

College of Lake County
Community College District No. 532
Tuesday, November 19, 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, November 19, 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/kcQuB-4uIGk?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 by 3:00 p.m. on Tuesday, November 19, 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. Cross-functional Enrollment Strategy
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Committee of the Whole Minutes of October 5, 2024
 - 5.1.2. Regular Meeting Minutes of October 15, 2024
 - 5.1.3. Closed Meeting Minutes of October 15, 2024
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses 4

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	Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsNovember2024.pdf	
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6.3.	Policy 424 - Joint Educational Agreements - Revised - First Reading	40
6.4.	Policy 425 - Chargeback - Deleted - First Reading	42
7.	New Business (Action Items)	
7.1.	Policy 936 - Work Week, Work Day and Overtime - Revised - First Reading - Waiver of Second Reading	43
7.2.	Policy 939 - Non-Bargaining Unit Staff Compensation and Benefits - Revised - First Reading - Waiver of Second Reading	46
7.3.	Resolution Estimating Amounts Necessary to be Levied for the Year 2024	54

Agenda for Board of Trustees Meeting of Tuesday, November 19, 2024

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| 7.4. Employment Agreement - President | 57 |
| 7.5. Appoint Individual to Fill Board Vacancy | 58 |
| 8. Executive Session (Closed)
Closed Session requested under 5 ILCS 120, Section 2(c)(1), 2(c)(2), 2(c)(3) 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 \$3,309.42 for registration and travel associated with the Association of Community College Trustees (ACCT) Leadership Congress Conference and Achieving the Dream Conference.

PASSED this 19th day of November 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 \$26,000 are recommended to the Fiscal Year 2025 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 \$26,000.00.

PASSED this 19th day of November 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 25 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 57 00803 3020 01	Career and Job Placement	Other Contractual Services	\$ 22,500.00		Align Expense to Correct Accounts
559000 57 00803 3020 01	Career and Job Placement	Other Conference & Meeting Exp	\$ 3,500.00		
599000 57 00803 3020 01	Career and Job Placement	Other Expenditures		\$ 26,000.00	
TOTAL TRANSFERS - ALL FUNDS			<u>\$ 26,000.00</u>	<u>\$ 26,000.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 37.6 percent of budgeted revenues through September 2024. At the end of September 2023, the College had received 33.1 percent of the amount budgeted.

As of September 30, 2024, the College had received revenues equal to \$35.3 million in FY25 for local taxes. Local tax revenue is budgeted at \$85.8 million for FY25.

Also, as of September 30, 2024, student enrollment reflected 28.2 percent of the tuition revenue. At the end of September 2023, the College had received 30.9 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 September 30, 2024, reflect 20.5 percent of budgeted expenditures for the year. In comparison, as of September 30, 2023, the College had expended 20.3 percent of the amount budgeted. The College is trending on track with the FY25 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

September 30, 2024

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of September 30, 2024**

ASSETS

CASH

Cash In Bank	31,542,270.85
Change Funds	8,800.00

INVESTMENTS

Other Investments	21,719,810.47
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RECEIVABLES

Allowance for Uncollectable Tuition	(5,376,685.00)
Allowance Uncollectible Taxes	(326,536.10)
Student Tuition Receivable	8,724,523.96
Vendor Receivables	535,891.86
Other Receivables	1,339.42

ACCRUED REVENUE

Accrued Interest	-
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INTER-FUND

7,498,379.48

Prepaid Expenses

Prepaid Expenses	64,063.67
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TOTAL ASSETS

64,391,858.61

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 22,498.14

ACCOUNTS PAYABLE

Accounts Payable 764,345.71

ACCRUED EXPENSES

Accrued Expense 0.00

DEFERRED REVENUES

Property Taxes 0.00

Total Tuition & Fees 2,874,134.54

Miscellaneous Deferred Revenues 457,832.32

OTHER LIABILITIES

Other Liabilities 1,009,186.70

Vacation Accrual 3,076,984.09

TOTAL LIABILITIES \$ 8,204,981.50

FUND BALANCE

Fund Balance 56,186,877.11

TOTAL FUND BALANCE \$ 56,186,877.11

TOTAL LIABILITIES & FUND BALANCE \$ 64,391,858.61

RECONCILIATION

BEGINNING FUND BALANCE 37,337,187.69

ADD: REVENUE 41,533,696.83

LESS: EXPENDITURES (22,532,452.50)

OPERATING TRANSFERS (151,554.91)

ENDING FUND BALANCE 56,186,877.11

5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: September 30, 2024

	<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	27,908,272.51	67.19%	22,016,471.41	62.73%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	75,929.59	0.18%	101,410.46	0.29%
ICCB Credit Hour Grants	2,555,721.00	6.15%	2,471,274.51	7.04%
Vocational Education	321,547.50	0.77%	0.00	0.00%
Tuition	6,882,342.75	16.57%	7,576,789.25	21.59%
Graduation Fees	0.00	0.00%	0.00	0.00%
Transcript Fees	33,267.14	0.08%	30,668.34	0.09%
On-line Course Fee	(618.24)	0.00%	192,093.35	0.55%
Laboratory Fees	122,343.14	0.29%	127,613.62	0.36%
Payment Plan Enrollment Fee	10,095.00	0.02%	12,709.30	0.04%
Credit By Exam Fees	100.00	0.00%	150.00	0.00%
Comprehensive Fees	1,563,462.99	3.76%	1,201,783.75	3.42%
Activity Fee Adjustment	0.00	0.00%	0.00	0.00%
Gain(Loss) on Investment	800,648.22	1.93%	(151,201.09)	-0.43%
Other Interest	1,251,477.35	3.01%	1,493,879.43	4.26%
Sweep Accounts	0.00	0.00%	17,037.50	0.05%
Library Fines	168.25	0.00%	68.00	0.00%
Miscellaneous Revenue	9,749.29	0.02%	5,898.94	0.02%
Other Revenue/Rebates	0.00	0.00%	0.00	0.00%
Over Short	(809.66)	0.00%	9.00	0.00%
Total Income	41,533,696.83	100%	35,096,655.77	100%

5. CONSENT AGENDA 2. FINANCIAL

<u>EXPENDITURES</u>				
Salaries	16,961,383.13	75%	16,011,555.43	79%
Employee Benefits	3,352,117.50	15%	2,216,808.97	11%
Contractual Services	1,195,179.59	5%	1,115,302.11	6%
General Material & Supplies	620,387.78	3%	522,341.13	3%
Travel/Conference Meeting Exp	99,079.51	0%	91,152.22	0%
Fixed Charges	23,880.00	0%	1,750.00	0%
Utilities	11,044.07	0%	11,348.93	0%
Building Maintenance	0.00	0%	0.00	0%
Capital Outlay	3,877.26	0%	266.75	0%
Other Expenditures	265,503.66	1%	299,581.68	1%
Total Expense	<u>22,532,452.50</u>	<u>100%</u>	<u>20,270,107.22</u>	<u>100%</u>
Beginning Fund Balance	37,337,187.69		38,721,962.95	
Add: Revenues	41,533,696.83		35,096,655.77	
Less: Expenses	(22,532,452.50)		(21,476,082.35)	
Operating Transfers	(151,554.91)		(5,345,388.76)	
Ending Fund Balance	<u>56,186,877.11</u>		<u>46,997,147.61</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund
Balance Sheet - Fund 02
As of September 30, 2024**

ASSETS

CASH

Cash In Bank \$ 3,297,094.51

INVESTMENTS

Other Investments 40,570,781.55

RECEIVABLES

Allowance Uncollectible Taxes (82,650.04)

Vendor Receivables 2,101.97

INTER-FUND

\$ (32,860,078.06)

Prepaid Expenses

Prepaid Expenses 283,940.00

TOTAL ASSETS

\$ 11,211,189.93

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	\$ 117,961.67
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ACCRUED EXPENSES

Accrued Expense	186,475.21
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DEFERRED REVENUES

Property Taxes	0.00
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TOTAL LIABILITIES	\$ 304,436.88
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FUND BALANCE

Fund Balance	10,906,753.05
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TOTAL FUND BALANCE	\$ 10,906,753.05
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TOTAL LIABILITIES & FUND BALANCE	11,211,189.93
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RECONCILIATION

BEGINNING FUND BALANCE	6,264,941.08
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ADD: REVENUE	7,331,312.49
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LESS: EXPENDITURES	(2,689,500.52)
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OPERATING TRANSFERS	0.00
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ENDING FUND BALANCE	10,906,753.05
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5. CONSENT AGENDA 2. FINANCIAL

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: September 30, 2024

	<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	7,328,382.49	100%	5,797,573.44	100%
Building Rentals	2,930.00	0%	2,995.18	0%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	0.00	0%	8,751.50	0%
Total Income	7,331,312.49	100%	5,809,320.12	100%
<u>EXPENDITURES</u>				
Salaries	1,088,556.28	40%	1,102,454.13	55%
Employee Benefits	355,656.49	13%	349,334.95	17%
Contractual Services	150,507.21	6%	99,693.57	5%
General Material & Supplies	100,191.69	4%	67,515.61	3%
Travel/Conference Meeting Exp	3,384.56	0%	3,930.06	0%
Fixed Charges	627,877.93	23%	150,350.56	7%
Utilities	323,165.44	12%	238,812.59	12%
Capital Outlay	49,321.30	2%	14,092.11	1%
Other Expenditures	(9,160.38)	0%	(18,046.55)	-1%
Total Expense	2,689,500.52	100%	2,008,137.03	100%
Beginning Fund Balance	6,264,941.08		6,023,765.32	
Add: Revenues	7,331,312.49		5,809,320.12	
Less: Expenses	(2,689,500.52)		(2,008,137.03)	
Operating Transfers	0.00		(1,214,769.00)	
Ending Fund Balance	10,906,753.05		8,610,179.41	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. WORKDAY DEPLOYMENT TENANT

Lead Staff: Allison Porterfield-Woods, Chief Information Officer, Information Technology

Funding Source: FY25 budget

Funding Request: \$30,000.00

Vendor	Amount
Precision Task Group, Inc.	\$30,000.00

Explanation of Purchase: This purchase is needed to support the LancerNEXT project team’s task of launching the Workday Human Resources and Finance products, while concurrently initiating the implementation phase of the Workday Student platform and the need to establish an environment where the ability to test, enhance and expand the launched products, or products in development, without disrupting the active system. Establishing the separate test environment is accomplished by adding a deployment tenant (a tenant is a secure, cloud-based environment that allows a customer to license and use the Workday program to manage business data). This project is funded through the FY25 Information Technology budget.

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 Precision Task Group, Inc. of Houston, TX in a not-to-exceed amount of \$30,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. ADVANCED TECHNOLOGY CENTER EQUIPMENT

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

Funding Source: FY25 Instructional Equipment

Funding Request: \$34,271.25

Vendor	Amount
Pace Technologies	\$34,271.25

Explanation of Purchase: This purchase is for equipment used in the hands-on instruction and learning for the welding and machining programs, including metal testers, grinding and polishing machines. The specific equipment is only available through Pace Technologies.

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 Pace Technologies of Tucson, AZ in a not-to-exceed amount of \$34,271.25.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. TEXT MESSAGING COMMUNICATION PLATFORM

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY25 budget

Funding Request: \$35,175.00

Vendor	Amount
Signal Vine, Inc.	\$35,175.00

Explanation of Purchase: This purchase is for the renewal of the College’s text messaging solution used to communicate with prospective and current students.

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 the contract from January 1, 2025, through December 31, 2025, with Signal Vine, Inc. of Alexandria, VA in a not-to-exceed amount of \$35,175.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLES

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

Funding Source: Rev Up Grant

Funding Request: \$53,998.00

Vendor	Amount
Classic Toyota, Scion & Kia	\$53,998.00

Explanation of Purchase: This purchase is for two previously owned vehicles that will deliver learning outcomes that pertain to the Rev Up grant in both Automotive and 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: Approve a purchase from Classic Toyota, Scion & Kia of Waukegan, IL in a not-to-exceed amount of \$53,998.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. SMART SENSOR TRAINERS

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

Funding Source: FY25 budget

Funding Request: \$61,850.00

Vendor	Amount
Moss Enterprises	\$61,850.00

Explanation of Purchase: This purchase is for smart sensors and the manufacturing Internet of Things (IoT) that facilitates communication between devices and the cloud to provide the Automation, Robotics and Mechatronics program students with hands-on experience using industry-standard technology.

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 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: Approve a purchase from Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$61,850.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. GRAYSLAKE CAMPUS SURGICAL TECHNOLOGY PROGRAM SUPPLIES

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

Funding Source: Path Grant

Funding Request: \$67,165.00

Bids	Amount
Mock Medical (Recommended)	\$67,165.00
Seattle Technology	\$70,101.45

Explanation of Purchase: This purchase is for various pieces of equipment and surgical technology supplies needed at the Grayslake Campus.

Recommendation: Approve a purchase from Mock Medical of Milford, IA in a not-to-exceed amount of \$67,165.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. GRAYSLAKE CAMPUS DIGITAL MEDIA DESIGN INSTRUCTIONAL EQUIPMENT

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

Funding Source: FY25 budget

Funding Request: \$78,372.54

Vendor	Amount
Midwest Computer Products, Inc.	\$78,372.54

Explanation of Purchase: This is for the purchase and installation of new audio and video instructional equipment for the Digital Media Design program 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 the IPHEC Illinois State contract (#IPHEC2131) for audio visual equipment.

Recommendation: Approve a purchase from Midwest Computer Products, Inc. of West Chicago, IL in a not-to-exceed amount of \$78,372.54.

5. CONSENT AGENDA 3. PURCHASING

5.3.8. JAMES LUMBER CENTER REPAIRS

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

Funding Source: FY22 surplus and capital contingency

Funding Request: \$192,564.00

Bids	Amount
Happ Builders, Inc. (Recommended)	\$178,300.00
Manusos General Contracting, Inc.	\$195,527.00
Camosy, Inc.	\$232,000.00

Explanation of Purchase: This purchase is for construction services to repair areas that incurred water damage.

Recommendation: Approve of a purchase from Happ Builders, Inc. of Waukegan, IL for \$178,300.00 and an 8% contingency of \$14,264.00 in a total not-to-exceed amount of \$192,564.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. ALEKS PLACEMENT TESTING SOFTWARE

Lead Staff: Tanya Woltmann, Dean, Student Academic Support

Funding Source: FY25 budget

Funding Request: \$180,000.00

Vendor	Amount
McGraw Hill, LLC	\$180,000.00

Explanation of Purchase: This purchase is for ALEKS assessment testing software required for placement into specified courses.

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 the contract from January 1, 2025, through December 31, 2027, with McGraw Hill, LLC. of Chicago, IL in a not-to-exceed amount of \$180,000.00.

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	Asbury, Laura	Professional Position Number: 0051 Manager, Personal and Professional Development	11/18/2024	11/18/2024-6/30/2025
2	Jones, Gwendolynn	Professional Position Number: 1943 Career Program Manager, Communication Arts, Humanities and Fine Arts	12/2/2024	12/2/2024-6/30/2025
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 28, 2025, Board meeting. The proposed approvals are as follows:

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Administrator Position Number: 0010 Dean, Communication Arts, Humanities and Fine Arts	11/20/2024	TBD
2	Administrator Position Number: 1020 Associate Dean, Biological and Health Sciences	11/20/2024	TBD
3	Administrator Position Number: 1472 Executive Director Business Operations	11/20/2024	TBD
4	Administrator Position Number: 1562 Director, Procurement	11/20/2024	TBD
5	Administrator Position Number: 1892 Director, Budget and Risk Management, Finance	11/20/2024	TBD
6	Professional Position Number: 1948 Audience Development Manager, James Lumber Center for the Performing Arts	11/20/2024	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 28, 2025 Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following position changes in Business Services and Finance. Funding for the changes is supported in the FY25 budget.								
1	Job Grade, Title, Job Family, Promotion	Karamy, Mahsa	Professional Position Number: 1144 Assistant Director, Facilities Administration	Administrator Position Number: 1144 Director, Facilities Administration	C52 Exempt	D61 Exempt	11/25/2024	11/25/2024- 6/30/2025
2	Job Grade	Vacant	Administrator Position Number: 1434 Director, Capital, Sustainability, and Construction Management Services	Administrator Position Number: 1434 Director, Capital, Sustainability, and Construction Management Services	D71 Exempt	D61 Exempt	1/6/2025	TBD
3	Job Grade, Title	Vacant	Professional Position Number: 0022 Assistant Director, Capital, Sustainability, and Construction Management Services	Professional Position Number: 0022 Capital Project Manager, Capital, Sustainability, and Construction Management Services	C52 Exempt	C45 Exempt	1/6/2025	TBD
Recommendation: Approve the proposed position changes with the effective dates noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS

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

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Abderholden, Juliann	Part-time Specialist Position Number: 1896 Apprenticeship Program Specialist*, Career and Job Placement Center	Full-time Specialist Position Number: 0123 Career Services Specialist, Career and Job Placement Center	12/2/2024	12/2/2024-6/30/2025
2	Gaytan, Javier	Part-time Classified Position Number: 1108 Enrollment Services Generalist, Welcome and One Stop Center	Full-time Specialist Position Number: 1914 Dual Credit College Readiness Program Coordinator*, P-20 Educational Partnerships	12/2/2024	12/2/2024-6/30/2025
3	Herion, Nicole	Professional Position Number: 0074 Student Success Manager, Adult Education and ESL	Administrator Position Number: 1939 Associate Dean, Adult Education and ESL	11/4/2024	11/4/2024-6/30/2025
4	Rico, Ashley	Specialist Position Number: 1031 Financial Aid Specialist, Financial Aid	Specialist Position Number: 1673 Financial Aid Coach, Financial Aid	12/2/2024	12/2/2024-6/30/2025

Recommendation: Approve the above action.

*Grant/externally funded position.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROMOTIONS (CONTINUED)

Administration is requesting authorization to make offers for Promotions or Transfers and set the start date prior to the January 28, 2025, Board meeting. The proposed approvals are as follows:

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Classified Position Number: 0297 Senior Accounting Associate, Student Accounting	11/20/2024	TBD
2	Classified Position Number: 0143 Office Associate, Judicial Services	11/20/2024	TBD

Recommendation: Approve authorization to make offers for Promotions or Transfers for the above positions, subject to Board approval at the January 28, 2025 Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position 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	Rodriguez, Salvador	Specialist Position Number: 1481 Academic Success Advisor, Advising and Retention	Specialist Position Number: 1682 Undocumented Student Resource Advisor, Student Academic Success	12/2/2024	12/2/2024-6/30/2025

Recommendation: Approve the above action.

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	Daniel, Azul	Part-time Classified Position Number: 0336 Assistant Teacher, Children’s Learning Centers	10/25/2024
2	Resignation	Fatima, Samiya	Specialist Position Number: 0076 Data Reporting Specialist*, Adult Education/Literacy	11/4/2024
3	Resignation	Reynolds, Siobhan	Classified Position Number: 1516 Office Associate, Testing	11/5/2024
4	Resignation	Dymchuk, Anastasiia	Specialist Position Number: 1430 Testing Specialist, Testing	11/9/2024
5	Resignation	Overton, Crystal	Specialist Position Number: 1935 Manager*, Community and Workforce Partnerships	11/15/2024
Recommendation: Approve the above action.				

*Grant/externally funded position.

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.1. POLICY 402 – RESIDENCY – REVISED – FIRST READING

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

The following revisions to Policy 402 are recommended:

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

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

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

6. PRESENTATION OF POLICIES AND OBJECTIVES

402 RESIDENCY

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

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

Definitions of these residency statuses follow below.

Proof of Residency

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

402.1 IN-DISTRICT RESIDENTS OF THE COLLEGE DISTRICT

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

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

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

402 RESIDENCY (CONTINUED)

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

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

03. Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have recently been emancipated from the Department and who had a placement change into a new community college district are exempt from the 30-day requirement if they demonstrate proof of current in-district residency.
04. Any graduates of a recognized high school or students otherwise qualified to attend a public community college who reside in Illinois but who do not reside in any community college district within the State.
05. Students who move from outside the state who obtain an in-district residency for reasons other than going to college and demonstrate a verifiable interest in permanent residency will be exempt from the 30-day residency requirement.

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

01. ~~A person~~Students who resides in Illinois, but ~~is~~are not a residents of Community College District 532, as defined in the in-district residents sections ~~402.1 and 402.3~~ above, are considered out-of-district.
02. To be classified as residents of the State of Illinois, students must have occupied a dwelling within the state for at least 30 consecutive days prior to the start of the term of enrollment.

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

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

402 RESIDENCY (CONTINUED)

- Employed full-time in Illinois.

~~402.3~~ OUT-OF-STATE RESIDENTS

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

FOREIGN COUNTRY RESIDENT

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

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.2. POLICY 420 – TUITION AND FEES – REVISED – FIRST READING

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

The following revisions to Policy 420 are recommended:

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

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

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

6. PRESENTATION OF POLICIES AND OBJECTIVES

420 TUITION AND FEES

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

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

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

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

TUITION RATES

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

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

420 TUITION AND FEES (CONTINUED)

02. Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), military service members who are on active military duty in one (1) of the ~~uniformed armed~~ services of the United States will be ~~subject to~~eligible for the current in-district tuition rate by displaying a valid United States-~~uniformed armed~~ services identification card.
03. Spouses and ~~dependent~~ children of military service members who are on active military duty and are stationed and present in Community College District 532 in connection with their service are also eligible for the in-district tuition rate.
04. Per the federal requirements for maintaining approval for veterans' educational benefits under 38 U.S.C. 3679(c), students who are entitled to assistance as described in 38 U.S.C. 3679(c) will be ~~subject to~~eligible for the current in-district tuition rate by providing their certificate of eligibility or other documentation provided by the US Department of Veterans Affairs-~~to the financial aid department~~.
05. ~~Students who enroll in a College program pursuant to Section 6-1.5 of the Public Community College Act (1.10 ILCS 805/6-1.5) shall be eligible for the in-district tuition and fees rate, provided that all applicable criteria required by Section 6-1.5 are met.~~
06. ~~Students who work full-time (35 hours or more per week) for an employer located within the College District and students who are using Workforce Innovation and Opportunity Act (WIOA) benefits are eligible for the in-district tuition and fees rate.~~
07. Under 110 ILCS 805/6-4a, students shall be eligible for the in-state, out-of-district tuition rate if all of the following conditions are met:
 - ~~Students resided with a parent or guardian while attending a public or private high school in the state of Illinois.~~
 - ~~Students graduated from a public or private high school or received the equivalent of a high school diploma in the state of Illinois.~~
 - ~~Students attended school in the state of Illinois for at least three (3) years as of the date of graduation from high school or received the equivalent of a high school diploma.~~

6. PRESENTATION OF POLICIES AND OBJECTIVES

420 TUITION AND FEES (CONTINUED)

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

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

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

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.3. POLICY 424 – JOINT EDUCATIONAL AGREEMENTS – REVISED – FIRST READING

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

The following revisions to Policy 424 are recommended:

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

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

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.3. POLICY 424 – JOINT EDUCATIONAL AGREEMENTS – REVISED – FIRST READING

424 JOINT EDUCATIONAL AGREEMENTS

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

Adopted 11/16/1982

Amended

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.4. POLICY 425 – CHARGEBACK – DELETE – FIRST READING

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

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

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

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

~~425~~ — ~~CHARGEBACK~~

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

Adopted 11/26/1982

~~Deleted~~

7. NEW BUSINESS

7.1. POLICY 936 – WORK WEEK, WORK DAY AND OVERTIME – REVISED – FIRST READING AND WAIVER OF SECOND READING

Policy 936 – Work Week, Work Day and Overtime is presented for a First Reading and a waiver of the Second Reading regarding the proposed revisions. The adoption and implementation of the policy changes, with a proposed effective date of December 23, 2024, align with the Strategic Plan and the Total Rewards Philosophy.

Board Policy 936 was last amended on April 26, 2016. This policy has been reviewed by the College’s legal counsel and shared governance system.

Recommended changes are highlighted in red.

Recommendation: Administration recommends that the Board of Trustees waive a Second Reading and approve the changes.

7. NEW BUSINESS

936 WORK WEEK, WORK DAY AND OVERTIME

Employees are either "exempt" or "nonexempt" from the overtime provisions of the Fair Labor Standards Act, as amended. "Exempt" employees are not eligible for any form of overtime compensation.

Pursuant to the Fair Labor Standards Act, "nonexempt" employees are eligible for overtime compensation for hours worked in excess of forty (40) hours during the established work week.

A. Work Week and Work Day

The established work week shall be a regularly recurring period of seven (7) consecutive twenty-four (24) hour periods or work days, beginning at ~~12:00~~ a.m., Monday and ending at ~~12:00~~ ~~midnight~~ ~~11:59~~ p.m. the following Sunday, times inclusive.

The regular work week may vary among employees. The regular work week for full-time employees generally shall be forty (40) hours. A different schedule may apply in the summer as approved by the Board.

Full-time employees generally will receive two paid fifteen (15) minute daily breaks and a daily thirty (30) minute unpaid lunch period.

Employees scheduled to work at least seven and one-half continuous hours or longer will receive at least a 20-minute unpaid meal period beginning no later than 5 hours after the start of the employee's shift.

An additional premium may be paid to nonexempt employees whose shift assignment begins after ~~11:00~~ a.m. ~~12:00~~ p.m.

B. Overtime

Overtime must be approved in advance by the supervisor.

Overtime worked by nonexempt employees must be recorded and compensated in accordance with either of the following methods.

The employee shall be paid at a rate of one and one-half times the employee's regular hourly rate for the number of overtime hours worked.

7. NEW BUSINESS

936 WORK WEEK, WORK DAY AND OVERTIME (CONTINUED)

With the agreement of the supervisor, a regular nonexempt employee, may receive compensatory time off at the rate of one and one-half times the number of overtime hours worked in lieu of overtime pay. Employees may accrue up to a maximum of 24 hours of compensatory time and must use all accrued compensatory time before the end of the fiscal year. At the end of the fiscal year, unused and accrued compensatory time hours will be paid out to employees. Employees may not earn compensatory time off in lieu of overtime pay during the last quarter of each fiscal year.

Compensatory time will be administered according to procedures established by the Human Resources and the Payroll Departments.

Supervisors are responsible for keeping records of employees' authorized compensatory time off and reporting that time to the Payroll Department.

Employees who accrue compensatory time shall be paid for the unused compensatory time in the following situations: termination of employment; approved FMLA leaves longer than two weeks; finishing his/her nine (9) month or ten (10) month work period if applicable; the end of the fiscal year; and promotion or reclassification to an exempt position.

Adopted 06/23/2015

Amended 04/26/2016

Amended XX/XX/XXXX (Effective date: 12/23/2024)

7. NEW BUSINESS

7.2. POLICY 939 – NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS – REVISED – FIRST READING AND WAIVER OF SECOND READING

Policy 939 – Non-Bargaining Unit Staff Compensation and Benefits is presented for a First Reading and a waiver of the Second Reading regarding the approval of the proposed revisions. The adoption and implementation of the policy changes, with a proposed effective date of December 23, 2024, align with the Strategic Plan and the Total Rewards Philosophy.

Board Policy 939 was last amended on March 26, 2024. This policy has been reviewed by the College’s legal counsel and shared governance system.

Recommended changes are highlighted in red.

Recommendation: Administration recommends that the Board of Trustees waive a Second Reading and approve the changes.

939 NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS

The College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified and diverse workforce to serve our students and our community. To this end, staff compensation and benefit plans will reflect its Total Rewards Philosophy. These plans will be administered by Human Resources where applicable, follow procedures authorized by the President or their designee and comply with all applicable federal and state regulations. Any changes in the level of benefits will be subject to approval by the Board of Trustees.

- A. **Staff Pay Schedule** – The pay schedule will undergo market analysis on a routine schedule and pay ranges shall be reviewed annually by the Board of Trustees.
- B. **Placement on Staff Pay Schedule** – Staff jobs are evaluated and placed on the pay schedule by job grade using professionally accepted compensation administration principles. Human Resources is responsible for conducting position evaluation and for the ultimate placement of jobs in the staff pay schedule.
- C. **Staff Pay Increases** – Annual pay increases shall not be automatic. Pay increase amount(s) and effective date(s) shall be determined by the Board of Trustees at its discretion.
- D. **Insurance Benefits**
 - 1. **Medical Insurance** – The College shall make available a group medical insurance policy for all Board-appointed, full-time staff in compliance with the Affordable Care Act and all other applicable federal and state regulations.
 - 2. **Dental Insurance** – The College shall make available a group dental insurance policy for all Board-appointed, full-time staff.
 - 3. **Vision Insurance** – The College shall make available a group vision insurance policy for all Board-appointed, full-time staff.
 - 4. **Life/Accidental Death and Dismemberment (AD&D) Insurance** – The College shall make available a group term life/AD&D insurance policy for all Board-appointed, full-time staff.

939 **NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)**

- 5. **Long-Term Disability Insurance** – The College shall make available a group long-term disability insurance policy for all Board-appointed, full-time staff.

- 6. **Voluntary Insurance Benefits** – The College may make available additional voluntary insurance benefits for all Board-appointed, full-time staff. The premiums for these benefits are fully funded by the employee through post-tax payroll deductions. Benefit plans may include, but are not limited to, hospital indemnity, critical illness and identity protection.

- E. **Flexible Spending Account Plans** – The College shall provide the opportunity for pre-tax flexible spending account (FSA) plan contributions defined as “cafeteria plans” under Section 125 of the Internal Revenue Code to all Board-appointed, full-time staff. Subject to plan terms, participants may elect to set aside pre-tax dollars into healthcare, dependent care and/or transportation reimbursement FSA account(s).

- F. **Holidays** – Board-appointed, full-time staff shall be granted the day off with pay on each of the following holidays. Board-appointed, part-time staff are eligible for this benefit on a prorated basis.
 - 01. New Year's Day (January 1)
 - 02. Martin Luther King, Jr.'s Birthday
 - 03. Memorial Day
 - 04. Juneteenth National Freedom Day (June 19)
 - 05. Independence Day (July 4)
 - 06. Labor Day
 - 07. Thanksgiving Day
 - 08. Thanksgiving Friday
 - 09. Christmas Eve Day (December 24)
 - 10. Christmas Day (December 25)
 - 11. New Year's Eve Day (December 31)
 - 12-14. Three (3) winter holidays between Christmas Day and New Year's Eve Day

Other days may be declared special holidays for a given year if they are recognized in the official academic calendar for that year.

When a holiday falls on a Saturday or Sunday, the College, at its discretion, will determine the weekday and date that the holiday will be observed that best meets the needs of students and the community.

939 NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)

Any holiday falling within a vacation leave shall be considered a holiday and shall not be deducted from the staff's vacation bank.

- G. **Personal Leave** – The College shall grant personal leave, with pay, in accordance with the following provisions:
1. **Personal Leave Eligibility:** Board-appointed, full-time staff shall be granted paid personal leave each fiscal year (July 1) in compliance with the Paid Leave for All Workers Act (PLAWA). Part-time staff who are employed on the first day of the fiscal year (July 1) and who are eligible for paid time-off under PLAWA shall be granted personal leave hours on a prorated basis.
 2. **Personal Leave Year:** The personal leave year is the fiscal year (July 1 through June 30).
 3. **Personal Leave Benefit:** Full-time staff who are employed on the first date of each fiscal year (July 1) shall be granted 40 hours of personal leave for request and use in that fiscal year. Eligible part-time staff and staff with a starting date of hire or appointment in an eligible position after July 1 shall be granted personal leave on a prorated basis. Personal leave must be used within each fiscal year and does not carryover. Unused personal leave will not be paid out upon separation.
- H. **Vacation Leave** – The College shall grant vacation with pay, to Board-appointed staff in accordance with the following provisions:
1. **Vacation Leave Eligibility:** Board-appointed, full-time staff shall earn paid vacation leave based on the starting date of hire or appointment in an eligible position. Board-appointed part-time staff shall vacation on a prorated basis. Staff may request and be approved to use accumulated vacation leave after they have completed their initial probationary period with the College.
 2. **Vacation Leave Year:** The vacation year is established as the staff member's date of hire or appointment in an eligible position to their anniversary date one (1) year later.

939 NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)

- 3. Vacation Leave Benefit: Board-appointed, full-time staff shall earn vacation leave in accordance with the following schedule:

Years of Service	Total Hours Bi-Weekly	Total Hours Monthly	Total Per Year	Vacation Carry-Over Maximum Per Year
0 - 9 years	6.15 hours	13.34 hours	160 hours (20 days)	200 hours (25 days)
10 years & above	6.77 hours	14.67 hours	176 hours (22 days)	240 hours (30 days)

Board-appointed, part-time staff shall earn vacation leave on a prorated basis.

The vacation leave earn timing is ~~bi-weekly~~ ~~may be changed from monthly to bi-weekly at the College's discretion.~~

Staff are encouraged to use their earned vacation in a timely manner to foster health and wellness. Vacation hours in excess of the carry-over maximum shall be removed ~~at the end of the period containing on~~ the staff member's anniversary date annually.

- I. **Health Leave** – The College shall grant health leave, with pay, in accordance with the following provisions:
 - 1. Health Leave Eligibility: Board-appointed, full-time staff shall earn health leave based on their starting date of hire or appointment in an eligible position. Board-appointed, part-time staff shall health leave on a prorated basis.
 - 2. Health Leave Year: The health leave year is established as the staff member's date of hire or appointment in an eligible position to their anniversary date one (1) year later.

939 NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)

3. Health Leave Benefit: Board-appointed, full-time staff shall earn health leave in accordance with the following schedule:

Years of Service	Total Hours Bi-weekly	Total Hours Monthly	Total Per Year	Health Bank Maximum During Career
0 – 9 years	6.15 hours	13.34 hours	160 hours (20 days)	3,120 hours (390 days/ 78 weeks)
10 years & above	7.38 hours	16.00 hours	192 hours (24 days)	

Board-appointed, part-time staff shall earn health leave on a prorated basis.

The health leave earn timing is ~~bi-weekly~~ ~~may be changed from monthly to bi-weekly at the College’s discretion.~~

During the time an eligible full- or part-time staff member is on paid health leave, the benefits to which the staff member is entitled shall continue to be earned and be in full force.

Unused health leave shall be reported to State Universities Retirement System (SURS) at the time of staff member’s retirement, resignation or termination of employment.

- J. **Supplemental Health Leave** – The College shall grant a total of one-hundred and sixty (160) hours of supplemental health leave with pay to Board-appointed, full-time staff with one year of continuous service to the College in a full-time position. Such leave shall be accessible to staff in accordance with the following provisions:
 1. Staff may request supplemental health leave if they are prevented by their injuries or illness from performing their essential job functions and/or meeting work obligations for a period of at least 10 (ten) consecutive scheduled workdays.
 2. Staff may request supplemental health leave for the birth of a child (available to the birthing or non-birthing parent or spouse/domestic partner) or placement of a child with the staff for adoption or foster care and/or to care for a child, spouse/domestic partner, or parent who has a serious health condition concurrent with Family and

939 **NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)**

Medical Leave (FMLA) or Post-FMLA during which time the staff is unable to perform their essential job functions and/or meet work obligations for a period of at least 10 (ten) consecutive scheduled workdays.

3. Supplemental health leave hours are awarded once in the career of an eligible staff member. Unused supplemental health leave shall be reported to SURS with any unused health leave (section H) at the time of the staff member's retirement, resignation or termination.

K. **Bereavement Leave** – The College may grant bereavement leave in accordance with the following provisions:

1. Staff may request up to ten (10) days due to the death of an immediate family member-which includes spouse/domestic partner, parent, grandparent, child, grandchild, great-grandchild, sibling, corresponding in-law or step relations, any person for whom the staff is a legal guardian-or for any other qualifying reason under the Family Bereavement Leave Act. The leave should be completed within one-hundred and eighty (180) days of the loss.
2. Staff may request up to five (5) days due to the death of a non-immediate family member. The leave should be completed within one-hundred and eighty (180) days of the loss.
3. In accordance with the Family Bereavement Leave Act, staff may request an unpaid leave of up to six (6) weeks in the event of the death of more than one (1) immediate family member in a twelve-month period. The leave of absence must be completed within sixty (60) days of the immediate family member's death.
4. In accordance with the Child Extended Bereavement Leave Act, staff who are parents may request an unpaid leave of up to twelve (12) weeks in the event of a loss of a child by suicide or homicide. The leave may be taken continuously or intermittently (in increments no less than four (4) hours). The leave of absence must be completed within one (1) year of notifying the College of the child's death.
5. Pay for bereavement leave is available through a staff member's health leave bank.

7. NEW BUSINESS

939 NON-BARGAINING UNIT STAFF COMPENSATION AND BENEFITS (CONTINUED)

Adopted 06/23/2015
Amended 04/26/2016
Amended 06/28/2016
Amended 10/25/2016
Amended 09/19/2017
Amended 07/01/2019
Amended 03/15/2022
Amended 3/26/2024 (Effective date: 07/01/2024)
Amended XX/XX/XXXX (Effective date: 12/23/2024)

7. NEW BUSINESS

7.3. RESOLUTION ESTIMATING AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2024

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

Background: This resolution, which estimates the amounts necessary to be levied for 2024, is based on changes in inflation and equalized assessed value (EAV) including new construction and dissolving tax increment financing (TIF) district. The Property Tax Extension Limitation Law (PTELL) limiting rate for the 2024 levy, is 3.4 percent. The 2024 EAV is projected to increase approximately 10.4 percent as compared to 2023, with new construction for 2024 projected to total \$154 million and dissolving TIF district totaling \$36 million.

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

Levy Funds	2023 Levy Extension	2024 Levy Estimated	Estimated Increase	Percent Change
Operating & Special (Capped)	\$83,515,839	\$87,670,752	\$4,154,913	4.975%
Debt Service (Non-Capped)	\$2,064,119	\$2,077,388	\$13,269	0.643%
Total	\$85,579,958	\$89,748,140	\$4,168,182	4.87%

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

Recommendation: Approve the resolution estimating amounts necessary to be levied for the year 2024.

7. NEW BUSINESS

7.3. RESOLUTION ESTIMATING AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2024

WHEREAS, the *Truth in Taxation Law*, 35 ILCS 200/18-55 et. seq. requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105 percent of the amount of property taxes extended or estimated to be extended upon the final aggregate levy of the preceding year (plus any amount abated by the taxing district prior to such extension), then the governing board of the district shall give public notice of, and shall hold a public hearing on, the district's intent to adopt an aggregate tax levy in an amount that is more than 105 percent of such extension or estimated extension for the preceding year; and

WHEREAS, the amount of property taxes extended or estimated to be extended on the levy of Community College District No. 532 for corporate and special purpose taxes (the aggregate levy) for 2023 was \$83,515,839; and

WHEREAS, the estimated amounts of money necessary to be raised by corporate and special purpose taxes for 2024 upon the taxable property of the College District is \$87,670,752;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 532, County of Lake, State of Illinois, as follows:

Section 1: The estimated aggregate levy necessary for 2024 is \$87,670,752.

Section 2: The estimated aggregate levy for 2024 does *not* exceed 105 percent of the taxes extended (plus any amount abated prior to extension) on the College District's aggregate levy for 2023.

Section 3: In light of Section 2 above, the provisions of Sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2024 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

7. NEW BUSINESS

Section 4: This resolution shall be in full force and effect forthwith upon its passage.
ADOPTED this 19th day of November 2024.

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

By:

Chair

Attest:

Secretary

7. NEW BUSINESS

7.4. EMPLOYMENT AGREEMENT – PRESIDENT

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 a recommendation for an employment agreement may be considered after the closed meeting.

7. NEW BUSINESS

7.5. APPOINT INDIVIDUAL TO FILL BOARD VACANCY

This item will be discussed in closed meeting under the Illinois Compiled Statute 5 ILCS 120, Section 2(c)3: “The selection of a person to fill a public office...” A motion to appoint an individual to fill a Board vacancy may be considered after the closed meeting.