

College of Lake County
Community College District No. 532
Tuesday, May 20, 2025, 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, May 20, 2025, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at: <https://www.youtube.com/live/GQZkRTLcuWg>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcillinois.edu by 3:00 p.m. on Tuesday, May 20, 2025. 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. Third Quarter Fiscal Accountability and Investment Report
 - 4.3.2. Fiscal Year 2026 Budget and Plan Proposal
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of April 22, 2025
 - 5.1.2. Closed Meeting Minutes of April 22, 2025
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses 4

Agenda for Board of Trustees Meeting of Tuesday, May 20, 2025

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7.	New Business (Action Items)	
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7.2.	Separation of Employment (Specialist Personnel)	39
8.	Executive Session (Closed)	

Closed Session requested under 5 ILCS 120, Sections 2(c)(1) and 2(c)(2).

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 \$4,735.66 for travel associated with Association of Community College Trustees (ACCT) National Legislative Summit and Achieving the Dream (ATD) and Illinois Community College Trustees Association (ICCTA) meetings.

PASSED this 20th day of May 2025 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 RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING THE MONTHLY FINANCIAL REPORT

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 \$42,000.00 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 \$42,000.00.

PASSED this 20th day of May 2025 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>Ledger Account No.</u>	<u>Department</u>	<u>Spend Category</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	5850	Library	Computer Equipment	\$ 42,000.00		Laptops and Technology for Students
	5340	Library	Computer Software Maintenance		\$ 42,000.00	
		TOTAL TRANSFERS - ALL FUNDS		<u>\$ 42,000.00</u>	<u>\$ 42,000.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 64.6 percent of budgeted revenues through March 2025. At the end of March 2024, the College had received 68.9 percent of the amount budgeted.

As of March 31, 2025, the College had received revenues equal to \$41.5 million in FY2025 for local taxes. Local tax revenue is budgeted at \$85.8 million for Fiscal Year 2025.

Also, as of March 31, 2025, student enrollment reflected 98.4 percent of the tuition revenue. At the end of March 2024, the College had received 102 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 March 31, 2025, reflect 68.9 percent of budgeted expenditures for the year. In comparison, as of March 31, 2024, the College had expended 70.7 percent of the amount budgeted. The College is trending on track with the FY2025 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

March 31, 2025

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of March 31, 2025**

ASSETS

CASH

Cash In Bank	899,325
Change Funds	8,800

INVESTMENTS

Other Investments	968,960
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RECEIVABLES

Taxes Receivable - Current Levy	32,601,528
Allowance for Uncollectable Tuition	(7,927,085)
Allowance Uncollectible Taxes	(326,536)
Student Tuition Receivable	15,372,355
Vendor Receivables	614,469
Other Receivables	(7,789)

<u>INTER-FUND</u>	28,515,977
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Prepaid Expenses

Prepaid Expenses	88,341
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TOTAL ASSETS	70,808,344
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5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 3,203,650

ACCOUNTS PAYABLE

Accounts Payable (287,603)

ACCRUED EXPENSES

Accrued Expense 910,247

DEFERRED REVENUES

Property Taxes 32,850,387

Total Tuition & Fees 2,195,377

OTHER LIABILITIES

Other Liabilities 1,009,187

Vacation Accrual 3,460,231

TOTAL LIABILITIES

43,341,476

FUND BALANCE

Fund Balance 27,466,869

TOTAL FUND BALANCE

27,466,869

TOTAL LIABILITIES & FUND BALANCE

70,808,344

RECONCILIATION

BEGINNING FUND BALANCE 37,337,188

ADD: REVENUE 75,614,012

LESS: EXPENDITURES (80,304,106)

OPERATING TRANSFERS (5,180,225)

ENDING FUND BALANCE 27,466,869

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: March 31, 2025

	<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	32,242,798	42.64%	32,214,585	42.16%
CPPRT Corp Pers Prop Repl Tax	847,517	1.12%	1,353,340	1.77%
ICCB Credit Hour Grants	7,671,228	10.15%	7,450,040	9.75%
Vocational Education	643,095	0.85%	620,475	0.81%
Tuition	28,479,503	37.66%	28,340,481	37.09%
Graduation Fees	53,030	0.07%	-	0.00%
Transcript Fees	95,813	0.13%	85,630	0.11%
On-line Course Fee	80,771	0.11%	577,799	0.76%
Laboratory Fees	460,874	0.61%	508,833	0.67%
Payment Plan Enrollment Fee	19,860	0.03%	34,474	0.05%
Credit By Exam Fees	250	0.00%	200	0.00%
Comprehensive Fees	6,648,301	8.79%	4,462,215	5.84%
Activity Fee Adjustment	(6,067,136)	-8.02%	(3,912,495)	-5.12%
Gain(Loss) on Investment	733,817	0.97%	734,887	0.96%
Other Interest	3,631,956	4.80%	3,874,654	5.07%
Library Fines	477	0.00%	653	0.00%
Miscellaneous Revenue	88,671	0.12%	46,950	0.06%
Other Revenue/Rebates	-	0.00%	28,850	0.04%
Over Short	(16,812)	-0.02%	(3,591)	0.00%
Total Income	<u>75,614,012</u>	<u>100%</u>	<u>76,417,982</u>	<u>100%</u>

5. CONSENT AGENDA 2. FINANCIAL

<u>EXPENDITURES</u>				
Salaries	58,148,201	72%	53,241,820	73%
Employee Benefits	12,595,964	16%	10,268,759	14%
Contractual Services	3,377,554	4%	3,717,099	5%
General Material & Supplies	2,051,030	3%	1,981,853	3%
Travel/Conference Meeting Exp	430,961	1%	483,352	1%
Fixed Charges	23,180	0%	27,000	0%
Utilities	36,069	0%	36,628	0%
Capital Outlay	27,306	0%	7,198	0%
Other Expenditures	3,613,841	5%	3,275,285	4%
Total Expense	<u>80,304,106</u>	<u>100%</u>	<u>73,039,337</u>	<u>100%</u>
Beginning Fund Balance	37,337,188		35,960,331	
Add: Revenues	75,614,012		76,417,982	
Less: Expenses	(80,304,106)		(73,039,337)	
Operating Transfers	(5,180,225)		(5,727,128)	
Ending Fund Balance	<u>27,466,869</u>		<u>33,611,848</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund
Balance Sheet - Fund 02
As of March 31, 2025**

ASSETS

CASH

Cash In Bank -

INVESTMENTS

Other Investments 26,302,740

RECEIVABLES

Taxes Receivable - Current Levy 8,561,042
Allowance Uncollectible Taxes (82,650)
Vendor Receivables 3,852

INTER-FUND (21,993,030)

Prepaid Expenses

Prepaid Expenses 286,851

TOTAL ASSETS 13,078,805

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	171,194
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ACCRUED EXPENSES

Accrued Expense	72,285
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DEFERRED REVENUES

Property Taxes	8,626,286
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TOTAL LIABILITIES

	8,869,764
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FUND BALANCE

Fund Balance	4,209,040
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TOTAL FUND BALANCE

	4,209,040
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TOTAL LIABILITIES & FUND BALANCE

	13,078,805
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RECONCILIATION

BEGINNING FUND BALANCE	6,379,132
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ADD: REVENUE	8,474,735
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LESS-EXPENDITURES	(9,349,227)
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OPERATING TRANSFERS	(1,295,599)
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ENDING FUND BALANCE	4,209,040
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College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: March 31, 2025

	<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	8,466,780	100%	8,511,218	98%
Building Rentals	7,205	0%	131,745	2%
Miscellaneous Revenue	750	0%	22,434	0%
Total Income	<u>8,474,735</u>	<u>100%</u>	<u>8,665,397</u>	<u>100%</u>
<u>EXPENDITURES</u>				
Salaries	3,854,807	41%	3,816,021	43%
Employee Benefits	937,526	10%	1,059,313	12%
Contractual Services	586,676	6%	721,465	8%
General Material & Supplies	498,824	5%	570,787	6%
Travel/Conference Meeting Exp	5,107	0%	16,129	0%
Fixed Charges	1,497,484	16%	916,060	10%
Utilities	1,946,988	21%	1,847,907	21%
Capital Outlay	38,373	0%	79,741	1%
Other Expenditures	(16,557)	0%	(64,436)	-1%
Total Expense	<u>9,349,227</u>	<u>100%</u>	<u>8,962,987</u>	<u>100%</u>
Beginning Fund Balance	6,379,132		6,023,765	
Add: Revenues	8,474,735		8,665,397	
Less: Expenses	(9,349,227)		(8,962,987)	
Operating Transfers	(1,295,599)		(1,214,769)	
Ending Fund Balance	<u>4,209,040</u>		<u>4,511,406</u>	

5. CONSENT AGENDA 2. FINANCIAL

5.2.3. AUTHORIZATION OF THE BUDGET HEARING AND APPROVAL TO PUBLISH THE NOTICE PLACING FISCAL YEAR 2026 BUDGET ON PUBLIC DISPLAY

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

Background: A copy of the notice placing the FY26 budget document on display beginning May 23, 2025, is presented for Board approval prior to publication.

The notice indicates that the public hearing on the tentative annual Fiscal Year 2026 budget will be held at 5:00 p.m. on June 24, 2025. The notice will be advertised as required by statute. In addition, Administration will communicate the budget review period on social media and post the budget recommendation to the College website. Following the hearing, the Board of Trustees may amend the budget, after which it may choose to accept the budget for Fiscal Year 2026.

NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, that commencing at 10:00 a.m. on May 23, 2025, a tentative budget for said District for the fiscal year beginning July 1, 2025, and ending June 30, 2026, will be on file and conveniently available for public inspection (Illinois Public Community College Act 110 ILCS 805/3-20.1) at the College of Lake County website (www.clcillinois.edu/budget).

PUBLIC NOTICE IS FURTHER GIVEN that a public hearing will be held on said budget at 5:00 p.m. on the 24th day of June 2025 at 19351 West Washington Street, Room A013, Grayslake, Illinois.

DATED at Grayslake, Illinois this 20th day of May 2025.

Board of Trustees
Community College District No. 532
County of Lake and State of Illinois

Recommendation: Authorize the budget hearing and approve to publish the notice placing the Fiscal Year 2026 budget on public display.

5. CONSENT AGENDA 3. PURCHASING

5.3.1. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLE

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

Funding Source: Rev Up Grant

Funding Request: \$29,999.70

Vendor	Amount
Classic Toyota	\$29,999.70

Explanation of Purchase: This purchase is for one previously-owned electric vehicle 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: Approve a purchase from Classic Toyota of Waukegan, IL in a not-to-exceed amount of \$29,999.70.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. MEDIA BUYING SERVICES

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

Funding Source: FY25 and FY26 budgets

Funding Request: \$55,000.00

Vendor	Amount
Jordan, Ross & Rose Advertising, Inc.	\$55,000.00

Explanation of Purchase: This is a one-year contract renewal is for media buying services.

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 one-year extension with Jordan, Ross & Rose Advertising, Inc. of Northfield, IL from July 1, 2025, through June 30, 2026, in a not-to-exceed amount of \$55,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. TESTING SOFTWARE FOR ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTIONAL PROGRAM

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

Funding Source: FY26 budget, Adult Education and Family Literacy Grant, Integrated English Literacy and Civics Education Grant

Vendor	Amount
CASAS	\$48,810.00

Explanation of Purchase: This purchase is for pre- and post-testing individuals for proper level placement and is required by the Illinois Community College Board (ICCB).

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

Recommendation: Approve a purchase with CASAS of San Diego, CA in a not-to-exceed amount of \$48,810.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. WEB-BASED ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTIONAL PROGRAM

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

Funding Source: FY26 budget, Adult Education and Family Literacy Grant, Integrated English Literacy and Civics Education Grant

Vendor	Amount
Burlington English Inc.	\$76,320.00

Explanation of Purchase: This purchase is for an instructional online program to be used for in-class instruction and for student self-study, practice, homework and test preparation. The program also has specific career program and workforce lessons and ESL Civics instruction required by the Illinois Community College Board (ICCB).

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

Recommendation: Approve a purchase with Burlington English, Inc. of Boca Raton, FL in a not-to-exceed amount of \$76,320.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. CATERING FOR CHILDREN’S LEARNING CENTERS

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY26 budget

Funding Request: \$66,539.60

Vendor	Amount
Delicious Unlimited Corporation	\$66,539.60

Explanation of Purchase: This one-year contract is for meals provided to children enrolled in the Children’s Learning Centers 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 contract from July 1, 2025, through June 30, 2026, with Delicious Unlimited Corporation of Gurnee, IL in a not-to-exceed amount of \$66,539.60.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. SOUTHLAKE CAMPUS ACCESS TO HEATING, VENTILATION AND AIR CONDITIONING ENCLOSURE

Lead Staff: Mahsa Karamy, Executive Director, Facilities Department

Funding Source: FY25 budget

Funding Request: \$92,730.00

Bids	Amount
Happ Construction, Inc. (Recommended)	\$84,300.00
Boller Construction Company, Inc.	\$108,100.00

Explanation of Purchase: This six-month contract is for repairs to existing HVAC enclosure, and repair to affected finishes and roof structure at Southlake Campus

Recommendation: Approve a contract from July1, 2025, through December 31, 2025, with Happ Construction, Inc. of Waukegan, IL for \$84,300.00 with a 10% contingency of \$8,430.00 in a total not to exceed amount of \$92,730.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. MEDICAL PROVIDER FOR STUDENT HEALTH AND WELLNESS SERVICES

Lead Staff: Greg Singleton, Dean of Student Affairs

Funding Source: FY26 budget

Funding Request: \$30,000.00

Vendor	Amount
Orchard Medical Center	\$30,000.00

Explanation of Purchase: This three-year contract is to provide required medical oversight of the Health Center under Student Health & Wellness Services.

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 three-year contract from July 1, 2025, through June 30, 2028, with Orchard Medical Center of Antioch, IL in a not-to-exceed amount of \$30,000.

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	Rosado, Tricia	Administrator Position Number: 0041 Dean, Southlake Campus	5/12/2025	5/12/2025-6/30/2025
2	Echevarria, Emily	Professional Position Number: 1935 Manager, Workforce Initiatives Division	5/27/2025	5/27/2025-6/30/2025
3	Felmet, Sarah	Full-time Faculty Position Number: 1094 Instructor, Business Administration Business and Social Sciences Division	8/11/2025	TBD^
4	Petersen, Blake	Full-time Faculty Position Number: 0408 Instructor, Biology Biological and Health Sciences Division	8/11/2025	TBD^
5	Cassiday, Arielle	Full-time Faculty Position Number: 0519 Instructor, Earth Science/Geology Engineering, Math and Physical Sciences Division	8/11/2025	TBD^
6	Dankowski, Kat	Professional Position Number: 1677 Therapist, Counseling and Psychological Services	6/9/2025	6/9/2025-6/30/2025
7	Kimbel, Justin	Professional Position Number: 1683 Therapist, Counseling and Psychological Services	6/9/2025	6/9/2025-6/30/2025
Recommendation: Approve the above full-time employment.				

^ Faculty employment contracts will be distributed following collective bargaining agreement completion.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Flores, Sergio	Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion	4/19/2025	4/19/2025-6/30/2025
2	Hall, Allison	Specialist Position Number: 1784 College and Career Navigator, Student Recruitment and Onboarding	4/19/2025	4/19/2025-6/30/2025
3	Kamper, Jake	Specialist Position Number: Number: 1779 College and Career Navigator, Student Recruitment and Onboarding	4/19/2025	4/19/2025-6/30/2025
4	Merritt, Kerilyn	Specialist Position Number: 1537 Marketing and Communications Specialist, College Foundation	4/19/2025	4/19/2025-6/30/2025
5	Renfrow, Tara	Specialist Position Number: 1158 Laboratory Coordinator, Healthcare Programs	4/19/2025	4/19/2025-6/30/2025

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
6	Russell, Danielle	Specialist Position Number: 1130 Enrollment Services Specialist, Outreach and Enrollment	4/19/2025	4/19/2025-6/30/2025
7	Witrzek, Stacey	Specialist Position Number: 1035 Financial Aid Specialist, Financial Aid	4/19/2025	4/19/2025-6/30/2025
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

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

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date
1	Rose, Katrina	Classified - Union Position Number: 1038 Custodian, Custodial Lakeshore Campus	4/5/2025

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. 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	Campos, Leslie	Classified Position Number: 1937 Senior Administrative Assistant, Workforce Initiatives Division	Specialist Position Number: 1936 Grants Specialist*, Workforce Initiatives Division	5/26/2025	5/26/2025- 6/30/2025
2	Lopez, Daniel	Part-time Faculty Position Number: 0731 Instructor, Automotive Technology Engineering, Math and Physical Sciences Division	Full-time Faculty Position Number: 0531 Instructor, Automotive Technology Engineering, Math and Physical Sciences Division	8/11/2025	TBD^
3	Maghirang, Richard	Specialist Position Number: 0239 Research Analyst, Institutional Effectiveness, Planning and Research	Specialist Position Number: 0996 Senior Research Analyst, Institutional Effectiveness, Planning and Research	5/26/2025	5/26/2025- 6/30/2025
Recommendation: Approve the above action.					

*Grant/externally funded position.

^ Faculty employment contracts will be distributed following collective bargaining agreement completion.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) DEPARTMENT CHAIR HOURS

As a provision of the full-time faculty collective bargaining agreement approved, Article 22 outlines the assignment process for department chairs and specifies the formula which determines release time granted to complete the required duties. Based on the current collective bargaining agreement, the Administration has reviewed these assignments and hours for the 2025-2026 academic year and applied the formula for determining release hours. A final determination of department chair hours and responsibilities for the 2025-2026 academic year will be based on the successor faculty collective bargaining agreement pending negotiations, ratification by the Faculty Association and approval of the Board of Trustees.

The following 2025-2026 department chair assignments are proposed for approval:

Academic Success Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Academic Success (CLC)	Teresa Filicette, Crystal Radcliffe	11.00
Total Student Development		11.00
Adult Education and ESL Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Adult Basic Education (ABE)/Adult Secondary Education (ASE)/Spanish Adult Education (SAE)/Bridge Adult (BRGA)/Integrated Education Training (IET)	Deanna Doyle	12.50
English as a Second Language (ESL)/Adult Language Education (ALE)/Vocational Skills Training (VST)/Bridge Vocation (BRGV)	Kelly Arce	17.00
Total Adult Education and ESL Division		29.50
Biological and Health Sciences Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Biology (BIO)	Mark Coykendall	14.00
Chemistry (CHM)	Beth Wilson	7.00
Dental Hygiene (DHY)	Mary Jacobs	14.00
Emergency Medical Technology (EMT)	Carol Wismer	14.00
Health Information Technology (HIT)	Chris Melnytschuk	15.00
Horticulture (HRT)	John Zahina-Ramos	9.00

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) DEPARTMENT CHAIR HOURS (CONTINUED)

Biological and Health Sciences Division Continued		
Program Area	AY26 Faculty Name	Academic Year Totals
Health & Wellness Promotion (HWP)/Massage Therapy (MAS)/Kinesiology (KIN)	Joana Pabedinskas	16.00
Medical Imaging (MIM)	Lynn Wiechert	12.00
Medical Assistant (MOA)	Lisa Fasano	15.00
Nursing (NUR 110 only)	Imelda Forsberg	14.00
Phlebotomy Technician (PBT)	Deidra Pittman	14.00
Surgical Technology (SRG)	Elliot Egler	11.00
Total Biological and Health Sciences Division		155.00
Business and Social Sciences Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Accounting (ACC)	Jeff Varblow, Maggie Wu	11.00
Administrative Management & Technology (AMT)/Business Administration (BUS)/Supply Chain Management (SCM)	Venkat Krishnamurthy	16.00
Anthropology (ANT)	Nina Pitrello	8.00
Computer Information Technology (CIT)	Sanjay Kumar	11.00
Criminal Justice (CRJ)/History (HST)/Political Science (PSC)	Chris Utecht	18.00
Early Childhood Education (ECE)	Diane Schael	18.00
Economics (ECO)	Stefan Mullinax, Vasumathi Raman	8.00
Elementary Education (EDU)	Michelle Proctor	11.00
Fire Science Technology (FST)	Jeff Howell	10.00
Hospitality and Culinary Management (HCM)	William Vena, Teresa Novinska, David Hooper	17.00
Human Services (HUS)/Social Work (SWK)	Terence Hodges	17.00
Legal Studies (LGL)	Lorri Scott	13.00
Psychology (PSY)	Ken Kikuchi	13.00
Sociology (SOC)/Gender & Sexuality Studies (GXS)	Sonia Oliva	10.00
Total Business and Social Sciences Division		181.00

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) DEPARTMENT CHAIR HOURS (CONTINUED)

Communication Arts, Humanities and Fine Arts Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Art (ART)	Hans Habeger	7.00
Communication Studies (CMM)	Ali Cunningham, Kari Proft	18.00
Digital Media and Design (DMD)	Jason Rodgers, Yang Xiang	19.00
English Language Instruction (ELI)	Christina O’Connell	7.00
English (ENG)	Kelly Black, Esley Stahl	16.00
English Accelerated Learning Program (ENG ALP)	Tessa Aquino, Katie Dublis	9.00
Humanities (HUM)/Asian American Studies (ASI)	Jackie Trimier	12.00
World Languages (LANGS)/Sign Language (SGN)/Latin American Studies (LAT)	Theresa Ruiz-Velasco	9.00
Performing Arts: Music (MUS)/Theatre (THE)/Dance (DNC)/Live Entertainment Production (ENT)/Yoga (YOGA)	Craig Rich, Tracie Folger, Therese Crews	26.00
Philosophy (PHI)	Becky Munk, Shanti Chu	9.00
Technical Communication (TECH COM)	Laura Otto	7.00
Teaching English to Speakers of Other Languages (TESOL)	Jill Bruellman	8.00
Total Communication Arts, Humanities and Fine Arts Division		147.00

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) DEPARTMENT CHAIR HOURS (CONTINUED)

Engineering, Mathematics and Physical Sciences Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Automotive Collision Repair (ACR)	Octavio Cavazos, David Garcia Jr.	14.00
Automation, Robotics and Mechatronics (ARM)	Margie Porter, Vasil Ahchiyski	12.00
Automotive Technology (AUT)	Derrek Keesling, Felipe Valtierra	14.00
CAD- Drafting Technology (CAD)	Francisco Andrade	9.00
Engineering (EGR)	Jan Edwards	10.00
Electrical Engineering Technology (EET)	Yoonill Lee	10.00
Earth Science (ESC)/Geography (GEG)	Ryan Cumpston, Eric Priest	9.00
Heating, Ventilation, Air Conditioning, Refrigeration Engineering Technology (HET)	Steve Lenz, Mohammad Abdallah	14.00
Industrial Technology (INT)	Dave Wooten	12.00
Math Computer Science (MCS)	Shyam Kurup	7.00
Mathematics (MTH)	Laura Hobart, Jason Hasbrouck	26.00
Physics (PHY)	Ana Mazilu	8.00
Precision Machining Technology (PMT)	Jeff Hines	11.00
Welding Fabrication Technology (WFT)	Karsten Illg	14.00
Total Engineering, Mathematics and Physical Sciences Division		170.00
Learning Innovation and Teaching Excellence Division		
Program Area	AY26 Faculty Name	Academic Year Totals
Library	Lindsey LeFeber	7.00
Total Learning Innovation and Teaching Excellence Division		7.00
Grand Total		700.50
Recommendation: Approve the proposed AY26 department chair hours.		

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) CO-CURRICULAR APPOINTMENTS

As a provision of the full-time faculty collective bargaining agreement approved, Article 16 outlines the assignment process for co-curricular appointments. Based on the current collective bargaining agreement, the college has reviewed these appointments for the 2025-2026 academic year and recommends the following hours.

Assignment	AY26 Faculty	Hours
Assistant Director of Forensics	Harry Bodell/Stefani Martinez	3 Hours per semester
BSS Coordinator (Fall/Spring)	Jeff Varblow	3 Hours per semester
BSS Coordinator (Summer)	Jeff Varblow	1 Hour
Choreography – Musical Theater Production (Summer)	Terry Crews	3 Hours
Chronicle Advisor	John Kupetz	6 Hours per semester
Director – Musical Theater Production (Summer)	Craig Rich	4 Hours
Director of Forensics	Joel Chmara	3 Hours per semester
Faculty Senate Chair	Mark Coykendall	9 Hours per semester
Faculty Senate Chair (Summer)	Mark Coykendall	1 Hour
Fear No Art Production	Valerie Alpert	4 Hours
Instrumental Ensembles	Michael Flack	4 Hours per semester
International Education Coordinator	Venkat Krishnamurthy	3 Hours per semester
Lancer Radio Faculty Coordinator (Fall/Spring)	Mick Cullen	3 Hours per semester
Math Center Coordinator (Fall/Spring)	Gladys Poma	3 Hours per semester
Math Center Coordinator (Summer)	Gladys Poma	3 Hours
Music/Orchestra Conductor – Musical Theatre Production (Summer)	Paul Hefner	3 Hours
New Faculty Institute	Diane Schael	3 Hours per semester
Phi Theta Kappa Coordinator (Fall/Spring)	Michelle Nelson	6 Hours per semester
Phi Theta Kappa Coordinator (Summer)	Michelle Nelson	1 Hour
Play Director (Fall)	Craig Rich	4 Hours
Play Director Children’s Production (Fall)	Alicia Hall	4 Hours
Play Director Show I (Spring)	Craig Rich/Lamaiya Lancaster	4 Hours
Play Director Show II (Spring)	Craig Rich	4 Hours
Poetry/Fiction Series Coordinator	Miguel Jimenez	3 Hours per academic year

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. APPROVAL OF COLLEGE OF LAKE COUNTY ACADEMIC YEAR 2025-2026 (AY26) CO-CURRICULAR APPOINTMENTS (CONTINUED)

Assignment	AY26 Faculty	Hours
Prairie Spirits Dance Production	Valerie Alpert	4 Hours
Prairie Voices Advisor	Nick Schevera	3 Hours per semester
Scholars Program Coordinator	Nick Schevera	3 Hours per semester
Science Center Coordinator (Fall/Spring)	Marsha Hay	3 Hours per semester
Science Center Coordinator (Summer)	Marsha Hay	1 Hour
Technical Director – Musical Theatre Production (Summer)	Tracie Folger	4 Hours
Vocal Ensembles	Mitchell Lewis	3 Hours per semester
Technical Director (Fall)	Tracie Folger	4 Hours
Technical Director Children’s Production (Fall)	Tracie Folger	4 Hours
Technical Director Show I (Spring)	Tracie Folger	4 Hours
Technical Director Show II (Spring)	Tracie Folger	4 Hours
Vocal Director – Musical Theater Production (Summer)	Mitchell Lewis	3 Hours
Willow Review Coordinator	Miguel Jimenez	3 Hours per semester
Writing Center Coordinator (Fall/Spring)	Jenny Staben	3 Hours per semester
Writing Center Coordinator (Summer)	Jenny Staben	3 Hours

Recommendation: Approve the proposed AY26 co-curricular appointments.

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	Davis, Dennis	Classified-Union Position Number: 0115 Police Officer, Police Department	5/2/2025
2	Resignation	Wisbey, Cynthia	Classified Position Number: 1466 Assistant to the Executive Director, College Foundation	5/2/2025
3	Retirement	Patten, Leslie	Specialist Position Number: 0216 Accounts Payable Coordinator, Finance	5/9/2025
4	Retirement	McConoughey, James	Professional Position Number: 1897 Director, Manufacturing Alliance Workforce Initiatives Division	6/30/2025
Recommendation: Approve the above action.				

5. CONSENT AGENDA 6. OTHER

5.6.1. FISCAL YEAR 2026 (FY26) BOARD OF TRUSTEES MEETING DATES

NOTICE is hereby given that the regular monthly meetings of the Board of Trustees of Illinois Community College District No. 532, College of Lake County will convene on the fourth Tuesday of the month, in the Grayslake Conference Center (A013), 19351 West Washington Street, Grayslake, Illinois, except where different locations and dates are indicated below.

Proposed FY26 Regular Meeting Dates

July 22, 2025	<i>(Subject to Call)</i> Grayslake Conference Center, A013
August 26, 2025	Grayslake Conference Center, A013
September 23, 2025	Grayslake Conference Center, A013
October 28, 2025	Lakeshore Campus Eleanor Murkey Community Center
November 18, 2025 (Third Tuesday)	Grayslake Conference Center, A013
December 16, 2025 (Third Tuesday)	Grayslake Conference Center, A013
January 27, 2026	Grayslake Conference Center, A013
February 24, 2026	Grayslake Conference Center, A013
March 24, 2026	Southlake Conference Center, V340
April 28, 2026	Grayslake Conference Center, A013
May 19, 2026 (Third Tuesday)	Grayslake Conference Center, A013
June 23, 2026	Grayslake Conference Center, A013

Proposed FY26 Committee of The Whole Meeting Dates

August 2025	President’s Evaluation, Location, Date and Time TBD
October 4, 2025	Board Development Retreat, Location and Time TBD
February 3, 2026	Financial Planning Retreat, Location and Time TBD

Recommendation: Approve the proposed FY26 Board of Trustees meeting dates.

7. NEW BUSINESS

7.1. ADVERTISING SERVICES

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

Funding Source: FY26 budget

Funding Request: \$600,000.00

Vendors	Amount
Various Vendors (listed below)	\$600,000.00

Explanation of Purchase: This purchase is for advertising services to promote awareness about the College and special events. The vendors listed below may be used to promote campaigns for semester registration, open house and recruitment events. Purchases from individual vendors will vary.

VENDOR	PARENT
AMC	AMC Holdings
Clear Channel Outdoor	Clear Channel Outdoor
Daily Herald	Paddock Publications
EffecTv	Comcast
Facebook	Meta
GoogleAds	Google/Alphabet
Gurnee Mills Media	Simon Property Group
Gurnee Mills Production	Britten, Inc.
Hulu	Disney Company
iHeart Streaming	iHeart Media
iMedia Email, Digital Video	iMedia Services
Instagram	Meta
Lake County News-Sun	Tribune Publishing
LinkedIn	Microsoft
Marcus Theatre	Marcus Corporation
Outfront Media	Outfront Media
Pace Transit	Pace
Pandora	Pandora
Paramount+	Paramount Global
Peacock	Comcast/NBC Universal
Six Flags	Six Flags Theme Parks
Spotify	Spotify
StackAdapt	StackAdapt

7. NEW BUSINESS

7.1. ADVERTISING SERVICES (CONTINUED)

Vevo	YouTube/Google
WBBM-AM	Audacy
WBBM-FM	Audacy
WBMX-FM	Audacy
WCIU-TV	Weigel Broadcasting
WDRV-FM	Hubbard Broadcasting
WFLD-TV	Fox Television
WGN-TV	Nexstar Media Group
WIIL-FM	Alpha Media
WKSC-FM	iHeart Media
WLEY-FM	Spanish Broadcasting System
WLS-TV	ABC/Disney Company
WMAQ-TV	NBC Universal
WOJO-FM	Televisa Univision
WPPN-FM	Televisa Univision
WTMX-FM	Hubbard Broadcasting
WUSN-FM	Audacy
WXLC-FM	Alpha Media
YouTube	Google/Alphabet

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

Recommendation: Approve purchases with the vendors identified in the table above in a not-to-exceed total amount of \$600,000.00.

7. NEW BUSINESS

7.2. SEPARATION OF EMPLOYMENT (SPECIALIST PERSONNEL)

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