions Payable 19,021.66

**ACCOUNTS PAYABLE**

Accounts Payable 575,903.82

**ACCRUED EXPENSES**

Accrued Expense 585,000.00

**DEFERRED REVENUES**

Property Taxes 31,102,837.32

Total Tuition & Fees 10,549,396.06

Miscellaneous Deferred Revenues 1,966,252.18

**OTHER LIABILITIES**

Other Liabilities 1,009,186.70

Vacation Accrual 3,206,518.61

**TOTAL LIABILITIES** \$ 49,014,116.35

**FUND BALANCE**

Fund Balance 21,588,899.19

**TOTAL FUND BALANCE** \$ 21,588,899.19

**TOTAL LIABILITIES & FUND BALANCE** \$ 70,603,015.54

**RECONCILIATION**

BEGINNING FUND BALANCE 35,960,330.93

ADD: REVENUE 83,389,926.02

LESS: EXPENDITURES (91,933,353.78)

OPERATING TRANSFERS (5,828,003.98)

ENDING FUND BALANCE 21,588,899.19

**College of Lake County**  
**CLC\_Comparison\_Fund\_01**  
**Statement of Changes in Fund Balance**  
**Month Ending: May 31 ,2024**

	<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	35,771,524.96	42.90%	34,538,895.85	44.02%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	1,996,495.57	2.39%	3,986,018.07	5.08%
ICCB Credit Hour Grants	9,359,573.12	11.22%	8,573,169.69	10.93%
Vocational Education	620,475.00	0.74%	595,491.00	0.76%
Tuition	28,331,378.56	33.97%	25,664,481.97	32.71%
Graduation Fees	0.00	0.00%	330.00	0.00%
Transcript Fees	108,672.67	0.13%	74,423.40	0.09%
On-line Course Fee	577,140.73	0.69%	634,328.60	0.81%
Laboratory Fees	642,553.54	0.77%	555,995.83	0.71%
Payment Plan Enrollment Fee	39,573.95	0.05%	41,900.00	0.05%
Credit By Exam Fees	650.00	0.00%	650.00	0.00%
Comprehensive Fees	4,457,184.01	5.34%	4,070,786.49	5.19%
Activity Fee Adjustment	(3,912,495.00)	-4.69%	(3,534,402.50)	-4.50%
Gain(Loss) on Investment	203,741.23	0.24%	1,504,416.83	1.92%
Other Interest	5,087,033.21	6.10%	1,541,398.10	1.96%
Sweep Accounts	0.00	0.00%	121,022.26	0.15%
Library Fines	805.75	0.00%	612.39	0.00%
Miscellaneous Revenue	69,056.90	0.08%	87,245.30	0.11%
Other Revenue/Rebates	41,746.82	0.05%	11,849.35	0.02%
Over Short	(5,185.00)	-0.01%	0.00	0.00%
Total Income	83,389,926.02	100%	78,468,612.63	100%

5. CONSENT AGENDA 2. FINANCIAL

**EXPENDITURES**

Salaries	67,602,053.29	74%	63,200,169.95	76%
Employee Benefits	12,797,747.01	14%	10,422,334.83	13%
Contractual Services	4,974,986.48	5%	4,768,393.68	6%
General Material & Supplies	2,299,719.41	3%	2,219,402.67	3%
Travel/Conference Meeting Exp	616,280.85	1%	581,456.93	1%
Fixed Charges	27,300.05	0%	38,616.80	0%
Utilities	46,268.98	0%	47,316.53	0%
Building Maintenance	1,690.14	0%	0.00	0%
Capital Outlay	22,795.14	0%	69,645.82	0%
Other Expenditures	3,544,512.43	4%	1,832,140.58	2%
Total Expense	<u>91,933,353.78</u>	<u>100%</u>	<u>83,179,477.79</u>	<u>100%</u>

Beginning Fund Balance	35,960,330.93	38,721,962.95
Add: Revenues	83,389,926.02	78,468,612.63
Less: Expenses	(91,933,353.78)	(84,342,733.08)
Operating Transfers	(5,828,003.98)	(595,798.36)
Ending Fund Balance	<u>21,588,899.19</u>	<u>32,252,044.14</u>

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund  
Balance Sheet - Fund 02  
As of May 31, 2024**

**ASSETS**

**CASH**

Cash In Bank \$ 4,900,790.32

**INVESTMENTS**

Other Investments 24,158,624.44

**RECEIVABLES**

Taxes Receivable - Current Levy 8,580,051.36  
Allowance Uncollectible Taxes (78,305.04)

**ACCRUED REVENUE**

**INTER-FUND**

INTER-FUND subtotal: \$ (26,178,745.96)

**Prepaid Expenses**

Prepaid Expenses 246,211.00

**TOTAL ASSETS**

**\$ 11,628,626.12**

5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCOUNTS PAYABLE**

Accounts Payable \$ 300,819.23

**ACCRUED EXPENSES**

Accrued Expense 0.00

**INTER-FUND PAYABLE**

INTER-FUND subtotal: \$ -

**DEFERRED REVENUES**

Property Taxes 8,217,410.78

Miscellaneous Deferred Revenues 0.00

**FIXED LIABILITIES**

Fixed Liabilities 0.00

**OTHER LIABILITIES**

Other Liabilities 0.00

**TOTAL LIABILITY** \$ 8,518,230.01

**FUND BALANCE**

Fund Balance 3,110,396.11

**TOTAL FUND BALANCE** \$ 3,110,396.11

**TOTAL LIABILITIES & FUND BALANCE** 11,628,626.12

**RECONCILIATION**

BEGINNING FUND BALANCE 6,023,765.32

ADD: REVENUE 9,649,219.90

LESS: EXPENDITURES (11,347,820.11)

OPERATING TRANSFERS (1,214,769.00)

ENDING FUND BALANCE 3,110,396.11

**College of Lake County**  
**CLC\_Comparison\_Fund\_02**  
**Statement of Changes in Fund Balance**  
**Month Ending: May 31, 2024**

	<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	9,445,183.72	98%	9,123,827.36	98%
Building Rentals	181,591.98	2%	136,667.62	1%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	22,444.20	0%	16,035.51	0%
<b>Total Income</b>	<b>9,649,219.90</b>	<b>100%</b>	<b>9,276,530.49</b>	<b>100%</b>
<b><u>EXPENDITURES</u></b>				
Salaries	4,781,391.86	42%	4,173,173.17	45%
Employee Benefits	1,291,416.28	11%	1,263,552.27	14%
Contractual Services	914,198.78	8%	0.00	0%
General Material & Supplies	733,845.80	6%	663,422.73	7%
Travel/Conference Meeting Exp	17,552.12	0%	13,244.38	0%
Fixed Charges	1,021,930.26	9%	974,214.12	11%
Utilities	2,477,461.90	22%	1,849,260.45	20%
Capital Outlay	180,007.73	2%	221,103.35	2%
Other Expenditures	(69,984.62)	-1%	102,287.07	1%
<b>Total Expense</b>	<b>11,347,820.11</b>	<b>100%</b>	<b>9,260,257.54</b>	<b>100%</b>
Beginning Fund Balance	6,023,765.32		5,137,158.56	
Add: Revenues	9,649,219.90		9,276,530.49	
Less: Expenses	(11,347,820.11)		(9,260,257.54)	
Operating Transfers	(1,214,769.00)		0.00	
<b>Ending Fund Balance</b>	<b>3,110,396.11</b>		<b>5,153,431.51</b>	

5. CONSENT AGENDA 3. PURCHASING

**5.3.1. GRAYSLAKE CAMPUS DEADBOLT LOCK REPLACEMENT**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

**Funding Source:** FY23 surplus

**Funding Request:** \$114,401.00

<b>Bids</b>	<b>Amount</b>
Manusos General Contracting, Inc.	\$114,401.00
Tiles in Style, LLC DBA Taza Construction	\$158,786.00

**Explanation of Purchase:** This purchase is to replace multiple doors and necessary door hardware throughout the Grayslake Campus. Some doors need to be replaced to maintain fire resistance ratings while changing the functionality for lockdown drills, with quick deadbolt release for intuitive egress during emergencies.

**Recommendation:** Approve a purchase from Manusos General Contracting, Inc. of Fox Lake, IL in a not-to-exceed amount of \$114,401.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.2. OFFICE PRODUCTS, SUPPLIES AND SOLUTIONS**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

**Funding Source:** FY25 budget

**Funding Request:** \$75,000.00

<b>Vendor</b>	<b>Amount</b>
Staples	\$75,000.00

**Explanation of Purchase:** This purchase is for the annual purchase and delivery of miscellaneous office products, supplies and solutions for the office supply central store to be used by departments across 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 E&I Cooperative Services contract (#CNR01373) for Office Supplies, Products and Solutions.

**Recommendation:** Approve a purchase from Staples of Framingham, MA in a not-to-exceed amount of \$75,000.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.3. AXON BODY-WORN CAMERAS**

**Lead Staff:** Brian Henry, Chief of Police

**Funding Source:** FY24 Surplus

**Funding Request:** \$68,000.00

<b>Vendor</b>	<b>Amount</b>
Axon Enterprise, Inc.	\$68,000.00

**Explanation of Purchase:** This purchase is for Axon body-worn cameras, docking bays, cloud-based evidence storage, licenses, training and warranties to be used by Campus Police. This purchase complies with the Illinois Safety Act, which requires all Police Departments in the State to be compliant by January 2025.

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 from Axon Enterprise, Inc. of Scottsdale, AZ in a not-to-exceed amount of \$68,000.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.4. EMPLOYMENT RECRUITMENT ADVERTISING SERVICES**

**Lead Staff:** Sue Fay, Chief Human Resources Officer

**Funding Source:** FY25 budget

**Funding Request:** \$65,085.00

<b>Vendor</b>	<b>Amount</b>
JobElephant.com, Inc.	\$65,085.00

**Explanation of Purchase:** This purchase is for talent recruitment services. This agreement will include centralized recruitment advertisement and subscription management.

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 of purchases with JobElephant.com, Inc. of San Diego, CA in a not-to-exceed amount of \$65,085.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.5. APPLICANT TRACKING SYSTEM**

**Lead Staff:** Sue Fay, Chief Human Resources Officer

**Funding Source:** FY25 budget

**Funding Request:** \$62,648.27

<b>Vendor</b>	<b>Amount</b>
PeopleAdmin	\$62,648.27

**Explanation of Purchase:** This purchase is for an applicant tracking system and support services. The agreement will include a database of electronic job descriptions, position postings and applicant materials.

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

**Recommendation:** Approve of a subscription from October 1, 2024, to September 30, 2025, with PeopleAdmin of Austin, TX in a not-to-exceed amount of \$62,648.27.

5. CONSENT AGENDA 3. PURCHASING

**5.3.6. EDUCATIONAL PLATFORM ACCESS**

**Lead Staff:** Sue Fay, Chief Human Resources Officer

**Funding Source:** FY25 budget

**Funding Request:** \$55,500.00

<b>Vendor</b>	<b>Amount</b>
LinkedIn Corporation	\$55,500.00

**Explanation of Purchase:** This agreement is for staff access to the LinkedIn Learning online library of courses to develop and enhance business, technology-related and creative skills.

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

**Recommendation:** Approve an agreement from December 5, 2024, to December 4, 2027, with LinkedIn Corporation of Sunnyvale, CA as noted above in a not-to-exceed amount of \$55,550.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.7. ATHLETIC STREAMING EQUIPMENT AND SOFTWARE**

**Lead Staff:** Karen Hlavin, Vice President, Student Development

**Funding Source:** FY25 budget

**Funding Request:** \$40,850.00

<b>Vendor</b>	<b>Amount</b>
Agile Sports Technologies, Inc. dba Hudl	\$40,850.00

**Explanation of Purchase:** This purchase is for a technology to live stream CLC sports events to the CLC Athletics website. The technology incorporates video analysis tools to be used for data-driven coaching strategies team improvements.

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

**Recommendation:** Approve of an agreement from August 1, 2024, to July 31,2027, with Agile Sports Technologies, Inc. dba Hudl of Lincoln, NE in a not-to-exceed amount of \$40,850.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.8. ELECTRIC VEHICLES FOR AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR PROGRAMS (RATIFICATION)**

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

**Funding Source:** Rev Up Grant

**Funding Request:** \$36,714.03

<b>Vendor</b>	<b>Amount</b>
Classic Chevrolet, Inc.	\$36,714.03

**Explanation of Purchase:** This purchase is for two previously owned electric vehicles that will serve as instructional equipment for both the Automotive Technology and Automotive Collision Repair programs.

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

**Recommendation:** Ratify the purchase from Classic Chevrolet, Inc. of Waukegan, IL in a not-to-exceed amount of \$36,714.03.

5. CONSENT AGENDA 3. PURCHASING

**5.3.9. CATERING FOR CHILDREN’S LEARNING CENTERS**

**Lead Staff:** Greg Singleton, Dean, Student Affairs

**Funding Source:** FY25 budget

**Funding Request:** \$32,000.00

<b>Vendor</b>	<b>Amount</b>
Delicious Unlimited Corporation	\$32,000.00

**Explanation of Purchase:** This purchase is for meals provided to children enrolled in the Children’s Learning Center at the Grayslake and Lakeshore campuses.

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

**Recommendation:** Approve a purchase from Delicious Unlimited Corporation of Gurnee, IL in a not-to-exceed amount of \$32,000.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.10. AMATROL CAREER AND TECHNICAL EDUCATION COURSES LICENSE (RATIFICATION)**

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

**Funding Source:** FY25 budget

**Funding Request:** \$30,050.00

<b>Vendor</b>	<b>Amount</b>
Moss Enterprises	\$30,050.00

**Explanation of Purchase:** This purchase is for an Amatrol site license for the Automation Robotics Mechatronics (ARM) and Industrial Technology (INT) programs. This site license will provide unlimited textbook access for the students and other supplemental materials necessary for instruction throughout the academic year.

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,

and

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

**Recommendation:** Ratify a purchase from Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$30,050.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.11. NITROGEN GAS GENERATOR AND UNINTERRUPTIBLE POWER SYSTEM**

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

**Funding Source:** Alfred Wass Trust Gift funds

**Funding Request:** \$29,956.51

<b>Vendor</b>	<b>Amount</b>
AB Sciex LLC	\$29,956.51

**Explanation of Purchase:** This purchase is for a nitrogen gas generator and a battery backup uninterruptible power system to be used in the chemistry lab. AB Sciex has the exclusive distribution rights in the U.S. for this equipment which is compatible with the equipment currently in place.

Pursuant to 110 ILCS 805/3-27.1 (I) 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 from AB Sciex, LLC. of Redwood City, CA in a not-to-exceed amount of \$29,956.51.

5. CONSENT AGENDA 3. PURCHASING

**5.3.12. PRESENTATION OF THE NUTCRACKER**

**Lead Staff:** Alisa Baum, Executive Director, James Lumber Center

**Funding Source:** FY25 budget

**Funding Request:** \$27,500.00

<b>Vendor</b>	<b>Amount</b>
The Ruth Page Foundation	\$27,500.00

**Explanation of Purchase:** This purchase is the artist fee for performances of The Nutcracker in the James Lumber Center for the Performing Arts.

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

**Recommendation:** Approve a purchase with The Ruth Page Foundation of Chicago, IL in a not-to-exceed amount of \$27,500.00.

5. CONSENT AGENDA 3. PURCHASING

**5.3.13. FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT FOR FIRE ACADEMY (RATIFICATION)**

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

**Funding Source:** FY25 budget

**Funding Request:** \$25,924.00

<b>Vendor</b>	<b>Amount</b>
Dinges Fire Company	\$25,924.00

**Explanation of Purchase:** This is for the rental of personal protective equipment (PPE) for fire science students enrolled in the firefighter basic operations courses (Fire Academy).

**Recommendation:** Ratify a rental agreement with Dinges Fire Company of Amboy, IL in a not-to-exceed amount of \$25,924.00.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Winston, Tomi	Full-time Faculty Position Number: 0999 Instructor, Nursing Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
2	Hejazinia, Teri	Full-time Faculty Position Number: 0990 Instructor, Medical Assisting Biological and Health Sciences Division	8/12/2024	8/12/2024-5/17/2025
<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 offers of full-time employment and set the start date prior to the September 24, 2024, Board meeting. The proposed approval is as follows:

	Reason	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Full-time Faculty New Hire	Full-time Faculty Position Number: 1694 Instructor, Pharmacy Technician Chemistry	9/2/2024	9/2/2024-6/30/2025
2	Full-time Faculty New Hire	Full-time Faculty Position Number: 0455 Instructor, Nurse Assisting Nursing	9/2/2024	9/2/2024-6/30/2025

**Recommendation:** Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the September 24, 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 Family, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>	<b>Contract Dates</b>
1	Fowkes, David	Specialist Position Number: 1842 Athletics Trainer, Athletics and Physical Activity	6/1/2024	7/1/2024-6/30/2025
2	Herrera, Maritza	Specialist Position Number: 1680 Academic Success Advisor, Advising and Retention	6/1/2024	7/1/2024-6/30/2025
3	Nagro, Anne	Specialist Position Number: 1723 Digital Content Coordinator, Public Relations and Marketing	6/1/2024	7/1/2024-6/30/2025
4	River, Mystica	Specialist Position Number: 1726 Laboratory Specialist, Automotive Collision Repair	7/2/2024	7/2/2024-6/30/2025

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

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.3. PROBATIONARY PERIOD COMPLETION (CONTINUED)**

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

	<b>Employee Name</b>	<b>Job Family, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>
1	Montiel, Rene	Classified - Union Position Number: 0997 Community Service Officer, Police Department	7/30/2024

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

2	Meyer, Edward	Classified - Union Position Number: 0959 Custodian, Custodial	6/1/2024
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**Recommendation:** Approve the above full-time employment.

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 Family, Position Number, Position Title, Department</b>	<b>Proposed Job Family, Position Number, Position Title, Department</b>	<b>Effective Date</b>	<b>Contract Dates</b>
1	Aqib, Habib	Classified Position Number: 0297 Senior Accounting Associate, Student Accounting	Specialist Position Number: 0299 Accountant, Finance	9/2/2024	9/2/2024-6/30/2025
2	Castillo, Benjamin	Specialist Position Number: 1130 Enrollment Services Specialist*, Adult Education Enrollment and Testing	Specialist Position Number: 1811 College and Career Navigator, Student Recruitment and Onboarding	9/2/2024	9/2/2024-6/30/2025
3	Castro, Itzel	Specialist Position Number: 0071 Student Success Coordinator, Adult Education and ESL	Professional Position Number: 1469 Career Program Manager, Engineering, Math and Physical Sciences	9/2/2024	9/2/2024-6/30/2025
4	De Los Santos, Ivan	Specialist Position Number: 1728 Senior IT Technician, Technology Support	Professional Position Number: 1118 Campus IT Support Manager, Technology Support	9/2/2024	9/2/2024-6/30/2025
5	Echevarria, Ryan	Specialist Position Number: 1104 Lead Academic Success Advisor, Advising and Retention	Professional Position Number: 1890 Manager, Advising and Retention	9/2/2024	9/2/2024-6/30/2025

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.4. PROMOTIONS (CONTINUED)**

	<b>Employee Name</b>	<b>Current Job Family, Position Number, Position Title, Department</b>	<b>Proposed Job Family, Position Number, Position Title, Department</b>	<b>Effective Date</b>	<b>Contract Dates</b>
6	Lay, Matthew	Specialist Position Number: 1035 Financial Aid Specialist, Financial Aid	Specialist Position Number: 1180 Scholarship Coordinator, Financial Aid	9/9/2024	9/9/2024-6/30/2025
7	Noote, Patrick	Classified Position Number: 0248 Enrollment Services Generalist, Welcome and One Stop Center	Specialist Position Number: 1780 College and Career Navigator, Student Recruitment and Onboarding	9/2/2024	9/2/2024-6/30/2025
8	Overton, Crystal	Specialist Position Number: 1734 Career Program Manager*, Lakeshore Campus	Professional Position Number: 1935 Manager*, Community and Workforce Partnerships	9/2/2024	9/2/2024-6/30/2025
9	Carrera, Sylvia	Classified Position Number: 0300 Accounting Associate, Finance	Classified Position Number: 0167 Assistant to the Dean, Engineering, Mathematics and Physical Sciences Division	9/12/2024	N/A
10	Pruitt, Daija	Specialist Position Number: 1735 Grants Specialist*, Lakeshore Campus	Specialist Position Number: 1936 Grants Specialist*, Community and Workforce Partnerships	9/2/2024	9/2/2024-6/30/2025
<b>Recommendation:</b> Approve the above action.					

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. TRANSFERS

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

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Castro, Jorge	Specialist Position Number: 1779 College and Career Navigator, Student Recruitment and Onboarding	Specialist Position Number: 1931 Academic Success Advisor, Advising and Retention	9/2/2024	9/2/2024-6/30/2025
2	Dymchuk, Anastasiia	Specialist Position Number: 1129 Enrollment Services Specialist*, Adult Ed Enrollment and Testing	Specialist Position Number: 1430 Testing Specialist, Testing	9/9/2024	9/9/2024-6/30/2025
3	Lopez-Cruz, Mariel	Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion	Specialist Position Number: 1405 Student Organization Outreach Program Coordinator, Student Activities and Inclusion	7/8/2024	7/8/2024-6/30/2025
4	Reed, Pam	Classified Position Number: 1329 Enrollment Services Generalist, Welcome and One Stop Center	Classified Position Number: 1036 Office Associate, Nursing, Biological and Health Sciences Division	9/2/2024	N/A
5	Rivera, Bob	Specialist Position Number: 1026 Enrollment Services Specialist*, Adult Ed Enrollment and Testing	Classified Position Number: 1218 Enrollment Services Generalist, Welcome and One Stop Center	9/2/2024	N/A

**Recommendation:** Approve the above action.

\*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 (Last Day Worked)
1	Resignation	Carroll, Austin	Classified Position Number: 1586 Help Desk Support Associate, Technology Support	6/26/2024
2	Resignation	Rodriguez, Sophia	Specialist Position Number: 1495 Human Resources Benefits Specialist, Human Resources	7/12/2024
3	Resignation	Walcher, Sheldon	Administrator Position Number: 0010 Dean, Communication Arts, Humanities and Fine Arts Division	7/26/2024
4	Resignation	Alim, Troy	Administrator Position Number: 1892 Director of Budget and Risk Management, Finance	7/31/2024
5	Resignation	Nye, Gabriel	Professional Position Number: 0079 Academic Operations Manager, Biological and Health Sciences Division	8/1/2024
6	Resignation	Garamoni, Michael	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences Division	8/17/2024
7	Resignation	Tapia, Eduardo	Specialist Position Number: 1880 Grants Specialist*, Biological and Health Sciences Division	8/28/2024
8	Resignation	Oyinloye, Erika	Specialist Position Number: 1647 Lead College and Career Navigator, Student Recruitment and Onboarding	8/30/2024

\*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
9	Resignation	Callaghan, Megan	Specialist Position Number: 0265 Testing Specialist, Testing	8/31/2024
10	Resignation	Smith, Scott	Full-time Faculty Position Number: 0446 Instructor, Business Administration Business and Social Sciences Division	8/14/2024
11	Resignation	Lane, Victoria	Professional Position Number: 1562 Assistant Director, Procurement Services	9/6/2024
12	Retirement	Dieck, Pamela	Part-time Classified Position Number: 1131 Enrollment Services Generalist, Welcome and One Stop Center	7/21/2024
13	Retirement	Hohs, Karen	Classified Position Number: 0212 Administrative Assistant, Student Health and Wellness Services	10/11/2024
14	Retirement	Clark, Patty	Full-time Faculty Position Number: 1094 Instructor, Business Administration Business and Social Sciences Division	12/31/2024
15	Retirement - Revised Date	Sparacio-Cremin, Joan	Classified Position Number: 0138 Assistant to the Dean, Communication Arts, Humanities and Fine Arts Division	9/30/2024
<b>Recommendation:</b> Approve the above actions.				

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES–REORGANIZATION

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends changes to staff positions in the James Lumber Center for the Performing Arts to meet current business needs and industry practices. The position changes are funded through available budget resources.								
1	New Position	TBD	N/A	Professional Position Number: TBD Audience Development Manager, James Lumber Center for the Performing Arts	N/A	C43 Exempt	9/3/2024	TBD
2	Title, Job Grade, Promotion	Dizzonne, Kim	Classified Position Number: 1043 Accounting Associate, James Lumber Center for the Performing Arts	Classified Position Number: 1043 Assistant to the Executive Director, James Lumber Center for the Performing Arts	B22 Non-Exempt	B24 Non-Exempt	9/3/2024	N/A
3	Position Elimination	Vacant	Specialist Position Number: 1054 Marketing and Communications Analyst, James Lumber Center for the Performing Arts	N/A	B23 Non-Exempt	N/A	9/3/2024	N/A
4	Position Elimination	Vacant	Classified Position Number: 0241 Office Manager, James Lumber Center for the Performing Arts	N/A	B24 Non-Exempt	N/A	9/3/2024	N/A
<b>Recommendation:</b> Approve the proposed personnel and position changes with effective dates noted above.								

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES–REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends a change to a vacant staff position title and status in the College Foundation to align with operational needs. There is no budget impact with this change.								
1	Title, FLSA	Vacant	Specialist Position Number: 1537 Community Giving Specialist, College Foundation	Specialist Position Number: 1537 Marketing and Communications Specialist, College Foundation	B24 Exempt	B24 Non- exempt	8/28/2024	TBD
<b>Recommendation:</b> Approve the proposed personnel and position changes with effective date noted above.								

## 7. NEW BUSINESS

### 7.2. ACCEPTANCE OF THE ILLINOIS CLEAN JOBS WORKFORCE NETWORK PROGRAM GRANT

**Grantor:** Illinois Department of Commerce and Economic Opportunity

**Amount:** \$3,519,548.00

**Period:** June 1, 2024 – June 30, 2025

**Type:** Competitive

**Matching Funds:** None

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

**Purpose:** The Illinois Clean Jobs Workforce Network Program is a statewide initiative of the Department of Commerce and Economic Opportunity (DCEO) established through the Illinois Climate and Equitable Jobs Act (CEJA), PA 102-662. The Clean Jobs Workforce Network Program will launch a network of at least thirteen Illinois Clean Job Program delivery hub sites, or "Workforce Hubs" throughout Illinois. Each Workforce Hub will serve equity investment eligible communities and equity eligible persons. College of Lake County, in partnership with Lake County Workforce Development, will establish a Workforce Hub in Waukegan, which was identified by the DCEO as one of the hub locations. Through this partnership and the grant funds, CLC and Lake County Workforce Development will provide recruitment, case management, barrier reduction, participant stipends, and training and educational programming leading to credentials and employment in clean energy jobs.

**Recommendation:** Accept the Department of Commerce and Economic Opportunity "Illinois Clean Jobs Workforce Network Program" Grant in the amount of \$3,519,548.00.

## 7. NEW BUSINESS

### 7.3. ACCEPTANCE OF THE FY25 FEDERAL POSTSECONDARY PERKINS BASIC GRANT – CAREER AND TECHNICAL EDUCATION

**Grantor:** Illinois Community College Board

**Amount:** \$781,989.00

**Period:** July 1, 2024 – June 30, 2025

**Type:** Non-Competitive

**Matching Funds:** None

**Lead Staff:** Dr. Jennifer Davidson, Assistant Vice President of Educational Affairs

**Purpose:** The Federal Postsecondary Perkins Grant, through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), will continue to support career and technical education (CTE) programs and students, including special population students. The grant funds will be used to advance student academic knowledge, technical skill development and attainment, and employability skills. The Perkins grant will contribute to student degree and certificate completion, increased student employment placement and retention, and the increased enrollment and retention of students in nontraditional careers.

**Recommendation:** Approve the acceptance of the FY25 Federal Postsecondary Perkins Basic Grant – Career and Technical Education award in the amount of \$781,989.00 from the Illinois Community College Board.

7. NEW BUSINESS

**7.4. CONSTRUCTION MANAGER AT RISK FOR URBAN FARM CENTER**

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

**Funding Source:** Foundation

**Funding Request:** \$1,600,000.00

<b>Vendor</b>	<b>Amount</b>
Pepper Construction	\$1,600,000.00

**Explanation of Purchase:** This purchase is for construction management services for the Urban Farm Center at the Lakeshore Campus. These services include pre-construction, general conditions, reimbursables, and a 2% fee of total construction costs to coordinate with the designer and manage all trade contracts through project completion.

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

**Recommendation:** Approve an agreement with Pepper Construction of Barrington, IL, subject to legal review, in a not to exceed total amount of \$1,600,000.00.

7. NEW BUSINESS

**7.5. LAKESHORE CAMPUS CHILDREN’S LEARNING CENTER PLAYGROUND (RATIFICATION)**

**Lead Staff:** Sue Kilby, Director, Capital, Sustainability, Capital Management

**Funding Source:** Donor, grant and FY23 surplus

**Funding Request:** \$524,579.00

<b>Bids</b>	<b>Amount</b>
Abbey Construction Co., Inc.	\$476,890.00
Boller Construction Company	\$500,500.00
Industries, Inc.	\$700,173.00

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

**Recommendation:** Ratify a purchase from Abbey Construction Co., Inc. of Aurora, IL for \$476,890.00 and a 10% contingency of \$47,689.00 in a not-to-exceed amount of \$524,579.00.

## 7. NEW BUSINESS

### 7.6. GRAYSLAKE CAMPUS OUTDOOR SPORTS COMPLEX AND ROUNDABOUT

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

**Funding Source:** 2021 general obligation bond (Sports Complex); FY22 surplus (Roundabout)

**Funding Request:** \$852,000.00

<b>Vendor</b>	<b>Amount</b>
SmithGroup	\$852,000.00

**Explanation of Purchase:** This purchase is for the architectural services to design the Outdoor Sports Complex and the Roundabout on the Grayslake Campus. These projects have different funding sources and separate project charters. However, they are located adjacently on the campus grounds. Therefore, one architect for proper design, coordination and economies of scale is recommended. Throughout the life of these projects, the college will manage the scope, budget and schedule separately yet in coordination with one another.

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

**Recommendation:** Approve an agreement with SmithGroup of Chicago, IL, in a not to exceed total amount of \$852,000.00.

7. NEW BUSINESS

**7.7. GRAYSLAKE CAMPUS GREENHOUSE RENOVATIONS (RATIFICATION)**

**Lead Staff:** Sue Kilby, Director, Capital, Sustainability, Capital Management

**Funding Source:** 2021 general obligation bond and FY23 surplus

**Funding Request:** \$362,450.00

<b>Bid</b>	<b>Amount</b>
Boller Construction Company	\$329,500.00

**Explanation of Purchase:** This purchase is for the renovation of the greenhouse on the Grayslake campus which includes demolition, framing, plumbing, electrical and installation of new polycarbonate wall and roof panels. Boller Construction Company was the single most responsible and responsive bidder.

**Recommendation:** Ratify a purchase from Boller Construction Company of Waukegan, IL for \$329,500.00 and a 10% contingency of \$32,950.00 in a not-to-exceed amount of \$362,450.00.

7. NEW BUSINESS

**7.8. GRAYSLAKE CAMPUS PARKING LOT 2 REHABILITATION**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

**Funding Source:** Comprehensive fee parking lot/site improvement

**Funding Request:** \$274,890.00

<b>Bids</b>	<b>Amount</b>
Schroeder Asphalt Services, Inc.	\$249,900.00
Patriot Maintenance, Inc.	\$260,500.00
Peter Baker & Son Co.	\$269,074.00
Maneval Construction Co., Inc.	\$277,570.00
Chicagoland Paving Contractors, Inc.	\$285,000.00
A Lamp Concrete Contractors, Inc.	\$314,000.00
J.A. Johnson Paving Company	\$316,868.34

**Explanation of Purchase:** This purchase is to repave Parking Lot 2 on the Grayslake Campus.

**Recommendation:** Approve a purchase with Schroeder Asphalt Services, Inc. of Marengo, IL for \$249,900.00 and a 10% contingency of \$24,990.00 in a not-to-exceed amount of \$274,890.00.

7. NEW BUSINESS

**7.9. SERVICE AGREEMENT FOR COPIERS AND PRINTERS**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

**Funding Source:** FY25 budget

**Funding Request:** \$586,914.00

<b>Vendor</b>	<b>Amount</b>
Konica Minolta Business Solutions U.S.A., Inc.	\$586,914.00

**Explanation of Purchase:** This purchase is for the service agreement on production printers and the fleet of college copiers and printers at all campuses. The service agreement covers machine maintenance and parts, consumable supplies such as toner and staples, and unlimited prints.

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 Sourcwell contract (#030321-KON) for Office equipment: copiers, printers, software, and specialty products.

**Recommendation:** Approve an agreement from September 1, 2024, to August 31, 2029, with Konica Minolta Business Solutions U.S.A., Inc. of Ramsey, NJ, in a not-to-exceed total amount of \$586,914.00.

7. NEW BUSINESS

**7.10. ELEVATOR MAINTENANCE SERVICES**

**Lead Staff:** Derrick Harden, Vice President of Strategic Advancement & Chief of Staff / Acting Vice President of Business Services and Finance

**Funding Source:** FY25 budget

**Funding Request:** \$305,000.00

<b>Vendor</b>	<b>Amount</b>
Kone Corporation	\$305,000.00

**Explanation of Purchase:** This agreement is for the annual preventive maintenance and repairs for elevators across all College 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 Omnia contract (EV #2516) for elevator, escalator and walkway maintenance and modernization services and related solutions.

**Recommendation:** Approve an agreement from September 1, 2024, to August 31, 2029, with Kone Corporation of Chicago, IL, in a not-to-exceed total amount of \$305,000.00.

## 7. NEW BUSINESS

### 7.11. FY25 PRIORITIES OF THE PRESIDENT

**Lead Staff:** Lori Suddick, President

**Background:** The FY25 Priorities of the President align with the FY25 Budget and College Plan’s most critical components for fiscal and operational sustainability of the College, in addition to the advancement of student, community, and employee success outcomes per the FY24 strategic plan. These priorities form the foundation of the President’s performance evaluation and establish the focus of work for the President and the Board of Trustees. Quarterly progress reports will be provided (October, January, April, August) and priorities will be integrated in the monthly President’s Reports.

#### FY25 Priorities of the President

<b>Advance Equity in Student Access, Retention &amp; Success</b>	Achieve 213,089 college-level credit hours delivered (1.5% increase) through the implementation of cross-functional enrollment strategy.
	<p><u>Retention:</u> Achieve fall-to-spring retention target of 82% aggregate (2 percentage point increase), including disaggregated targets to be used in reporting outcomes.</p> <p>Achieve fall-to-fall retention target of 69% aggregate (2 percentage point increase), including disaggregated targets to be used in reporting outcomes.</p>
<b>Advance Employee Retention and Success</b>	Establish and communicate strategy for distribution of FY2025 professional learning resources to support employee growth and competency associated with strategic efforts by October 2025.
	Establish alternative cost sharing options regarding employee group medical insurance benefits plan using FY24 employee taskforce report, industry best-practice, and benchmark data for discussion and evaluation in March 2025.
	Launch new leader orientation to augment general employee onboarding as part of Employee Success Framework by July 2025.
<b>Advance Community &amp; Workforce Success</b>	Launch regional Manufacturing Alliance by October and complete first-year strategies for growth and engagement by June 2025.
	Launch year one of the CEJA Clean Energy Workforce Network (Hub) Program and establish integrated service model with Lake County Workforce Development Board Job Center.
	Achieve \$15M Urban Farm Center (UFC) capital fundraising target by March 2025.
<b>College Operations &amp; Planning</b>	<p><u>LancerNext/Workday:</u> Achieve 90% completion of basic Workday role-specific professional learning for employees in preparation for launch of Finance and HCM systems by December 2024.</p> <p>Implement Human Capital Management and Finance Workday platform in January 2025.</p> <p>Establish capacity and readiness plan for Student Workday platform March 2025 launch of implementation phase by October 2024.</p>
	<p><u>Strategic Planning:</u> Complete college and community-wide strategic planning process by April 2025. Launch plan with aligned frameworks and metrics dashboards in July 2025.</p>

**Recommendation:** Approve the FY25 Priorities of the President.

## 7. NEW BUSINESS

### 7.12. ACCEPTANCE OF THE ILLINOIS COMMUNITY COLLEGE BOARD'S (ICCB) PIPELINE FOR THE ADVANCEMENT OF THE HEALTHCARE (PATH) WORKFORCE GRANT

**Grantor:** Illinois Community College Board

**Amount:** \$839,809.00

**Period:** July 1, 2024 – June 30, 2025

**Type:** Non-Competitive

**Matching Funds:** None

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

**Purpose:** Grant funds will be used to support students pursuing associate degrees and certificates in select healthcare programs including: Health Information Technology, Healthcare Office Assistant, Medical Assisting, Pharmacy Technician, Phlebotomy Technician, Nursing (Registered Nurse), Nurse Assisting, Surgical Technology, Medical Imaging (Radiology Technician), Emergency Medical Technology, Paramedic, and Dental Hygiene.

Last-dollar tuition and fees, stipends for life costs, books, uniforms, and testing costs will be available for qualified students in the program. The goal of the program is to increase efforts on the recruitment and retention of incumbent workers, new, entering students on a nursing or healthcare pathway, and low-income, first generation, and minoritized students.

**Recommendation:** Accept the Pipeline for the Advancement of the Healthcare (PATH) Workforce Grant in the amount of \$839,809.00 from the Illinois Community College Board.