

**College of Lake County
Community College District No. 532
Tuesday, June 24, 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, June 24, 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/eYDp87DuNzM>, 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, June 24, 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**
 - 3.1. Budget Hearing
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. FY2026 Budget and Plan 5
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of May 20, 2025
 - 5.1.2. Closed Meeting Minutes of May 20, 2025
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses 56

5.2.2.	Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report	57
5.3. Purchasing		
5.3.1.	Leadership Development Program	68
5.3.2.	Temporary Employment Services	69
5.3.3.	Climate Equitable Jobs Act Program Promotion	70
5.3.4.	Mailroom Equipment Lease	71
5.3.5.	Scheduling Software Maintenance	72
5.3.6.	Soft Drink Vending Services	73
5.3.7.	Public Relations Photography Services	74
5.3.8.	Document Imaging System Transfer to Internet Cloud	75
5.3.9.	Investment Advisory Services	76
5.3.10.	Sign Language Interpretation Services	77
5.3.11.	Workday Training Credits	78
5.3.12.	Fire Systems Testing and Maintenance	79
5.3.13.	Building and Home Inspection Training Program	80
5.3.14.	Energy Auditor Training Program	81
5.3.15.	Bookstore General Merchandise	82
5.3.16.	Hotspots and Broadband Internet Services	83
5.3.17.	Data Warehouse Software	84
5.3.18.	Psychological Services	85
5.3.19.	Lakeshore Campus Urban Farm Center Third-Party Testing	86
5.3.20.	Project Management Services	87
5.4. Human Resources		
Copies of all proposed employee contracts are available at http://dept.clcillinois.edu/pre/contracts/ContractsJune2025.pdf		
5.4.1.	New Hires	88
5.4.2.	Authorization to Hire	89
5.4.3.	Probationary Period Completion	91
5.4.4.	Personnel and Position Changes	93
5.4.5.	Promotions	95
5.4.6.	Resignations and Retirements	96

5.5. Contracts and Grants	
5.6. Other	
6. Presentment of Board Policies and Objectives (Information Items)	
6.1. Policy 902 - Distribution and Posting of Material - Revised - First Reading	97
7. New Business (Action Items)	
7.1. Personnel and Position Changes - Reorganization	100
7.2. Temporary Staffing Services	105
7.3. Appoint Legal Counsel and Authorization to Approve Legal Services Agreement	106
7.4. Financial Consulting Services	107
7.5. Project Management Services	108
7.6. IT Software, Licensing, Maintenance and Subscription Agreements	109
7.7. Library Database Fees, Research Materials and Hosting Fees	111
7.8. Food Services Management	113
7.9. Judicial Services Programs	114
7.10. Specialty Food Supplies for Hospitality and Culinary Management Program	115
7.11. Training and Professional Development Programs	116
7.12. Classroom Instructional Equipment	117
7.13. Employee Health and Welfare Benefit Plan Brokerage Services	118
7.14. Acceptance of the Illinois Clean Jobs Workforce Network Program Grant (Year 2)	119
7.15. Clean Energy Basics Training Program	120
7.16. Annual Postage	121
7.17. Resolution Adopting Fiscal Year 2026 Budget	122
7.18. Resolution Authorizing Transfer of Funds to Operations and Maintenance Fund (Restricted) for FY26 Priorities	124
7.19. Resolution Authorizing the Submittal of FY27 Resource Allocation Management Plan (RAMP)	126
7.20. Resolution Adopting the 2030 Strategic Plan	128
7.21. FY2026 President's Priorities	130
8. Executive Session (Closed)	
Closed Session requested under 5 ILCS 120, Sections 2(c)2 and 2(c)11.	

9. **Other Matters for Information or Discussion**
10. **Adjournment**



College  Lake County™

FY2026 Annual Budget Proposal

July 1, 2025 through June 30, 2026

Community College District 532 - Grayslake, Illinois

May 20, 2025



Pillar 1: Student Access & Success

Key Ideas

- Affordable Access
- Student Success Resources
- Relevant Pathways
- Integrated Career & Learning Experiences

Pillar 2: Community Vibrancy

Key Ideas

- Education & Workforce Pipelines
- Community Catalyst

Pillar 3: Future-Ready Organization

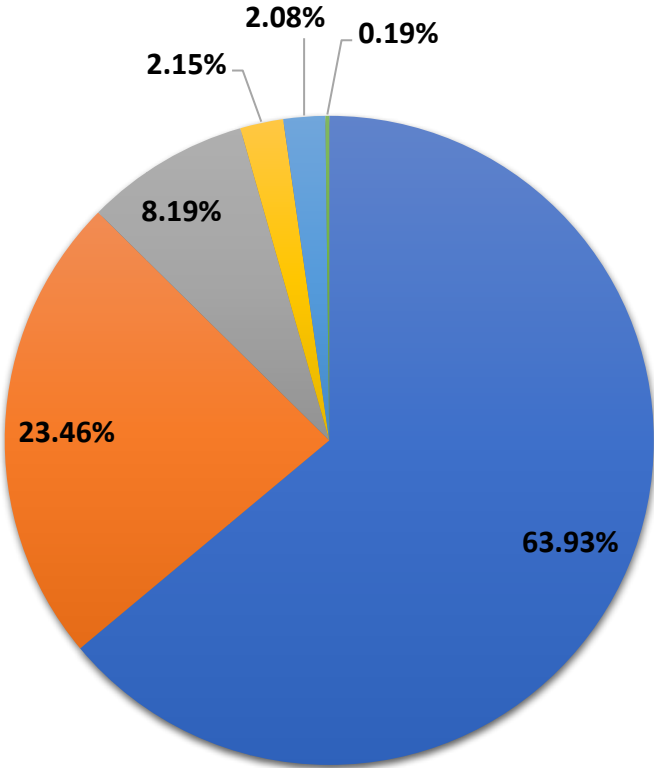
Key Ideas

- Organizational Agility
- Digital Transformation

FY2026 Operating Fund Revenue

\$134.0M

- Local Tax Revenue, 63.93%
- Student Tuition and Fees, 23.46%
- ICCB Grants, 8.19%
- All Other Revenue, 2.15%
- All Other Local Revenue, 2.08%
- Transfers, 0.19%



Operating Fund includes the Education and Operations & Maintenance Funds










CLC VALUES

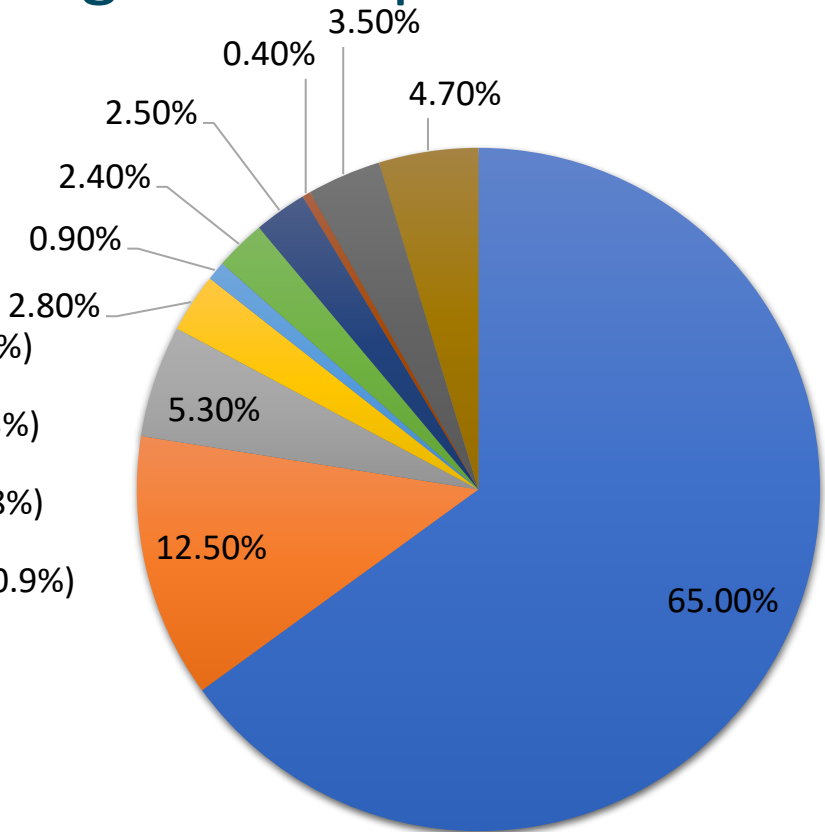
- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



FY2026 Operating Fund Expenditures

\$134.0M

-  Salaries (65.0%)
-  Employee Benefits (12.5%)
-  Contractual Services (5.3%)
-  Materials & Supplies (2.8%)
-  Conference & Meeting (0.9%)
-  Fixed Charges (2.4%)
-  Utilities (2.5%)



Operating Fund includes the Education and Operations & Maintenance Funds

Operating budget: 3.0% increase (\$130,090,152 to \$134,047,610)

4.1% increase personnel expenditures (\$99,720,552 to \$103,828,123)

10.1 % increase health insurance & employee benefits expenditures (\$15,229,177 to \$16,762,757)

1.7% decrease non-personnel expenditures (\$30,121,150 to \$29,617,129)

FY2026 Budget Highlights



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



- **Aligns to Board policy with balanced revenue and expenditures**
 - Provides for critical compliance and contractual obligations, safety,
 - Designed initiatives to achieve improved budget efficiencies in future years
 - Made investments to advance resource allocation priorities for student, community and employee success
 - Provided for the unexpected: sustained the operating contingency (\$1,070,835) & increased capital contingency fund (\$500,000)
- **Overall budget increase of 3% lower than prior two fiscal years (FY25 5.1% and FY24 5.2%)**
 - Overall revenue composition similar to prior year; no significant shift to taxpayer or student
 - Withheld increase to student Comprehensive Fee
- **Maintained high quality total compensation (competitive benefits and salary) to support employee retention and success**
 - Annual salary increase: aligned to Consumer Price Index (CPI) of 2.9%; leveraged fiscally sustainable graduated model and upheld bargaining contract increases
 - Sustained critical positions shifting from grant-funding to operating budget (SD & EA)

FY2026 Budget Highlights

- **Fiscal Responsibility through Cost Control, Reallocation & Reductions**
 - Overall budget increase of 3.0% lower than total personnel increase of 4.1%,
 - Created resources for reinvestment and brought budget into balance
 - Achieved significant reduction in non-personnel expenses (\$500K)
 - Vacancy management utilization and ongoing role assessments
- **Technology & Automation Enhancements**
 - Implementing cloud-based budgeting and reporting tools, particularly Adaptive Planning
 - Leveraging data analytics to identify cost-saving opportunities and improve forecasting accuracy
- **Operational Efficiency Initiatives**
 - Streamlining procurement processes and analyzing vendor contracts for potential synergies
- **Cost Containment Strategies**
 - Managing non-essential travel and discretionary spending wherever practical
 - Exploring energy-saving measures to reduce utility costs
- **Performance Management**
 - Quarterly budget reviews enable timely course corrections in areas targeted for FY26 savings (i.e. travel, materials, supplies)



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



Next Steps

<p>Tentative FY2026 Budget Posted on CLC Website</p>	<p>Friday, May 23 Complete</p>
<p>Draft Budget Book sent to Trustees Posted on Board Book Premier site</p>	<p>Friday, May 23 Complete</p>
<p>Trustee Questions and Clarifications via email and call-arounds</p>	<p>June 9 – June 18 Complete</p>
<ul style="list-style-type: none"> • Finalize 2030 Strategic Plan - complete • Finalize College, Unit, and President’s Priorities -complete • Schedule: Monitoring Fiscal Year Priorities & Accountability Reports – in process • Quarterly Report President’s Priorities – complete (due October) • Quarterly Employee Retention Report - complete (due October) • Quarterly Capital & Facilities Projects Report - complete (due October) 	<p>June 10 – June 30</p>
<p>Public Hearing Board of Trustees Regular Meeting Note: President’s Priorities, Budget, 2030 Strategic Plan</p>	<p>June 24 5 pm</p>
<p>Launch FY2026 Budget and Plan FY2025 Year-end Report</p>	<p>July 1 August</p>



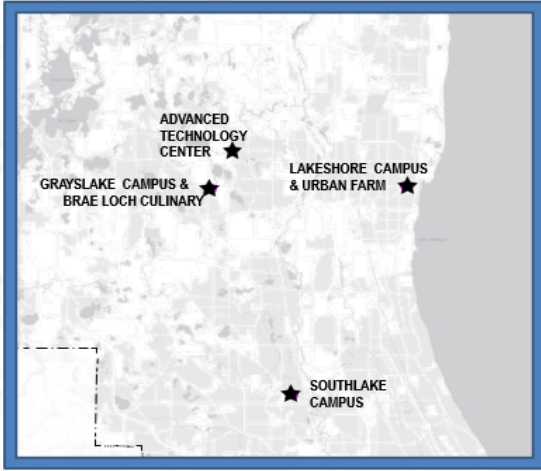
CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Introduction & Background



College of Lake County



College Team

- 221 full-time faculty
 - 941 part-time faculty
 - 641 staff
 - 6 bargaining units
-
- 700,000 residents in Lake County
 - 20,000 unduplicated headcount annually
 - 8,686 FTE in FY24

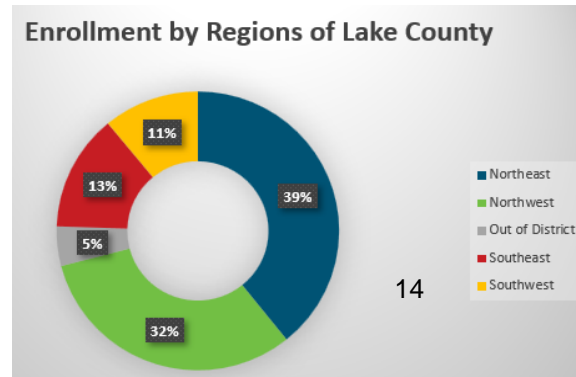
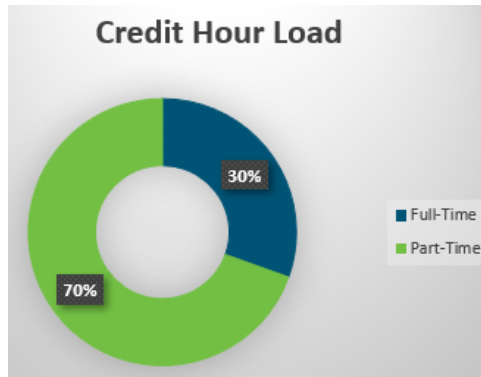
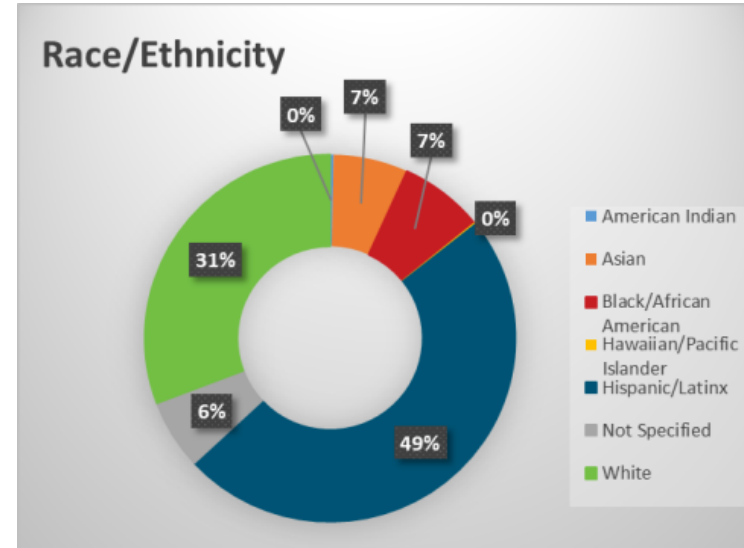
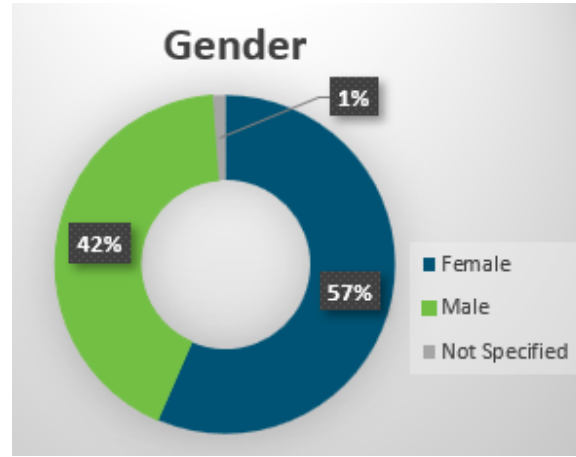
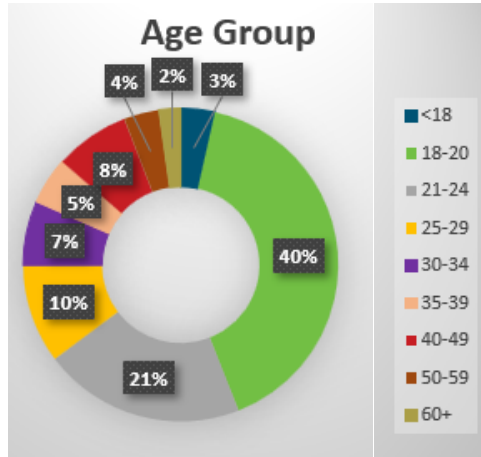


CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



All Credit Demographics, Fall 2024



Source: Data Warehouse - Fall 2024
Census Day Static File Student List

Architecture of a Successful Organization



- A clear **North Star** with mid-term milestones.
- Strong **fundamentals**.
- Adopt an **organizing framework** (culture and context matters) to bring alignment to all the work necessary to advance accelerated improvements.
- Advance their **own unique theory of change centering the student voice** (culture and context matters) around the lever that will drive scaled gains at their institution. They do this work in connected **cycles**.
- Move with **pace, patience and** a sense of **urgency**.

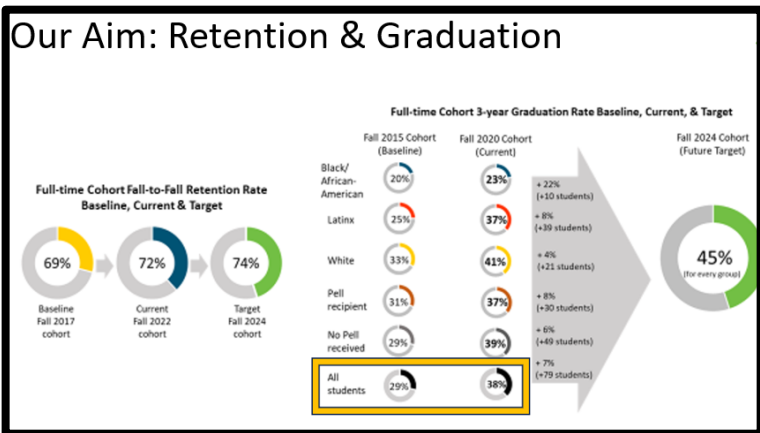
CLC's Architecture of Success



North Star



Our Aim: Retention & Graduation



Strong Fundamentals



2024 Strategic Plan

- Access & Success for Students
- Equity & Inclusion
- Teaching & Learning Excellence
- Community & Workforce Partnerships
- Collaborative Culture
- Strategic Use of Resources

CLC VALUES

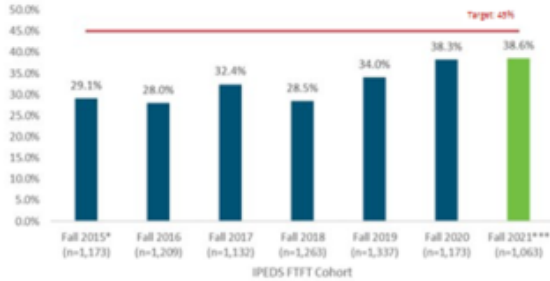
- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Working Theory of Change



Achieving educational attainment for **every** student by providing **personalized**, culturally relevant student learning experiences, grounded in **equitable** practice in an **inclusive**, student-ready environment.

3-Year Graduation Rate of Full-Time, First-Time, Degree/Cert Seeking College-Level Students



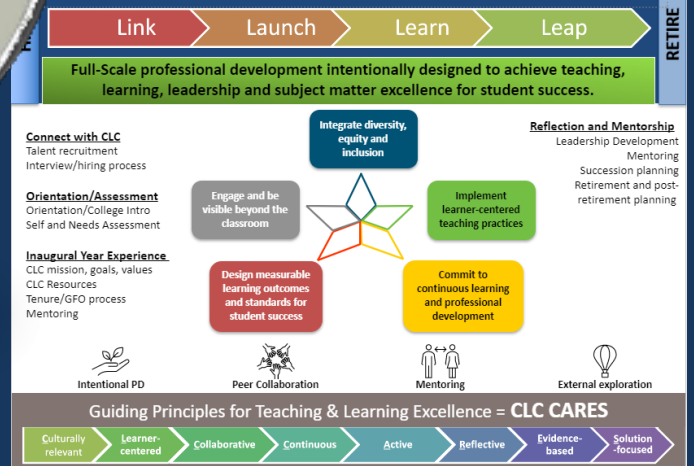
* Baseline cohort
*** Estimated graduation rate for fall 2021 cohort



Lancer Success Framework



FACULTY SUCCESS FRAMEWORK



EMPLOYEE SUCCESS FRAMEWORK



Pillar 1: Access & Success for Students

Key Ideas

- Affordable Access
- Resourcing Students for Success
- Relevant Pathways
- Integrated Career & Learning Experiences

Draft Metrics

- 3-year graduation rate at CLC
- 6-year bachelor's degree graduation rate via CLC + transfer institution
- Median earnings of CLC graduates working in field compared to Lake County living wage

Pillar 2: Community Vibrancy

Key Ideas

- Alignment for Student Success
- Community Catalyst

Draft Metrics

- Net cost to earnings of CLC completers compared to high school graduates in Lake County (return on education)
- Percent of Lake County population with educational attainment of college credential or higher

Pillar 3: Future-Ready Organization

Key Ideas

- Organizational Agility
- Digital Transformation

Draft Metrics

- Institutional Capacity Assessment Tool ratings across capacities
- Overall employee engagement rating
- Community College Survey of Student Engagement (CCSSE) ratings across five evidence-based benchmarks



Budget Development Highlights and Outcomes

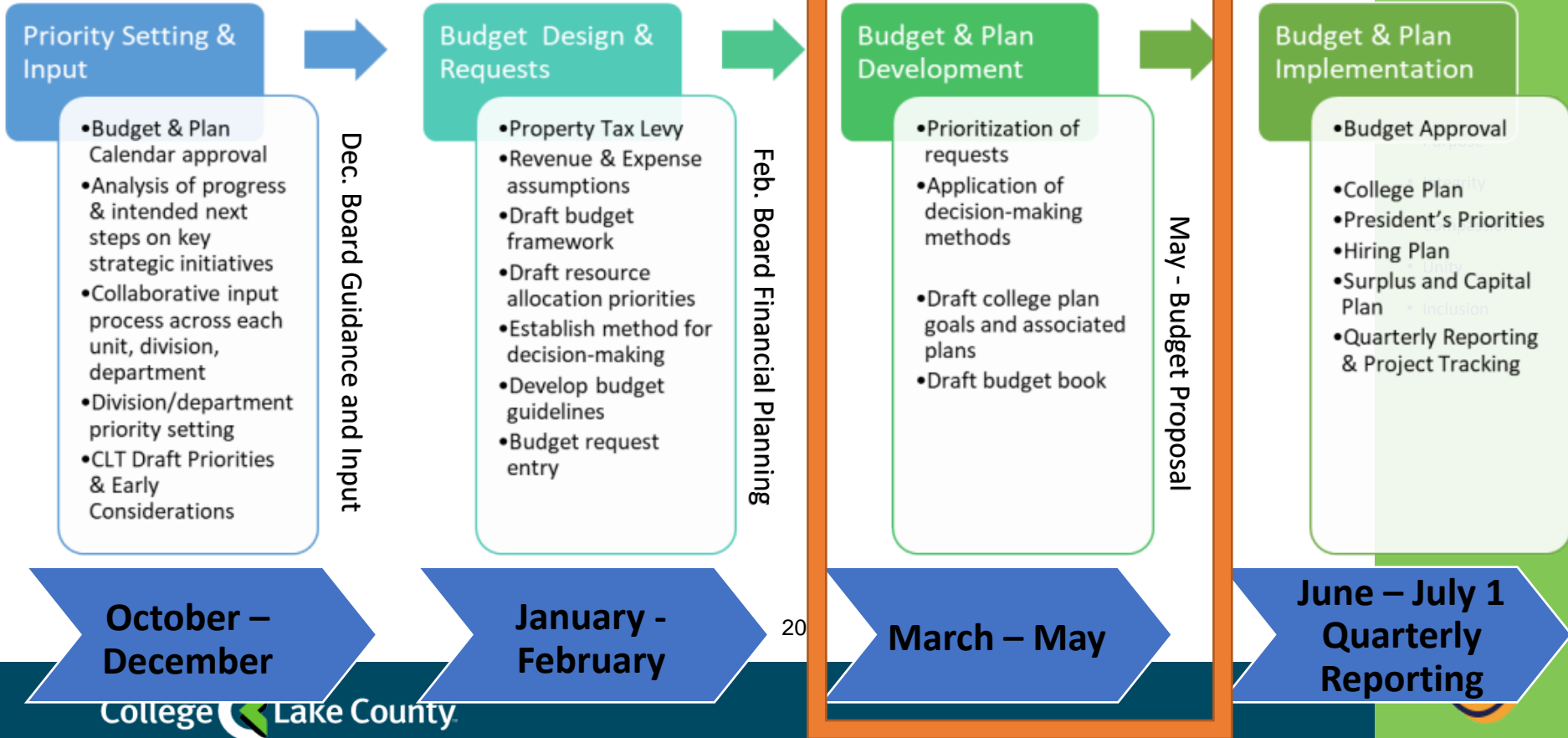


CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



FY2026 Planning & Budget Process Timeline



FY2026 Budget and Plan

Framework

Uphold Board financial policies

Ensure business continuity in college operations. Prioritize strategic investments to improve outcomes of 2026 Resource Allocation Priorities

Ensure allocation of adequate financial and people resources to achieve successful LancerNEXT post-launch HCM/Finance and implementation of Student

Meet compliance & contractual obligations

Resource Allocation Priorities

Advance equity in student access, retention & success outcomes through Lancer Success Framework

Advance faculty and staff retention and success outcomes through Employee and Faculty Success Frameworks

Complete Phase 0 of Master Plan & funded major capital projects

Levers

Accounts Analysis

Cost Avoidance & Control

Reallocation & Reduction

Auxiliary Funds Review

Reserves Strategy

Risk Management

Alternative Revenue Resources/Revenue Adjustments

Budgeted Contingency Planning



Financial Overview



CLC VALUES

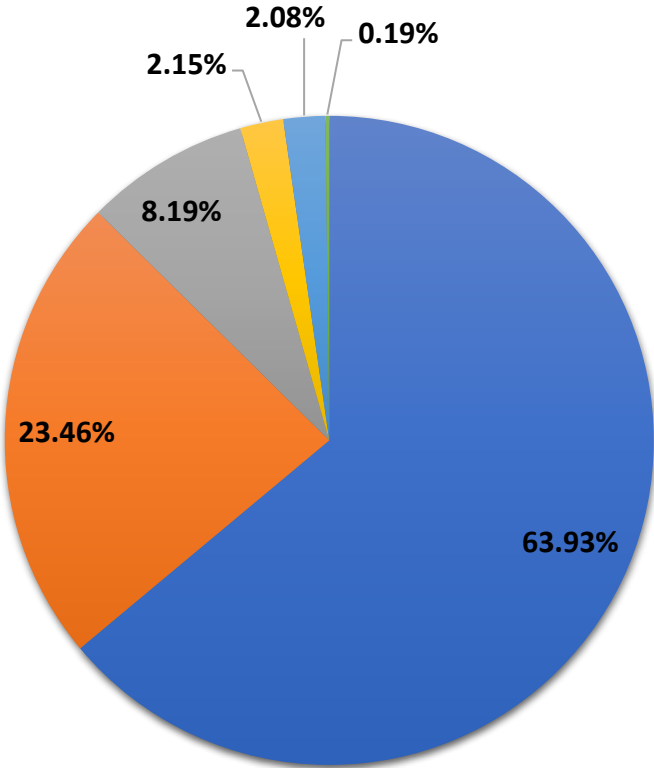
- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



FY2026 Operating Fund Revenue

\$134.0M

- Local Tax Revenue, 63.93%
- Student Tuition and Fees, 23.46%
- ICCB Grants, 8.19%
- All Other Revenue, 2.15%
- All Other Local Revenue, 2.08%
- Transfers, 0.19%



Operating Fund includes the Education and Operations & Maintenance Funds ²³










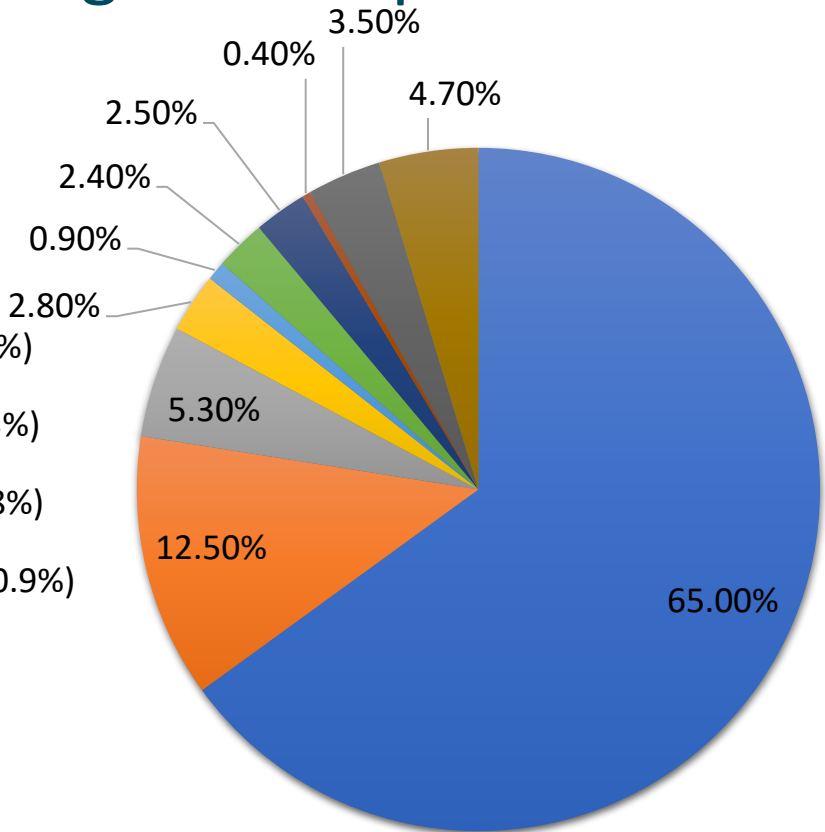
- CLC VALUES
- Excellence
 - Purpose
 - Integrity
 - Compassion
 - Unity
 - Inclusion



FY2026 Operating Fund Expenditures

\$134.0M

-  Salaries (65.0%)
-  Employee Benefits (12.5%)
-  Contractual Services (5.3%)
-  Materials & Supplies (2.8%)
-  Conference & Meeting (0.9%)
-  Fixed Charges (2.4%)
-  Utilities (2.5%)



Operating Fund includes the Education and Operations & Maintenance Funds

Operating budget: 3.0% increase (\$130,090,152 to \$134,047,610)

4.1% increase personnel expenditures (\$99,720,552 to \$103,828,123)

10.1 % increase health insurance & employee benefits expenditures (\$15,229,177 to \$16,762,757)

1.7% decrease non-personnel expenditures (\$30,121,150 to \$29,617,129)



FY2026 Budget Highlights



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



- **Aligns to Board policy with balanced revenue and expenditures**
 - Provides for critical compliance and contractual obligations, safety,
 - Designed initiatives to achieve improved budget efficiencies in future years
 - Made investments to advance resource allocation priorities for student, community and employee success
 - Provided for the unexpected: sustained the operating contingency (\$1,070,835) & increased capital contingency fund (\$500,000)
- **Overall budget increase of 3% lower than prior two fiscal years (FY25 5.1% and FY24 5.2%)**
 - Overall revenue composition similar to prior year; no significant shift to taxpayer or student
 - Withheld increase to student Comprehensive Fee
- **Maintained high quality total compensation (competitive benefits and salary) to support employee retention and success**
 - Annual salary increase: aligned to Consumer Price Index (CPI) of 2.9%; leveraged fiscally sustainable graduated model and upheld bargaining contract increases
 - Sustained critical positions shifting from grant-funding to operating budget (SD & EA)

FY2026 Budget Highlights

- **Fiscal Responsibility through Cost Control, Reallocation & Reductions**
 - Overall budget increase of 3.0% lower than total personnel increase of 4.1%,
 - Created resources for reinvestment and brought budget into balance
 - Achieved significant reduction in non-personnel expenses (\$500K)
 - Vacancy management utilization and ongoing role assessments
- **Technology & Automation Enhancements**
 - Implementing cloud-based budgeting and reporting tools, particularly Adaptive Planning
 - Leveraging data analytics to identify cost-saving opportunities and improve forecasting accuracy
- **Operational Efficiency Initiatives**
 - Streamlining procurement processes and analyzing vendor contracts for potential synergies
- **Cost Containment Strategies**
 - Managing non-essential travel and discretionary spending wherever practical
 - Exploring energy-saving measures to reduce utility costs
- **Performance Management**
 - Quarterly budget reviews enable timely course corrections in areas targeted for FY26 savings (i.e. travel, materials, supplies)



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion





FY2026 Resource Allocation Priorities and College Plan



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



Access & Success For Students

Key Idea	Priorities
Affordable Access	<p><u>Enrollment:</u> Achieve 217,336 college-level credit hours through data-informed college-wide enrollment and retention strategy leveraging disaggregated Lancer Success pipeline dashboards. Note: 1.8% increase over estimated year-end.</p> <p><u>Retention:</u> Achieve Fall 2025 cohort retention targets:</p> <ul style="list-style-type: none"> • Fall-to-spring retention target: 81% (2 percentage point increase) • Fall-to-fall retention: 68% (1 percentage point increase) <p>Achieve Spring 2026 cohort retention targets:</p> <ul style="list-style-type: none"> • Spring-to-fall retention: 68% (2 percentage point increase) • Spring-to-spring retention: 53% (1 percentage point increase)
	<p>By end of second quarter, establish five-year equity in student access and success roadmap in compliance with ICCB requirements and aligned with Strategic Plan 2030. Submit plan by May 2026. Specific roadmap strategies will address student and institutional gaps including:</p> <ul style="list-style-type: none"> Participation in key student onboarding experiences Credit accumulation in the first year Retention of students Course withdrawals Transfer and employment rates

Access & Success For Students

Key Idea	Priorities
Resourcing Students for Success	<p>Implement three priority actions from the JED Campus strategic plan (mental health access), including:</p> <ul style="list-style-type: none"> • Launch proactive strategies to identify disconnected students • Improve visibility of mental health resources through updated websites and outreach tools • Finalize and implement training on protocol for reporting students of concern. <p>Progress will be measured quarterly through participation rates, communication reach, and implementation benchmarks.</p>
	<p>By 2nd quarter, the Hispanic Serving Institution (HSI) project team will design learning opportunities to build awareness within each of the Success Frameworks including employee onboarding experiences, faculty tools and resources, and culturally responsive student learning environment.</p>
	<p>By 2nd quarter, the Black Learner Excellence project team will use quantitative and qualitative data to establish a prioritized list of academic and social supports for Black learners in the Lancer Success Framework to improve outcomes for students.</p>

Access & Success For Students

Key Idea	Priorities
Relevant Pathways	Improve student momentum through data-informed strategic scheduling of class start dates and class section offerings that is aligned to curriculum maps and enrollment patterns. Achieve business and cost efficiency that is tracked and reported.
	Achieve a target of 486 credits in delivery of noncredit workforce courses (1.6 credit vocational) focused on six high-demand priority areas.
	Deliver an industry-relevant Automotive Lube Technician Specialist certificate (11 credits) in Spanish by Spring 2026 semester.
Integrated Career & Learning Experiences	Complete the discovery and design phases to inform a comprehensive recommendation (FY27) that supports an integrated and scalable approach to career exploration for students within Lancer Success Framework Onboarding and First Year Experience (FYE) model.

Community Vibrancy

Key Idea	Priorities
Integrated Alignment for Student Success	By end of third quarter, complete preparation for transition from grant-funded status to a program income business model for the CLC Manufacturing Alliance through achievement of 60 paid members.
Community Catalyst	By end of second quarter, complete \$1.5M in fundraising to achieve \$15M capital campaign goal for the Urban Farm Center.

Future-Ready Organization

Key Idea	Priorities
Organizational Agility	By Q3, a task force will research, make recommendations regarding whether the offering of a voluntary paid time-off donation to an emergency bank for staff and a proposed design, if recommended to proceed.
	Human Resources will begin implementation of a holistic employee support staffing model. Two Human Resources Business Partners positions will be onboarded and actively engaged with their assigned teams by the end of the third quarter.

Future-Ready Organization

Key Idea	Priorities
Organizational Agility	<p>Develop and launch the data dashboards associated with the Success Frameworks to support data-informed strategic work and key enrollment pipeline priority areas:</p> <p>Lancer Success Dashboard: Enhancement in Q3</p> <ul style="list-style-type: none"> •Strategic Enrollment Dashboard: Enhancement in Q1 •Application Conversion Dashboard : Enhancement in Q1 •Dual Credit: Launch in Q2 •Adult Education: Enhancement in Q2 <p>Teaching and Learning Excellence Dashboard: Launch in Q3</p> <ul style="list-style-type: none"> •Academic Department Review Dashboard: Launch in Q1 <p>Employee Retention and Success Metrics Dashboard : Launch in Q4</p>
	<p>As part of the Higher Learning Commission (HLC) Assessment Academy Plan, every program will complete an outcomes matrix that maps course learning outcomes to program learning outcomes. A revision of the CLO outcomes matrix that maps the new CLOs to all courses will be completed and a CLO assessment cycle established.</p>
	<p>By Q2, educate the college community about HLC criteria revisions, assumed practices and evaluative framework. Engage units in business process documentation aligned with expected practices into a central repository by Q4.</p>

Future-Ready Organization

Key Idea	Priorities
Organizational Agility	<p>Update board Policies to advance outcomes for student, employee and college success:</p> <p>Student-centered policies:</p> <ul style="list-style-type: none"> 302 – Duties and Responsibilities of Instructors 303 – Faculty Evaluation 411 - The Grading System 421 - Tuition and Fee Payment and Refund Schedule 423 – Incompletes 430 - Withdrawals 433 - Medical and Catastrophic <p>College (Total Rewards Philosophy) and employee-related policies:</p> <ul style="list-style-type: none"> 560 - Miscellaneous 928 - Classification of Employees 930 - Post-Retirement Incentive-Non-Bargaining Unit Employees 932 - SURS Annuitant Return to Work and Employment Policy 947 - Tuition Waiver

Future-Ready Organization

Key Idea	Priorities
Organizational Agility	By Q4, establish a comprehensive AI strategy by Q4 that effectively integrates artificial intelligence across the college to drive educational outcomes and operational efficiency.
	By end of Q3, develop a comprehensive prioritized deferred maintenance plan (facilities upgrades, life safety, equipment).
	By end of Q3 and in partnership with shared governance, develop a refreshed sustainability plan, including priorities, metrics and a roadmap for the next three years.
	<p>By Q4, implement energy savings measures achieving a \$200,000 budget savings and reducing energy usage. Establish reporting metrics by end of Q1.</p> <p><u>Project 1:</u> Academic Computing Lab and Classroom Automated Shutdown System</p> <p><u>Project 2:</u> Personal Device Energy Conservation Campaign - shutdown individual laptops/desktops when not in use.</p> <p><u>Project 3:</u> Implementation of energy efficiency initiatives, including efforts with the Strategic Energy Management (SEM) program and partnership with the Smart Energy Design Assistance Center (SEDAC) to advance sustainability principles and energy savings from behavioral changes, upgrades and shutdown of lighting and equipment.</p>

Future-Ready Organization

Key Idea	Priorities
Digital Transformation	<p><u>LancerNEXT</u></p> <p>Workday Learning: By end of Q4, Human Resources and Learning, Innovation and Teaching Excellence will partner to design Workday Learning functionality for all employees to use self-service access to record professional learning, training and development in preparation for launch in FY27.</p> <p>Workday Student By Q4, the College will complete the Architect & Configure phase of the Workday Student implementation and begin the Testing phase for all student business functions. The project will support student success by increasing automation, improving user experience, and enhancing access to actionable data.</p> <p>By the end of Q4, the Communications Transformation Project will implement a comprehensive student communications strategy, integrating Workday system automations and relational touchpoints. This project supports all CLC students through streamlined, timely, and student-centric communication principles that keep them informed and on track to completion.</p> <p>Workday Adaptive Planning: Implementation of Adaptive Planning (budgeting, forecasting and reporting) during Q2.</p> <p>Workday Grants: By end of Q1, identify comprehensive list post-grant primary and secondary workflows and an implementation plan with anticipated scheduled dates to ensure compliance with grant management/accounting and reporting requirements.</p> <p style="text-align: center;">35</p> <p>Workday PRISM By end of Q1, this self-service analytics functionality will be implemented.</p> <p>Workday Extend : By end of Q2, this custom application builder will be implemented.</p>



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Personnel



Overview Planned Personnel and Reorganizations

Related Board Policies

Policy 941 – Departmental/Interdepartmental Reorganization

The College must regularly assess and adapt to the demands of an ever-changing environment to achieve student success outcomes and optimize its strategic use of resources through institutional reorganization.....Any compensation adjustments resulting from a reorganization shall require approval by the President and the Board of Trustees during the annual budgeting process or off-budget cycle at the sole discretion of the College.

One planned reorganization in FY2026: Human Resources

Policy 210 – Selection and Appointment of Administrative/Professional Staff

Policy 301 – Selection and Appointment of (Faculty) Staff

Policy 502 – Employment Practices and Procedures – Classified Employees

Policy 611 – Employment Practices and Procedures – Specialists



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



FY2026 Summary of New Positions

Funded through Reallocated Personnel & Non-Personnel Resources



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



Unit	Full-Time	Title	Net Cost	Funding
Resource Allocation Priority: Advance employee retention and success outcomes through Employee and Faculty Success Frameworks.				
Human Resources	1	HR Business Partner	\$80,000	Fund 01 New
Advance equity in student access, retention & success outcomes through Lancer Success Framework.				
Educational Affairs	2	Instructor Automotive Technology Assistant Director Assessment	\$177,000	Fund 01 New
Community & Workforce Partnerships	1	Senior Program Coordinator, Community Education	\$61,900	Fund 57 Revenue New
Strategic Advancement	1	Translator	\$65,000	Fund 01 New
Total Base Pay*	5	38	\$383,900	

FY2026 Summary of Changed Positions Funded through Reallocated Resources



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Unit	Full-time	Title	Net Cost	Funding
Resource Allocation Priority: Advance employee retention and success outcomes through Employee and Faculty Success Frameworks.				
Human Resources	1	HR Business Partner	\$10,159.03	Fund 01 Existing
Advance equity in student access, retention & success outcomes through Lancer Success Framework.				
Student Development	1	Office Associate, Tutoring	\$14,274.22	Fund 01 Existing
Total Base Pay *	2		\$24,433.25	



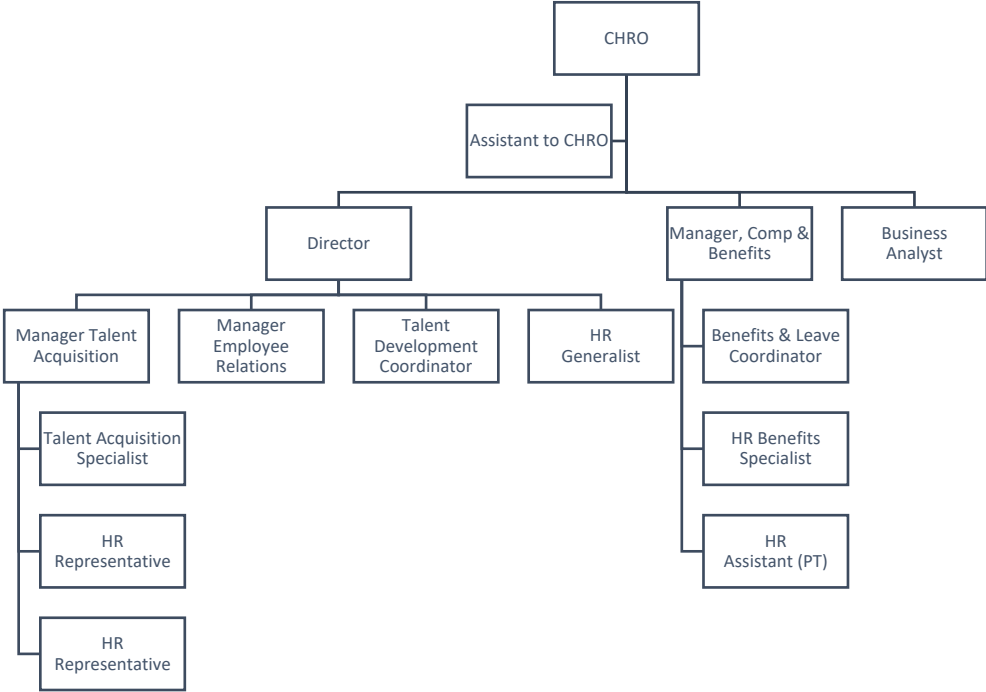
Human Resources Unit

Pillar 3: Future-Ready Organization

Key Idea: Organizational Agility

Goals: Provide holistic support for employees and leaders, drive proactive, future-ready strategies in employee recruitment and retention, mitigate organizational risk in employee and labor relations and advance internal collaboration with dedicated professional HR staff resources assigned to units, divisions and departments.

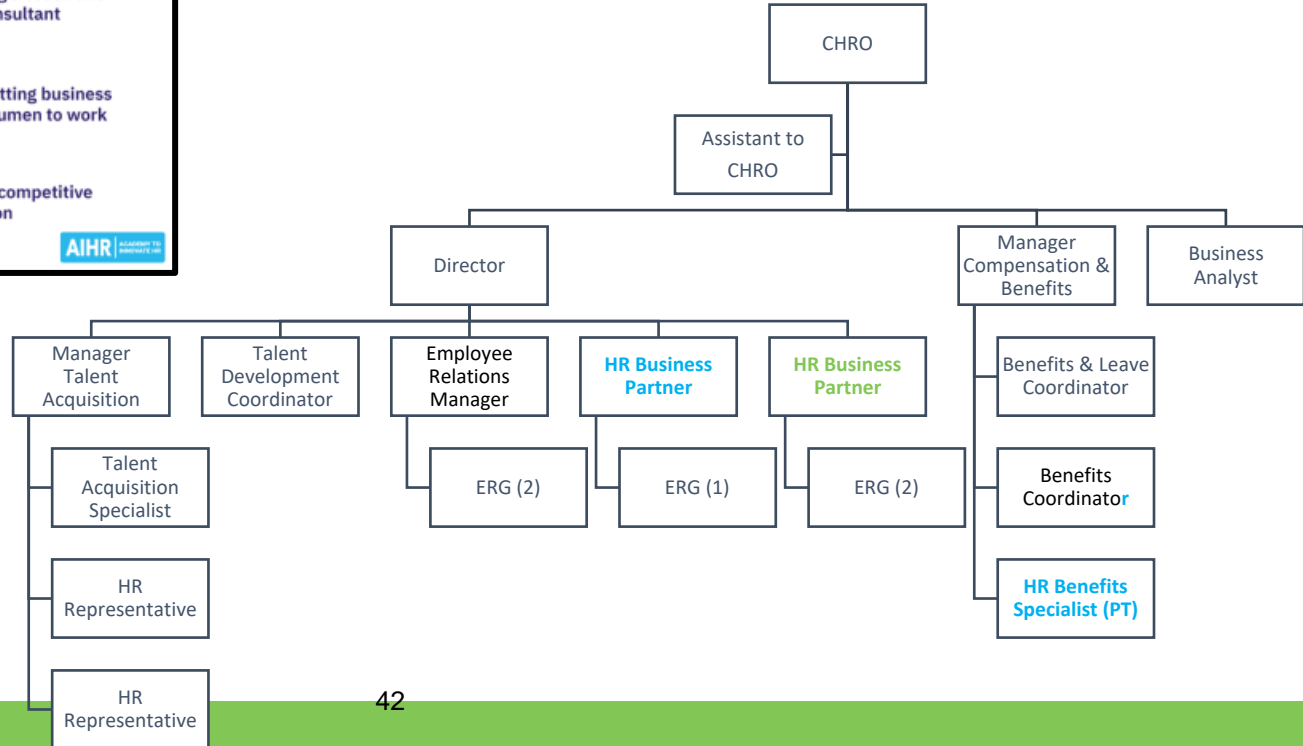
Current Structure



HR Business Partner Role and Responsibilities



Proposed Structure



Items in green are new positions
Items in blue are changed positions

Transforming Human Resources through Partner Model

Advance faculty and staff retention and success outcomes

FROM	TO
Transactional	Consultative
Reactive to situations, issues, requests	Proactive ongoing integrated connection with unit and division teams
Delayed planning of talent acquisition	Staffing plans established in partnership
Limited capacity of HR team for Total Rewards questions and support	Unit-specific needs researched and supported
Limited capacity to support employee and labor relations	Dedicated point of contact and resource for unit-specific support
Talent Development general and broad training programs	Learning organization mindset with professional learning tailored to career progression and unit needs
Fragmented processes and communication	Consistent communication and contextualized to needs



FY2026 Planned Surplus and Major Capital Projects



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



FY2026 Planned Surplus (slide below)

Capital and Facilities Projects Plan – Handout

Investments Based on FY2026 Framework and Critical Priorities

LancerNEXT Implementation	\$6,100,000
Technology Infrastructure annual allocation	\$300,000
Annual Computer Refresh	\$100,000
Total Planned Surplus Allocation	\$6,500,000
Student Furniture Project – All Campus Locations (FUND 30)	\$400,000

Next Steps

<p>Tentative FY2026 Budget Posted on CLC Website</p>	<p>Friday, May 23</p>
<p>Draft Budget Book sent to Trustees Posted on Board Book Premier site</p>	<p>Friday, May 23</p>
<p>Trustee Questions and Clarifications [President will email and complete call-arounds; meetings established as needed]</p>	<p>June 9 – June 18</p>
<ul style="list-style-type: none"> • Finalize 2030 Strategic Plan • Finalize College, Unit, and President’s Priorities (enter in Project Tracker) • Schedule: Monitoring Fiscal Year Priorities & Accountability Reports • Quarterly Report President’s Priorities • Quarterly Employee Retention Report • Quarterly Capital & Facilities Projects Report 	<p>June 10 – June 30</p>
<p>Public Hearing Board of Trustees Regular Meeting Note: President’s Priorities, Budget, 2030 Strategic Plan</p>	<p>June 24 5 pm</p>
<p>Launch FY2026 Budget and Plan FY2025 Year-end Report</p> <p style="text-align: right;">46</p>	<p>July 1 August</p>



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Comments / Questions





CLC VALUES

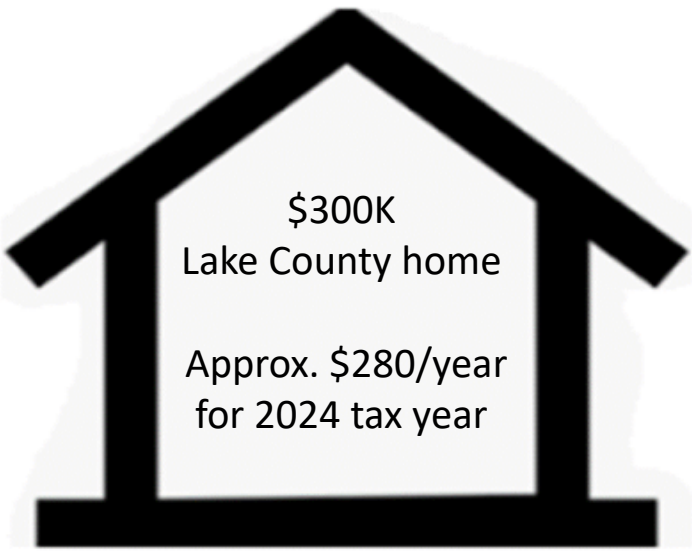
- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

Supplemental Information



FY2026 Budget Revenue Property Taxes

- Revenue budgeted to increase 2.4% or \$3.1M
- EAV increase of 9.3%
- \$158M in new property
- PTELL capped at 5% (3.4% CPI for 2023 and 2.9% for 2024)
- CLC Tax Rate of \$0.2802 per \$100 for 2024 tax year



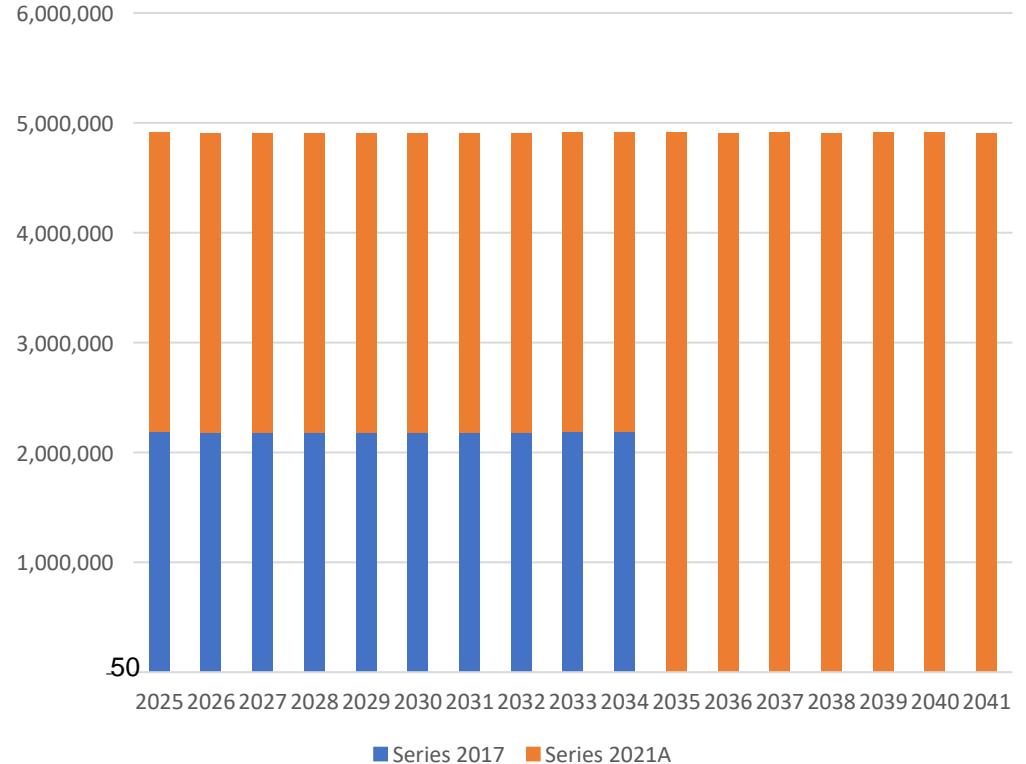
FY2026 Budget Plan General Obligation (GO) Debt Service



Total GO Debt Service \$4,780,000

- Series 2017 \$2,120,000
- Series 2021A - \$2,660,000
- Annual debt service decreases by \$0.1M to \$4.78M FY2026
- Mature by 2041 (20 years)

Operating Fund Debt Service



Proposed FY2026 Balanced Budget



CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion

- **Operating Budget = \$134.0 M** (3.0% increase from FY2025)
- Budgeted enrollment 1.5% increase over FY2024 year-end
- Established within projected base budget revenues as approved by Board

Tuition & Fees

State Funding

\$175.00 per credit hour effective Fall 2025

Base Operating Grant Budgeted at \$10,082,800
Flat compared to FY2025 (conservative)

Budgeted Tuition and Fees
\$31.9M (4.7% increase)

⁵¹
Career & Technical Education (CTE) Grant
Budgeted at \$575,571.00 same as FY2025

Policy 704: Fund Balance

- The Board recognizes that maintaining adequate fund balance is essential to ensuring the financial stability of the college. Fund balance is defined as the difference between fund assets and fund liabilities of the operating fund.
- Fund balance can preserve or enhance the college's bond rating, allow the college to accumulate sufficient assets to make annual assigned expenditures, and provide funds for unforeseen needs without the cost of short-term borrowing.
- The College of Lake County shall seek to maintain an end-of-fiscal-year unrestricted fund balance in the operating fund equal to or greater than 30 percent of budgeted operating fund expenditures.
- Unrestricted fund balance includes only those resources without a constraint on spending or for which a constraint on spending is imposed by the college itself.
- From time to time and as unrestricted fund balance exceeds 30 percent of budgeted operating fund expenditures, the Board may assign a portion of fund balance for an intended purpose such as capital improvements.

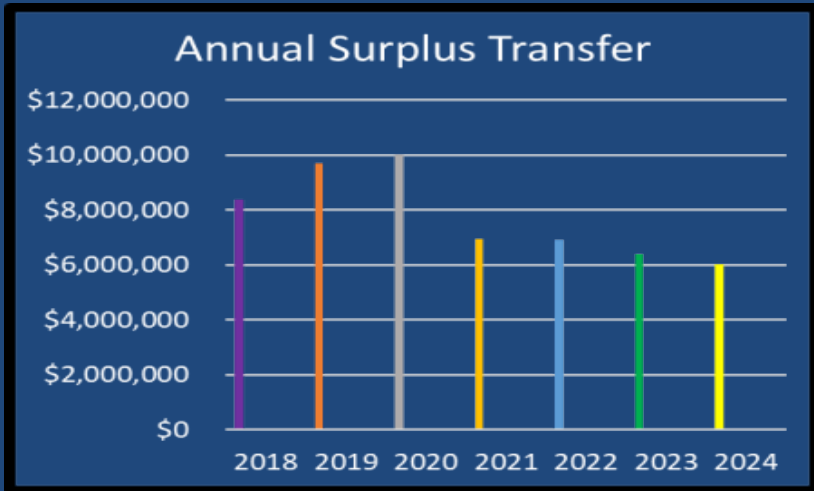
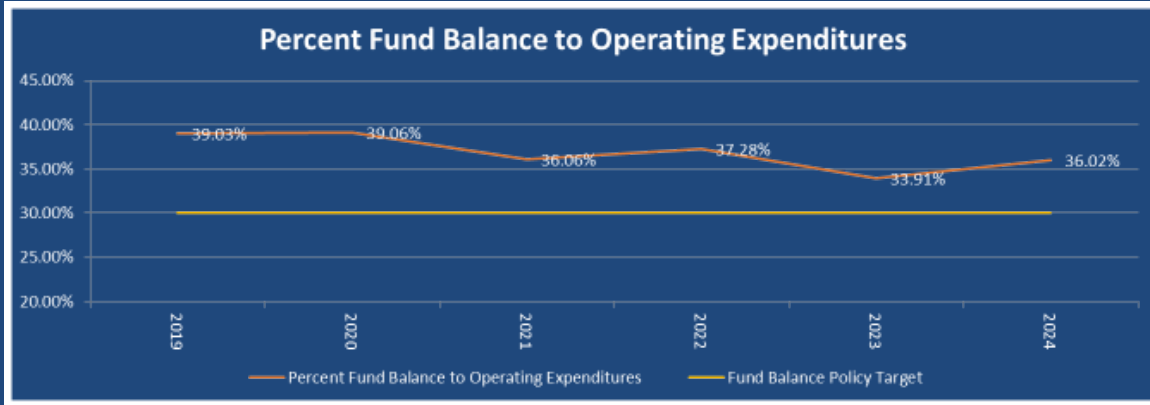


CLC VALUES

- Excellence
- Purpose
- Integrity
- Compassion
- Unity
- Inclusion



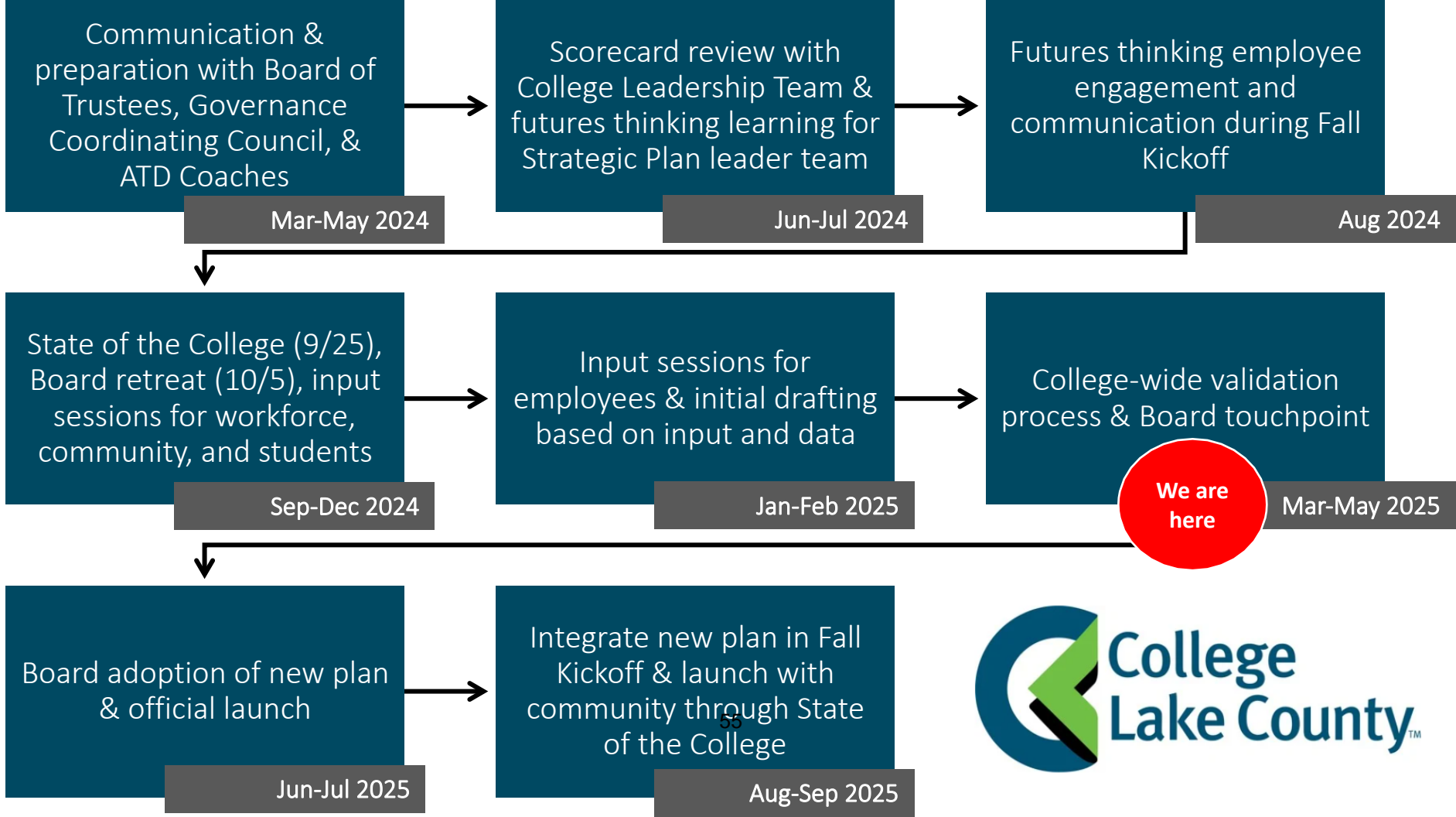
Fund Balance Trend



2018 Surplus Transfer	\$8,393,941
2019 Surplus Transfer	\$9,717,106
2020 Surplus Transfer	\$10,048,212
2021 Surplus Transfer	\$6,946,863
2022 Surplus Transfer	\$6,921,521
2023 Surplus Transfer	\$6,413,910
2024 Surplus Transfer	\$7,498,976

Historic Summary: Tuition and Comprehensive Fees

Fiscal Year	Tuition	Comp Fee	Technology Fee	Instructional Fee	Capital Fee: Bond payment	Student Support	Capital Fee: Facilities	Student Senate	Student Success	James Lumber Center	Total	% Increase
2013	93.00	0.40	4.00	3.00	3.00	2.00	2.95	3.15	---	0.50	112.00	2.75%
2014	93.00	0.40	4.00	3.00	3.00	2.00	2.95	3.15	---	0.50	112.00	---
2015	99.00	0.40	4.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	121.00	8.04%
2016	107.00	0.40	4.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	129.00	6.61%
2017	112.00	0.40	5.00	3.00	3.00	2.00	2.95	3.65	2.50	0.50	135.00	4.65%
2018	115.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	137.00	1.48%
2019	119.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	141.00	2.92%
2020	122.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	144.00	2.13%
2021	125.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	147.00	2.08%
2022	125.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	147.00	---
2023	128.00	0.40	5.00	2.00	3.00	2.00	2.95	3.65	2.50	0.50	150.00	2.04%
2024	136.96	0.40	5.55	2.00	3.00	2.55	3.39	3.65	2.50	0.50	160.50	7.0%
2025	137.96	0.40	13.55	3.50	3.00	2.55	3.39	3.65	2.50	0.50	171.00	1% - 7%
2026	141.96	0.40	13.55	3.50	3.00	2.55	3.39	3.65	2.50	0.50	175.00	2.30%



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 \$15,280.36 for travel associated with the Association of Community College Trustees (ACCT) National Legislative Summit, Achieving the Dream (ATD), Illinois Community College Trustees Association (ICCTA) meetings and Lobby Day, the American Association of Community Colleges (AACC) conference, and the Alliance of Hispanic Serving Institution Educators (AHSIE) conference.

PASSED this 24th day of June 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 \$68,240.95 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 \$68,240.95.

PASSED this 24th day of June 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)	5800	IT	Other Capital Outlay	\$ 25,717.95		Account Alignment
	5400	IT	Computer Supplies		\$ 17,006.60	
	5400	IT	Repair Materials & Supplies		\$ 2,711.35	
	5340	IT	Computer Hardware Maintenance		\$ 6,000.00	
2)	5360	Finance	Other Contractual Services	\$ 25,000.00		Account Alignment
	5400	Finance	Postage	\$ 7,523.00		
	5310	Finance	Consultants	\$ 10,000.00		
	5100	Finance	Staff-Full-time, Classified		\$ 42,523.00	
			TOTAL TRANSFERS - ALL FUNDS	<u>\$ 68,240.95</u>	<u>\$ 68,240.95</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds Financial Highlights

REVENUE: The revenues in the operating funds reflect 67.6 percent of budgeted revenues through April 2025. At the end of April 2024, the College had received 70.1 percent of the amount budgeted.

As of April 30, 2025, the College had received revenues equal to \$41.7 million in FY2025 for local taxes. Local tax revenue is budgeted at \$85.8 million for Fiscal Year 2025.

Also, as of April 30, 2025, student enrollment reflected 102.3 percent of the tuition revenue. At the end of April 2024, the College had received 101.9 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 April 30, 2025, reflect 80.3 percent of budgeted expenditures for the year. In comparison, as of April 30, 2024, the College had expended 78.8 percent of the amount budgeted. The College is trending on track with the FY2025 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

April 30, 2025

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of April 30, 2025**

ASSETS

CASH

Cash In Bank	2,918,049
Change Funds	8,800

INVESTMENTS

Other Investments	6,957,799
-------------------	-----------

RECEIVABLES

Taxes Receivable - Current Levy	32,601,528
Allowance for Uncollectable Tuition	(7,927,085)
Allowance Uncollectible Taxes	(326,536)
Student Tuition Receivable	22,210,241
Vendor Receivables	627,953
Other Receivables	(9,793)

ACCRUED REVENUE

Accrued Interest	-
------------------	---

INTER-FUND

14,907,732

Prepaid Expenses

Prepaid Expenses	104,455
------------------	---------

TOTAL ASSETS

72,073,143

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

PAYROLL DEDUCTIONS PAYABLE

Payroll Deductions Payable 3,304,011

ACCOUNTS PAYABLE

Accounts Payable (151,332)

ACCRUED EXPENSES

Accrued Expense 910,247

DEFERRED REVENUES

Property Taxes 32,850,387

Total Tuition & Fees 7,825,243

OTHER LIABILITIES

Other Liabilities 1,009,187

Vacation Accrual 3,460,231

TOTAL LIABILITIES

49,207,975

FUND BALANCE

Fund Balance 22,865,168

TOTAL FUND BALANCE

22,865,168

TOTAL LIABILITIES & FUND BALANCE

72,073,143

RECONCILIATION

BEGINNING FUND BALANCE 37,337,188

ADD: REVENUE 79,345,524

LESS: EXPENDITURES (88,637,319)

OPERATING TRANSFERS (5,180,225)

ENDING FUND BALANCE 22,865,168

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: April 30 , 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	32,244,357	40.64%	32,218,260	41.32%
CPPRT Corp Pers Prop Repl Tax	948,313	1.20%	1,353,340	1.74%
ICCB Credit Hour Grants	8,979,664	11.32%	8,766,305	11.24%
Vocational Education	643,095	0.81%	620,475	0.80%
Tuition	28,540,465	35.97%	28,334,561	36.34%
Graduation Fees	53,030	0.07%	-	0.00%
Transcript Fees	104,183	0.13%	93,543	0.12%
On-line Course Fee	80,771	0.10%	577,341	0.74%
Laboratory Fees	633,856	0.80%	575,184	0.74%
Payment Plan Enrollment Fee	19,860	0.03%	35,939	0.05%
Credit By Exam Fees	250	0.00%	300	0.00%
Comprehensive Fees	7,860,268	9.91%	4,458,785	5.72%
Activity Fee Adjustment	(6,067,136)	-7.65%	(3,912,495)	-5.02%
Gain(Loss) on Investment	638,386	0.80%	454,206	0.58%
Other Interest	4,165,004	5.25%	4,329,931	5.55%
Library Fines	477	0.00%	745	0.00%
Miscellaneous Revenue	518,977	0.65%	46,950	0.06%
Other Revenue/Rebates	-	0.00%	28,850	0.04%
Over Short	(18,295)	-0.02%	(4,985)	-0.01%
Total Income	<u>79,345,524</u>	<u>100%</u>	<u>77,977,234</u>	<u>100%</u>

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

Salaries	64,190,581	72%	59,018,160	72%
Employee Benefits	14,079,481	16%	11,926,790	15%
Contractual Services	3,777,799	4%	4,436,508	5%
General Material & Supplies	2,259,525	3%	2,123,698	3%
Travel/Conference Meeting Exp	515,751	1%	525,140	1%
Fixed Charges	25,315	0%	27,000	0%
Utilities	42,382	0%	40,821	0%
Capital Outlay	48,710	0%	12,868	0%
Other Expenditures	3,697,775	4%	3,437,825	4%
Total Expense	<u>88,637,319</u>	<u>100%</u>	<u>81,550,499</u>	<u>100%</u>

Beginning Fund Balance	37,337,188	35,960,331
Add: Revenues	79,345,524	77,977,234
Less: Expenses	(88,637,319)	(81,550,499)
Operating Transfers	(5,180,225)	(5,777,566)
Ending Fund Balance	<u>22,865,168</u>	<u>26,609,500</u>

**Maintenance Fund
Balance Sheet - Fund 02
As of April 30, 2025**

ASSETS

<u>CASH</u>		
<u>INVESTMENTS</u>		
Other Investments	9,345,421	
<u>RECEIVABLES</u>		
Taxes Receivable - Current Levy	8,561,042	
Allowance Uncollectible Taxes	(82,650)	
Vendor Receivables	3,852	
<u>INTER-FUND</u>	(5,907,668)	
<u>Prepaid Expenses</u>		
Prepaid Expenses	286,851	
TOTAL ASSETS	12,206,848	

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	337,341
------------------	---------

ACCRUED EXPENSES

Accrued Expense	72,285
-----------------	--------

DEFERRED REVENUES

Property Taxes	8,626,286
----------------	-----------

TOTAL LIABILITIES	9,035,911
--------------------------	------------------

FUND BALANCE

Fund Balance	3,170,936
--------------	-----------

TOTAL FUND BALANCE	3,170,936
---------------------------	------------------

TOTAL LIABILITIES & FUND BALANCE	12,206,848
---	-------------------

RECONCILIATION

BEGINNING FUND BALANCE	6,379,132
------------------------	-----------

ADD: REVENUE	8,475,146
--------------	-----------

LESS: EXPENDITURES	(10,387,742)
--------------------	--------------

OPERATING TRANSFERS	(1,295,599)
---------------------	-------------

ENDING FUND BALANCE	3,170,936
---------------------	-----------

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: April 30 , 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	8,467,191	100%	8,512,191	98%
Building Rentals	7,205	0%	132,875	2%
Miscellaneous Revenue	750	0%	22,434	0%
Total Income	8,475,146	100%	8,667,500	100%
<u>EXPENDITURES</u>				
Salaries	4,236,816	41%	4,213,574	43%
Employee Benefits	937,526	9%	1,172,446	12%
Contractual Services	686,109	7%	762,970	8%
General Material & Supplies	555,886	5%	650,543	7%
Travel/Conference Meeting Exp	5,107	0%	16,720	0%
Fixed Charges	1,564,988	15%	991,396	10%
Utilities	2,376,274	23%	1,909,203	20%
Capital Outlay	40,243	0%	103,943	1%
Other Expenditures	(15,207)	0%	(58,914)	-1%
Total Expense	10,387,742	100%	9,761,882	100%
Beginning Fund Balance	6,379,132		6,023,765	
Add: Revenues	8,475,146		8,667,500	
Less: Expenses	(10,387,742)		(9,761,882)	
Operating Transfers	(1,295,599)		(1,214,769)	
Ending Fund Balance	3,170,936		3,714,615	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. LEADERSHIP DEVELOPMENT PROGRAM

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$25,260.00

Vendor	Amount
BlueEQ, LLC	\$25,260.00

Explanation of Purchase: This purchase is for online assessments, on-site workshop facilitation and virtual customized coaching for leaders.

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

Recommendation: Approve a purchase with BlueEQ, LLC of Alpine, UT in a not-to-exceed amount of \$25,260.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. TEMPORARY EMPLOYMENT SERVICES (RATIFICATION)

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY25 budget

Funding Request: \$30,000.00

Vendor	Amount
Robert Half Inc.	\$30,000.00

Explanation of Purchase: This purchase is for temporary employment services with Robert Half Inc.

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: Ratify a purchase with Robert Half Inc. of Menlo Park, CA IL in a not-to-exceed amount of \$30,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. CLIMATE EQUITABLE JOBS ACT PROGRAM PROMOTION

Lead Staff: Richard Ammon, Executive Director of Workforce Initiatives

Funding Source: FY26 CEJA grant budget

Funding Request: \$35,000.00

Vendor	Amount
The Community Works, Inc.	\$35,000.00

Explanation of Purchase: This purchase is for professional photographer and videographer services to capture imagery to be used for promotion of the Climate Equitable Jobs Act (CEJA) Grant program.

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 contract from July 1, 2025, through June 30, 2026, with The Community Works, Inc. of Waukegan, IL in a not-to-exceed amount of \$35,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. MAILROOM EQUIPMENT LEASE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$35,849.40

Vendor	Amount
Quadient Leasing USA, Inc.	\$35,849.40

Explanation of Purchase: This purchase is for a new mail machine and shipping software used in Campus Services for mailing and shipping at all College campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the Sourcewell contract (011322-QDT) for intelligent software and hardware solutions.

Recommendation: Approve a five-year contract from July 1, 2025, to June 30, 2030, with Quadient Leasing USA, Inc. of Milford, CT, in a not-to-exceed amount of \$35,849.40.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. SCHEDULING SOFTWARE MAINTENANCE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$43,671.88

Vendor	Amount
CollegeNET, Inc.	\$43,671.88

Explanation of Purchase: This purchase is for the maintenance of scheduling software used on all College campuses. It is used as an integration tool for the Heating, Ventilation and Air Conditioning (HVAC) program.

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 one-year contract from July 1, 2025, to June 30, 2026, with CollegeNET, Inc. of Portland, OR in a not-to-exceed amount of \$43,671.88.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. SOFT DRINK VENDING SERVICES

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$45,000.00

Vendor	Amount
Pepsi Cola General Bottling, Inc.	\$45,000.00

Explanation of Purchase: This purchase is for bottled goods for resale across all campuses and sites. Pepsi Cola General Bottling provides \$35,000 pouring rights, 25% commission rate and case rebate incentives.

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 purchases from Pepsi Cola General Bottling, Inc. of Chicago, IL in a not-to-exceed amount of \$45,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. PUBLIC RELATIONS PHOTOGRAPHY SERVICES

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

Funding Source: FY26 budget

Funding Request: \$60,000.00

Vendors	Amount
Various (See below)	\$60,000.00

Photography	City and State
J Campa Photography	Mundelein, Illinois
Kenneth Smith Photography	North Chicago, Illinois
Susan Ryan Kalina Photography	Deerfield, Illinois

Explanation of Purchase: This purchase is for professional photographers to capture imagery to be used on the website and in digital advertising to promote the College.

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

Recommendation: Approve one-year contracts with the vendors identified in the list above from July 1, 2025, through June 30, 2026, in a total not-to-exceed amount of \$60,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.8. DOCUMENT IMAGING SYSTEM TRANSFER TO INTERNET CLOUD

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$71,000.00

Vendor	Amount
Hyland Software, Inc.	\$71,000.00

Explanation of Purchase: This project-based purchase is to move the College’s existing document imaging system to the cloud for greater cost efficiency and functionality.

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 Hyland Software, Inc. of Westlake, OH in a not-to-exceed amount of \$71,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. INVESTMENT ADVISORY SERVICES

Lead Staff: Jean Stephan, Controller, Finance Department

Funding Source: FY26 budget

Funding Request: \$80,000.00

Vendor	Amount
PFM Asset Management LLC	\$80,000.00

Explanation of Purchase: This purchase is for investment advisory services that will provide the College with recommendations and strategies to increase the annual return on investments.

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 contract from July 1, 2025, through June 30, 2026, with PFM Asset Management LLC of Chicago, IL in a not-to-exceed amount of \$80,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.10. SIGN LANGUAGE INTERPRETATION SERVICES

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY26 budget

Funding Request: \$88,984.00

Vendors	Amount
Various (See below)	\$88,984.00

Sign Language Interpretation	City and State
Kristen Goebeler	Libertyville, Illinois
Randi Ralph	Vernon Hills, Illinois
Melinda Nelson	North Barrington, Illinois
5 Star Interpreting Chicago, LLC	Tinley Park, Illinois
HRI-Cart, LLC	Pinellas Park, Florida

Explanation of Purchase: This purchase is for sign language interpreting and communication access real-time translation (CART) services for deaf/hard-of-hearing students.

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 contracts with the vendors identified above in a total not-to-exceed amount of \$88,984.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.11. WORKDAY TRAINING CREDITS

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$93,000.00

Vendor	Amount
Precision Task Group, Inc.	\$93,000.00

Explanation of Purchase: This purchase is for Workday Training credits to support the training of CLC team members on Workday Student, Human Capital Management and Financials.

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 \$93,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.12. FIRE SYSTEMS TESTING AND MAINTENANCE

Lead Staff: Brian Henry, Chief of Police

Funding Source: FY26 budget

Funding Request: \$98,000.00

Vendor	Amount
Fox Valley Fire & Safety Co., Inc.	\$98,000.00

Explanation of Purchase: This purchase is for the required annual inspection, testing, maintenance and related service of all fire systems and related components protecting College properties.

Pursuant to 110 ILCS 805/3-27.1 (e), contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or authorized service agent are exempt from the competitive bidding process.

Recommendation: Approve a one-year contract with Fox Valley Fire and Safety Co., Inc. of Elgin, IL from July 1, 2025, through June 30, 2026, in a not-to-exceed amount of \$98,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.13. BUILDING AND HOME INSPECTION TRAINING PROGRAM

Lead Staff: Richard Ammon, Executive Director of Workforce Initiatives

Funding Source: FY26 CEJA grant budget

Funding Request: \$100,000.00

Vendor	Amount
Chicagoland Home Inspectors, Inc.	\$100,000.00

Explanation of Purchase: This purchase is for instructional services to support the Climate Equitable Jobs Act (CEJA) Grant and delivery of instruction of the Building and Home Inspection training program.

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 agreement from July 1, 2025, through June 30, 2026, with Chicagoland Home Inspectors, Inc. of Chicago, IL in a not-to-exceed amount of \$100,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.14. ENERGY AUDITOR TRAINING PROGRAM

Lead Staff: Richard Ammon, Executive Director of Workforce Initiatives

Funding Source: FY26 CEJA grant budget

Funding Request: \$128,000.00

Vendor	Amount
Solutions for Energy Efficient Logistics	\$128,000.00

Explanation of Purchase: This purchase is for instructional services to support the Climate Equitable Jobs Act (CEJA) Grant and delivery of instruction of the Energy Auditor training program.

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 agreement from July 1, 2025, through June 30, 2026, with Solutions for Energy Efficient Logistics of Detroit, MI in a not-to-exceed amount of \$128,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.15. BOOKSTORE GENERAL MERCHANDISE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$130,000.00

Vendors	Amount
Various (See below)	\$130,000.00

Bookstore Vendors /General Merchandise	City, State
D&H Distributing Co/Electronics	Bolingbrook, IL
Sam’s Club/Snacks	Gurnee, IL
The Douglas Stewart Company/Electronics	Madison, WI
Vistar/Snacks	Bolingbrook, IL

Explanation of Purchase: This purchase is for non-textbook general merchandise from various vendors for resale online and in all campus bookstore locations. This includes items and materials required for various CLC programs.

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

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 purchases from the vendors identified in the list above in a total not-to-exceed amount of \$130,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.16. HOTSPOTS AND BROADBAND INTERNET SERVICES

Lead Staff: Scott Rial, Dean, Learning, Innovation and Teaching Excellence

Funding Source: FY26 budget

Funding Request: \$160,000.00

Vendor	Amount
T-Mobile USA, Inc.	\$160,000.00

Explanation of Purchase: This purchase is for unlimited broadband internet access to support student learning. Hotspots are returned to the College inventory at the end of the semester and redistributed to others as needed.

This cooperative purchase is pursuant to 30 ILCS 525/ Governmental Joint Purchasing Act and the College’s Procurement Policy 712 and was competitively bid under the General Services Administration Agreement (#GS35F0503M) for General Purpose Commercial Information Equipment, Software and Services. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Approve a purchase from T-Mobile USA, Inc. of Washington D.C. in a not-to-exceed amount of \$160,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.17. DATA WAREHOUSE SOFTWARE

Lead Staff: Derrick Harden, Vice President, Strategic Advancement

Funding Source: FY26 budget

Funding Request: \$210,000.00

Vendor	Amount
Zogo Technologies, LLC	\$210,000.00

Explanation of Purchase: This purchase is for data warehouse software used by the College to manage, combine and analyze data to inform decision-making.

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 three-year contract from July 1, 2025, through June 30, 2028, with Zogo Technologies, LLC of Dallas, Texas in a not-to-exceed amount of \$210,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.18. PSYCHOLOGICAL SERVICES

Lead Staff: Greg Singleton, Dean, Student Affairs

Funding Source: FY26 budget, Mental Health Early Action on Campus grant

Funding Request: \$227,268.75

Vendor	Amount
CYN Counseling Center	\$227,268.75

Explanation of Purchase: This purchase is for professional services specific to the Counseling and Psychological Services Department.

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, this purchase is exempt from the competitive bidding process.

Recommendation: Approve a one-year contract from July 1, 2025, through June 30, 2026, with CYN Counseling Center of Grayslake, IL, in a not-to-exceed amount of \$227,268.75.

5. CONSENT AGENDA 3. PURCHASING

5.3.19. LAKESHORE URBAN FARM CENTER THIRD-PARTY TESTING

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY24 surplus and Foundation

Funding Request: \$57,960.00

Vendor	Amount
ECS Midwest	\$57,960.00

Explanation of Purchase: Approve a purchase with ECS Midwest for the Independent third-party testing required for Lakeshore Urban Farm Center. Third-party independent testing involves an external, unbiased testing company contracted directly through the owner to evaluate adherence and compliance with the engineer’s and industry standard recommended structural parameters for soil compaction, concrete strength and structural steel weld strength.

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 contract with ECS Midwest of Buffalo Grove, IL for the first set of required third-party testing of Lakeshore Campus Urban Farm in a not-to-exceed amount of \$57,960.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.20. PROJECT MANAGEMENT SERVICES (RATIFICATION)

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY25 budget

Funding Request: \$108,000.00

Vendor	Amount
Cotter Consulting, Inc.	\$108,000.00

Explanation of Purchase: This purchase is for Facilities and Capital project management services. The request amount covers an increase to FY25 spend due to vacancies in the Capital Planning Department.

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: Ratify purchases with Cotter Consulting, Inc. of Chicago, IL from December 1, 2025, through June 30, 2025, in a not to exceed amount of \$108,000.00.

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	Dose, Cyndi	Full-time Faculty Position Number: 0411 Instructor, Biology Biological and Health Sciences Division	8/11/2025	TBD^
2	Marcellis, Samantha	Administrator Position Number: 0020 Director, Counseling and Psychological Services	7/21/2025	7/21/2025- 6/30/2026
3	Shallenberger, Hannah	Administrator Position Number: 1834 Director, Corporate and Foundation Relations, College Foundation	7/21/2025	7/21/2025- 6/30/2026
4	Miller, Brian	Professional Position Number: 1863 Capital Project Manager, Capital, Sustainability and Construction Management Services	7/7/2025	7/7/2025- 6/30/2026
5	Smart, Sari	Professional Position Number: 1177 Sustainability Manager, Capital, Sustainability and Construction Management Services	8/4/2025	8/4/2025- 6/30/2026
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. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offers of full-time employment and set the start date prior to the August 26, 2025, Board meeting. The proposed approvals are as follows:

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Full-time Faculty Position Number: 0522 Instructor, Horticulture Biological and Health Sciences Division	8/11/2025	TBD^
2	Full-time Faculty Position Number: 0809 Instructor, Humanities Communication, Arts, Humanities and Fine Arts Division	8/11/2025	TBD^
3	Full-time Faculty Position Number: 0908 Instructor, Live Entertainment Production Communication, Arts, Humanities and Fine Arts Division	8/11/2025	TBD^
4	Full-time Faculty Position Number: 0911 Instructor, Industrial Technology Engineering, Math and Physical Sciences Division	8/11/2025	TBD^
5	Administrator Position Number: 1434 Director, Capital, Sustainability and Construction Management Services	TBD	TBD-6/30/2026
6	Professional Position Number: 0022 Capital Project Manager, Capital, Sustainability and Construction Management Services	TBD	TBD-6/30/2026

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

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. AUTHORIZATION TO HIRE (CONTINUED)

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
7	Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychological Services	TBD	TBD-6/30/2026
<p>Recommendation: Approve authorization to make offers of full-time employment for the above positions, subject to Board approval of the employment contracts at the August 26, 2025 Board meeting.</p>			

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Silva, Crystal	Specialist Position Number: 1026 Enrollment Services Specialist, Outreach and Enrollment	5/3/2025	5/3/2025-6/30/2025
2	Wiegold, Jordan	Specialist Position Number: 1221 Academic Success Advisor, Advising and Retention	5/3/2025	5/3/2025-6/30/2025
3	Bartel, Joe	Specialist Position Number: 1406 Academic Success Advisor, Advising and Retention	5/16/2025	5/16/2025-6/30/2025
4	Killins, Daniel	Specialist Position Number: 1204 African-American Student Outreach and Programs Coordinator, Student Activities and Inclusion	5/16/2025	5/16/2025-6/30/2025
5	Lusardi, Kyle	Specialist Position Number: 1404 Laboratory Specialist, Hospitality and Culinary Management	5/16/2025	5/16/2025-6/30/2025
6	Gomez, Lizbeth	Specialist Position Number: 0166 Laboratory Specialist, Heating, Ventilation, Air Conditioning and Refrigeration Engineering	5/30/2025	5/30/2025-6/30/2025

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PROBATIONARY PERIOD COMPLETION (CONTINUED)

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
7	Munguia, Melissa	Specialist Position Number: 0324 Lead Teacher, Children’s Learning Centers	5/30/2025	5/30/2025-6/30/2025
8	Wills, Elli	Specialist Position Number: 1820 Academic Success Advisor, Advising and Retention	5/30/2025	5/30/2025-6/30/2025
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCE

5.4.4. 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 changes in the Bookstore to increase operational efficiencies and consolidate duties under existing positions. The proposed changes are funded within the FY26 Auxiliary budget.								
1	Job Grade and Job Title	Vacant	Classified Position Number: 1262 Retail Associate, Bookstore	Classified Position Number: 1262 Retail Associate and Buyer, Bookstore	A13 Non-exempt	B23 Non-exempt	7/1/2025	N/A
2	Job Grade, Job Title, Promotion	Vu, Alan	Part-time Classified Position Number: 1051 Retail Assistant, Bookstore	Part-time Classified Position Number: 1051 Retail and Senior Accounting Assistant, Bookstore	A12 Non-exempt	B21 Non-exempt	7/1/2025	N/A
Recommendation: Approve the proposed position changes with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following changes in Human Resources to realign staff and positions to ensure the effective knowledge transfer between existing staff and to enhance and expand compensation, leave and benefits support for employees. The proposed changes are funded through reallocation within the FY26 budget.								
1	Job Grade, Job Title, Promotion	Ko, Janet	Specialist Position Number: 1495 HR Benefits Specialist, Human Resources	Specialist Position Number: 1143 Leave and Benefits Coordinator, Human Resources	B24 Non- exempt	B32 Exempt	7/21/2025	7/21/2025- 6/30/2026
2	Job Grade, Job Title, FLSA	Vacant	Specialist Position Number: 1495 HR Benefits Specialist, Human Resources	Specialist Position Number: 1495 Compensation and Benefits Coordinator, Human Resources	B24 Non- exempt	B32 Exempt	7/21/2025	TBD
Recommendation: Approve the proposed position changes with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. PROMOTIONS

The following employee applied for and was selected for promotion 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	Moeller, Maple	Specialist Position Number: 1141 Outreach and On-Campus Experience Coordinator, Outreach and On-Campus Experience	Specialist Position Number: 1768 Student Employment Coordinator, Career and Job Placement Center	7/7/2025	7/7/2025 - 6/30/2026
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	Figura, Deb	Part-time Specialist Position Number: 0798 Laboratory Specialist, Horticulture	5/16/2025
2	Resignation	Nyquist, Sarah	Specialist Position Number: 1820 Academic Success Advisor, Advising and Retention	6/3/2025
3	Resignation	Mathai, Shirley	Specialist Position Number: 1143 Benefits and Leave Coordinator, Human Resources	8/6/2025
4	Resignation	Wuerl, Nicole	Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychological Services	8/7/2025
5	Retirement	Keefe, Mary	Classified Position Number: 1851 Senior Administrative Assistant, Advanced Technology Center	8/4/2025
Recommendation: Approve the above action.				

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – FIRST READING

Policy 902 – Distribution and Posting of Materials, is presented for a First Reading regarding the proposed revisions. Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College of Lake County operations.

Board Policy 902 was last amended on August 26, 1975. This policy has been reviewed by the Operations and Facilities Commission, the College Leadership Team and College’s legal counsel.

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

6.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – FIRST READING (CONTINUED)

902 DISTRIBUTION AND POSTING OF MATERIALS

~~01. Individuals and organizations responsible for distribution of materials must be identified and the materials registered with the Director of Activities.~~

All materials distributed or posted in public spaces on college-owned facilities and, where permissible, leased facilities must be reviewed and approved by the appropriate unit, division or department as outlined in the procedures document.

~~02. The materials to be distributed or posted must bear the name of the issuing person or organization, clearly indicate the issuing unit, division or department.~~

~~03. Distribution privileges are granted on a daily basis, and posting areas, including time frames, will be determined by the approving unit, division or department as outlined in the procedures document.~~

~~04. The area approved for distribution will be designated by the Director of Activities.~~

~~05. Notices approved for posting must bear the official publicity stamp.~~

~~06. Posting materials larger than 12" x 22" must be approved by the Director of Activities.~~

~~07. Commercial posters will be limited to eight (8) locations to be specified by the Director of Activities.~~

~~08. The Director of Activities will designate someone to be responsible for removing all announcements the day following the event.~~

Materials will be removed promptly after their intended purpose or event as determined through the approval process by the requesting individual or organization.

Permanent signage or alteration to any college property of any type is strictly prohibited.

The College reserves the right to remove materials that do not conform to this policy and other related policies, including, but not limited to:

- Student Rights and Responsibilities Procedures
 - Section 2 Standard of Conduct
 - Section 3 Discrimination, Harassment and Sex-Based Misconduct
- CLC Policy Manual
 - 903 – Social Media
 - 909 – Responsible Use of Technology
 - 911 – Use of College Facilities
 - 929 – Equal Employment Opportunity and Affirmative Action
 - 934 – Prohibition of Sex-Based Misconduct Policy
 - 937 – Non-Discrimination and Harassment

6. PRESENTATION OF POLICIES AND OBJECTIVES

- 956 – Ethics Policy/Ordinance

~~09.~~ Permission to distribute or post materials in no way implies endorsement by the College.

Adopted 10/13/1970
Amended 08/26/1975
Amended

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES – REORGANIZATION

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
<p>As presented to the Board in May 2025, Administration recommends a reorganization in Human Resources. Aligned with Pillar 3-Future-Ready Organization, this reorganization is the beginning of a phased implementation of staffing structure changes to provide holistic support for employees and leaders, mitigate organizational risk and advance internal collaboration. This reorganization is funded through reallocation in the FY26 budget.</p>								
1	Job Grade, Job Title, Promotion	Jocson, Joseph	Specialist Position Number: 1022 Human Resources Generalist, Human Resources	Professional Position Number: 1022 Human Resources Business Partner, Human Resources	B32 Exempt	C45 Exempt	7/1/2025	7/1/2025- 6/30/2026
2	New Position	TBD	N/A	Professional Position Number: TBD Human Resources Business Partner, Human Resources	N/A	C45 Exempt	7/7/2025	TBD
<p>Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.</p>								

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2025, Administration recommends a personnel and position change in Educational Affairs , funded through reallocation in the FY26 budget.								
1	New Position	TBD	N/A	Professional Position Number: 0396 Assistant Director Assessment, Educational Affairs	N/A	C52 Exempt	7/7/2025	TBD
2	New Position	TBD	N/A	Full-time Instructor Position Number: 0395 Instructor, Automotive Technology, Engineering, Mathematics and Physical Sciences Division	N/A	Exempt	7/1/2025	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2025, Administration recommends a personnel and position change in Community and Workforce Partnerships , funded through reallocation in the FY26 budget.								
1	New Position	TBD	N/A	Specialist Position Number: TBD Senior Program Coordinator, Personal and Professional Development, Community and Workforce Partnerships	N/A	B32 Exempt	7/7/2025	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2025, Administration recommends a personnel and position change in Strategic Advancement , funded through reallocation in the FY26 budget.								
1	New Position	TBD	N/A	Specialist Position Number: TBD Translator and Communications Coordinator, Communications and Engagement	N/A	B32 Exempt	7/7/2025	TBD
Recommendation: Approve the proposed personnel and position changes with effective dates noted above and, where applicable, the position search process and selection to occur prior to the next Board meeting.								

7. NEW BUSINESS

7.1. PERSONNEL AND POSITION CHANGES – REORGANIZATION (CONTINUED)

	Reason	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
As presented to the Board in May 2025, Administration recommends a personnel and position change in Student Development , funded through reallocation in the FY26 budget.								
1	Job Grade, Job Title, FTE, Promotion	Slota, Hannah	Part-time Classified Position Number: 0161 Office Assistant, Tutoring	Full-time Classified Position Number: 0161 Office Associate, Tutoring	A11 Non-exempt	B21 Non-exempt	7/1/2025	N/A
Recommendation: Approve the proposed personnel and position changes with effective dates noted above.								

7. NEW BUSINESS

7.2. TEMPORARY STAFFING SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget, FY25 surplus (LancerNext budget)

Funding Request: \$444,850.00

Vendors:

Various (See below)

Express Employment Professionals	Waukegan, IL
Manpower	Milwaukee, WI
Robert Half	Menlo Park, CA
The Salem Group	Buffalo Grove, IL

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

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

Recommendation: Approve a purchase with the listed vendors from July 1, 2025, through June 30, 2026, in a total not-to-exceed amount of \$444,850.00.

7. NEW BUSINESS

7.3. APPOINT LEGAL COUNSEL AND AUTHORIZATION TO APPROVE LEGAL SERVICES AGREEMENT

Lead Staff: Lori Suddick, President

Funding Source: FY26 budget

Background: Pursuant to Board Policy 115, the Board shall annually, by July 1, appoint legal counsel, who, by the direction of the Board, will act as its counsel on legal and related matters. Since 1974, the Board has retained the legal counsel and related legal services of Robbins Schwartz.

Legal counsel and related legal services include the following:

- Provide legal counsel, advice and representation to the Board of Trustees, the President and the College Leadership Team (CLT);
- Coordinate and review legal representation of the College's other private legal counsel (i.e. insurance defense counsel);
- Represent the College on various legal matters and litigation;
- Direct litigation activities and transactional matters, overseeing attorneys engaged in legal areas of litigation, employment/personnel, labor, transactional and legislative matters;
- Provide procurement and contract review (i.e., competitive bid, request for proposals, bid disputes, construction, professional services and facility use agreements) and assist with negotiations, as necessary;
- Provide advice and representation in matters relating to real estate, labor and employee relations, employment including FMLA/ADA/Workers Compensation related issues, collective bargaining, Title IX, Title 504, personal injury defense, board policies, board protocols, administrative procedures and intellectual property matters;
- Provide ongoing guidance for compliance with the Open Meetings Act (OMA) and responses to Freedom of Information Act (FOIA) requests;
- Work with College risk management on matters of litigation to identify and analyze loss exposures and maintain appropriate financial reserves to ensure adequate funding of acknowledged liabilities;
- Provide legal counsel, guidance and policy analysis to ensure that the College decisions and actions comply with federal, state and local law; and
- Robbins Schwartz also offers many complimentary resources throughout the year, including virtual conferences, webinars, and publications.

Recommendation: It is recommended that the Board of Trustees appoint Robbins Schwartz, Ltd. as legal counsel and approve a one-year, non-exclusive legal services contract with Robbins Schwartz, Ltd. of Chicago, IL in a not-to-exceed amount of \$450,000.00.

7. NEW BUSINESS

7.4. FINANCIAL CONSULTING SERVICES

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

Funding Source: FY26 budget

Funding Request: \$275,000.00

Vendor	Amount
Dam, Snell & Taveirne, Ltd.	\$275,000.00

Explanation of Purchase: This purchase is for financial consulting services from Dam, Snell & Taveirene, Ltd. to assist in the preparation of financial statements and tax returns as needed.

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 five-year contract from July 1, 2025 through June 30, 2030, with Dam, Snell, & Taveirne, Ltd of Fox Lake, IL in a total not-to-exceed amount of \$275,000.00.

7. NEW BUSINESS

7.5. PROJECT MANAGEMENT SERVICES

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: Fund 30 and FY26 budget (Facilities Fee)

Funding Request: \$454,000.00

Vendor	Amount
Cotter Consulting, Inc.	\$454,000.00

Explanation of Purchase: This purchase is for Facilities and Capital project management services. The requested amount covers estimated FY26 project management costs.

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

Recommendation: Approve of a contract from July 1, 2025, through June 30, 2026, with Cotter Consulting, Inc. of Chicago, IL in a not-to-exceed amount of \$454,000.00.

7. NEW BUSINESS

7.6. IT SOFTWARE, LICENSING, MAINTENANCE AND SUBSCRIPTION AGREEMENTS

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

Funding Source: FY26 budget

Funding Request: ~~\$3,817,073.25~~3,742,073.25

Vendors	Amount
Various (See below)	\$3,817,073.25 3,742,073.25

Explanation of Purchase: This purchase is for software, licensing, maintenance and subscription agreements. Each of these products is reviewed on an annual basis to address and determine usage and need. The actual value of the purchases from individual vendors may vary based on material availability and market price.

Product /Vendor Name	Description	FY26
Academic Software		
AE Hosting	Student Portal Hosting	\$ 55,000.00
ALEKS Placement	Learning and Assessment Tool	\$ 66,000.00
Apporto	Virtual Application Platform	\$ 303,311.25
Blackboard Mosaic	Mobile App	\$ 44,000.00
Signal Vine	Student Development Student Texting Solution	\$ 37,100.00
Turnitin Similarity	Replacement for SafeAssign that was part of Blackboard	\$ 35,475.00
You Visit	Virtual Campus Tours	\$ 27,720.00
Enterprise Software		
Barracuda	Spam Filter	\$ 25,160.00
Barracuda	Spam Firewall	\$ 60,000.00
Campus EAI Portal	College Portal for Students and Staff	\$ 32,970.00
Canvas	Learning Management System	\$ 295,625.00
EMC SAN (Maintenance)	EMC SAN	\$ 88,000.00
ExaGrid	Backup Device	\$ 29,160.00
Hyland/Imagenow	Document Imaging System	\$ 118,750.00
Jabber Licenses	Extend Office Phones to Home Devices	\$ 27,332.00
JAMS Software	Computer scheduling software	\$ 57,000.00
KnowBe4	PhishER;Studper-phishing IR tool renewal	\$ 56,000.00
ModoLabs	College Mobile App	\$ 40,000.00
Net Backup	Data backup Software	\$ 47,700.00
Nintex	Task Management software	\$ 50,000.00
Oracle/PeopleSoft	SIS (Campus Solutions, Finance, HR, etc.)	\$ 333,000.00
Palo Alto	Firewall Device	\$ 180,000.00

7. NEW BUSINESS

Enterprise Software (Continued)		
Palo Alto HIP	Protect VPN access to safe devices	\$ 26,695.00
Progress Software	website software-Sitefinity	\$ 28,000.00
PS Firewall (Apsian)	Security management software	\$ 73,500.00
System Hosting	Website/student portal	\$ 60,000.00
Umbrella Insights	Umbrella Insights	\$ 28,000.00
Wireless Concepts	DAS maintenance	\$ 45,200.00
Workday	Workday Products, Strategic Sourcing	\$ 135,185.00
Workday	Workday Deployment tenant	\$ 30,000.00
Enterprise Support & Services		
Clean Slate	DB2 database licensing software	\$ 121,000.00
Comcast / ICN services/AT&T/All utilities	Internet and Telephone Service	\$ 400,000.00
CrowdStrike	Anti-virus/Anti-malware tool	\$ 49,000.00
Flex Calling	Flex Calling	\$ 68,000.00
Flex Contract	Flex Contract	\$ 33,000.00
Google	Google Workspace	\$ 94,600.00
Log Aggregation -Splunk	Log Aggregation	\$ 26,250.00
Logicalis	hardware support	\$ 36,750.00
Rapid7 Insight VM	Vulnerability Management Tool (year 3 of 3)	\$ 64,275.00
SmartNet	Cisco Support	\$ 260,000.00
Website Services (Marks Nelson/American Eagle) previously PR	Website Support Services	\$ 75,000.00
User Software		
Adobe	Adobe Creative Suite software and Adobe Acrobat PDF management tools, Adobe agreement (F1/F3)*	\$ 175,000.00
CyberArk	Password Management tool	\$ 40,000.00
Netskope	Laptop client access security broker	\$ 36,500.00
Symantec SYMED Bundle	End-point Protection	\$ 37,000.00
Total		\$ 3,817,073.25 \$ 3,742,073.25

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

Recommendation: Approve purchases from the vendors listed above in the cumulative not-to-exceed amount of ~~\$3,817,073.25~~ \$3,742,073.25.

7. NEW BUSINESS

7.7. LIBRARY DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES

Lead Staff: Scott Rial, Dean, Learning Innovation and Teaching Excellence

Funding Source: FY26 budget

Funding Request: \$610,000.00

Vendors	Amount
Various (See below)	\$610,000.00

LIBRARY EXPENDITURES			
Vendor	Description	Type	Amount
Amazon	Purchase of e-books and research materials for the library collection	Books and Research Materials	\$25,000.00
Gale	Purchase of e-books and research materials for the library collection	Books and Research Materials	\$36,000.00
Overdrive, Inc	Purchase of e-books for the library collection	Books and Research Materials	\$26,000.00
YBP Library Services	Purchase of books and research materials for the library collection	Books and Research Materials	\$75,000.00
EBSCO	Online periodical access for research	College Use Licenses	\$46,000.00
U of IL/CARLI	Access to academic databases and I-Share System	College Use Licenses	\$162,000.00
Illinois Heartland Library System	Access to bibliographic records database and Inter-library loan program	College Use Licenses	\$33,000.00
NILRC	Consortium membership for databases and alternative instructional tools	College Use Licenses	\$88,000.00
ProQuest	Access academic database and eBooks	College Use Licenses	\$119,000.00
Total			\$610,000.00

Explanation of Purchase: This purchase is for library database licensing agreements, fees for software-hosting platforms, and the purchase of research material. Each of these resources listed in the table below are reviewed on an annual basis to determine usage and need.

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

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,

7. NEW BUSINESS

7.7. LIBRARY DATABASE FEES, RESEARCH MATERIALS AND HOSTING FEES (CONTINUED)

pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from the competitive bidding process.

Recommendation: Approve purchases from the vendors listed above in a total not-to-exceed amount of \$610,000.00.

7. NEW BUSINESS

7.8. FOOD SERVICE CONTRACT AND CATERING SERVICES ESTIMATE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$500,000.00

Vendor	Amount
Aladdin Food Management Services, LLC	\$500,000.00

Explanation of Purchase: This is a multi-year contract for food service management for the College (which is at no cost to the College), as well as FY26 internal and external catering purchases and costs through the same vendor. A total of four vendors responded to a Request for Proposal (RFP), and an evaluation committee selected Aladdin Food Management Services, LLC from the respondents. The FY26 estimate for internal and external catering purchases and costs is as stipulated in the food service management contract for FY26 purchases.

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 three-year contract from July 1, 2025, to June 30, 2028, for food service management with two one-year extension options, and catering purchases in a not-to-exceed amount of \$500,000.00 for the period from July 1, 2025 through June 30, 2026, with Aladdin Food Management Services, LLC of Chicago, IL.

7. NEW BUSINESS

7.9. JUDICIAL SERVICES PROGRAMS

Lead Staff: Jim Connell, Executive Director, Community Programs

Funding Source: FY26 budget

Funding Request: \$315,000.00

Vendors	Amount
Various (See below)	\$315,000.00

Driver Safety Program		
Vendor	Description	Estimated Spend FY25
National Safety Council	Driver safety training classes in-person and online	\$100,000.00
Alliance Against Intoxicated Motorists	Content and speakers for Live Victim Impact Panels	\$15,000.00
W.C. Dorsey and Associates	Proprietary system management, maintenance and software license	\$90,000.00
Driver Safety Program Totals		\$205,000.00

Family Parenting Program		
Vendor	Description	Estimated Spend FY25
Children First Foundation	In-person and online curriculum	\$110,000.00
Family Parenting Program Totals		\$110,000.00

Explanation of Purchase: This purchase is for the Circuit Court of Lake County Driver Safety and Family Parenting programs to be used by the Judicial Services department. The vendors listed provide services that allow the College to carry out training and educational services for the court.

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.

Pursuant to 110 ILCS 805/3-27.1 (k), contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process.

Recommendation: Approve contracts with the vendors identified in the list above from July 1, 2025, through June 30, 2026, in a total not-to-exceed amount of \$315,000.00.

7. NEW BUSINESS

7.10. SPECIALTY FOOD SUPPLIES FOR HOSPITALITY AND CULINARY MANAGEMENT PROGRAM

Lead Staff: Jeff Stomper, Dean, Business & Social Sciences

Funding Source: FY26 budget

Funding Request: \$325,000.00

Vendors	Amount
Various (See below)	\$325,000.00

SPECIALTY FOOD DISTRIBUTION VENDORS	
Fortune Fish	Turano Baking Co.
Albert Uster Imports, Inc.	Bella Brew Coffee & Beverage Co.
Premier Produce, Inc.	Louis Glunz Wine, Inc.
Midwest Foods	Kloss Distributor Co.
Whittingham Meats	Isola Imports, Inc.
Midwest Imports, Inc.	Trimark Marlinn
PepsiCo	Hansa Coffee
Performance Food Group	Breakthru Beverage

Explanation of Purchase: This purchase is for food supplies from specialty food distribution vendors to be used in the College’s Hospitality and Culinary Management Program courses.

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 of purchases with the vendors listed above in a total not-to-exceed amount of \$325,000.00.

7. NEW BUSINESS

7.11. TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAMS

Lead Staff: Jim Connell, Executive Director, Community Programs

Funding Source: FY26 budget

Funding Request: \$320,000.00

Vendors	Amount
Various (See below)	\$320,000.00

Vendor	Description
Henjo Corporation DBA: Dynamic Developments	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Institute for Leadership Excellence & Development, Inc.	Soft skills, leadership and project management program development, facilitation and coaching for corporate clients and professional development students.
Michael Sugarman DBA: Corporate LearnOvations	Soft skills and leadership program development, facilitation and coaching for corporate clients.
Imprimus Forensic Services, LLC	Forensic skills program development, facilitation and coaching for professional development students and employers.
Kotra, Inc.	Illinois Commercial Driver’s License Training

Explanation of Purchase: This purchase is training and professional development programs delivered through Community Programs. The expenses incurred for the use of these vendor partners are covered by the revenue received from corporate clients and professional development tuition.

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 contracts with above vendors from July 1, 2025, through June 30, 2026, in the total not-to-exceed amount of \$320,000.00.

7. NEW BUSINESS

7.12. CLASSROOM INSTRUCTIONAL EQUIPMENT

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$285,000.00

Vendor	Amount
Midwest Computer Products, Inc.	\$285,000.00

Explanation of Purchase: This is the purchase and installation of new audio and video instructional equipment for five classrooms in order to modernize technology and support synchronous online learning.

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 \$285,000.00.

7. NEW BUSINESS

7.13. EMPLOYEE HEALTH AND WELFARE BENEFIT PLAN BROKERAGE SERVICES

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$313,000.00

Vendor	Amount
Alliant Insurance Services, Inc.	\$313,000.00

Explanation of Purchase: This purchase is to provide employee insurance and benefit plans' brokerage 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 Alliant Insurance Services, Inc. of Irvine, CA in a not-to-exceed amount of \$313,000.00.

7. CONTRACTS AND GRANTS

7.14. ACCEPTANCE OF THE ILLINOIS CLEAN JOBS WORKFORCE NETWORK PROGRAM GRANT (YEAR 2)

Grantor: Illinois Department of Commerce and Economic Opportunity

Amount: \$1,234,297.00

Period: July 1, 2025 – June 30, 2026

Type: Competitive

Matching Funds: None

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

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

This acceptance represents funding for Year 2 of three anticipated years of the grant.

Recommendation: Accept Year 2 of the Department of Commerce and Economic Opportunity “Illinois Clean Jobs Workforce Network Program” grant in the amount of \$1,234,297.00.

7. NEW BUSINESS

7.15. CLEAN ENERGY BASICS PROGRAM TRAINING

Lead Staff: Richard Ammon, Executive Director of Workforce Initiatives

Funding Source: FY26 CEJA grant budget

Funding Request: \$255,000.00

Vendor	Amount
Basic Infra Training Services (BITS), LLC	\$255,000.00

Explanation of Purchase: This agreement is for instructional services to support the Climate Equitable Jobs Act (CEJA) Grant Program. This engagement is critical to ensure the successful delivery of instruction of Clean Energy Basics.

The programming this provider delivered was in such high demand that we need to extend the FY25 contract for another \$35,000.00 to provide additional sessions for the remainder of this fiscal year. The contract for July 1, 2025, through June 30, 2026, is for FY26 Clean Energy Basics training sessions at \$220,000.00 for the cumulative total amount of \$255,000.00

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 the additional FY25 spend for \$35,000.00 and an agreement from July1, 2025, through June 30, 2026, for \$220,000.00 with Basic Infra Training Services (BITS), LLC of Wadsworth, IL in a not-to-exceed amount of \$255,000.00.

7. NEW BUSINESS

7.16. ANNUAL POSTAGE

Lead Staff: Mahsa Karamy, Executive Director, Facilities Operations

Funding Source: FY26 budget

Funding Request: \$380,000.00

Vendor	Amount
United States Postal Service (USPS)	\$380,000.00

Explanation of Purchase: This purchase is for annual postage from USPS. The College’s mail machine and post office permit accounts are pre-funded and are used to expedite mail processing for operations, marketing and recruiting campaigns for the College.

Pursuant to 110 ILCS 805/3-27.1 (k) contracts for goods or services procured from another governmental agency are exempt from the competitive bidding process.

Recommendation: Approve purchase from the United States Postal Service of Washington DC in a not-to-exceed amount of \$380,000.00.

7. NEW BUSINESS

7.17. RESOLUTION ADOPTING FISCAL YEAR 2026 BUDGET

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

Background: Administration proposed the FY26 tentative budget for the College of Lake County to the Board on May 20, 2025. Notice of the public hearing was published in the *Daily Herald* on May 23, 2025. The tentative annual budget has been on public display since May 23, 2025. The public hearing was held earlier this evening (Section 3. Receipt of Notices, Communications, Hearings and Petitions). The Resolution Adopting FY26 Budget is included in this report.

Recommendation: Approve the Resolution Adopting Fiscal Year 2026 Budget.

7. NEW BUSINESS

RESOLUTION ADOPTING FISCAL YEAR 2026 BUDGET

WHEREAS, the Board of Trustees of Community College District No. 532, Lake County, State of Illinois, caused to be prepared, in tentative form, a budget, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a public hearing was held as to such budget on the 24th day of June 2025, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements having been complied with;

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

- Section 1. That the fiscal year of said District hereby is fixed and declared to begin July 1, 2025, and end June 30, 2026.

- Section 2. That the final budget in the form attached hereto which contains an estimate of the receipts and expenditures from each fund separately, and which the Board deems necessary to defray all necessary expenses and liabilities of the District for the fiscal year, be hereby adopted as the budget of said District for said fiscal year.

ADOPTED AND APPROVED this 24th day of June 2025.

AYES: _____

NAYS: _____

ABSENT: _____

BY: _____
Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

7. NEW BUSINESS

7.18. RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) FOR FISCAL YEAR 2026 PROJECT PRIORITIES

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

Background: The following resolution authorizes the transfer of up to \$6,500,000 to the Operations and Maintenance Fund (Restricted) as proposed in the FY26 budget to address planned strategic priorities and investments as outlined below:

LancerNEXT Implementation	\$6,100,000.00
Technology Infrastructure	\$300,000.00
Annual Computer Refresh	\$100,000.00
Total Planned Surplus Allocation	\$6,500,000.00

Administration will seek approval prior to the use of these funds in accordance with Board Policy.

SUMMARY

Recommended Sources of Funds: Estimated FY25 Surplus	\$6,500,000.00
--	----------------

Recommendation: Adopt the resolution authorizing the transfer of funds up to \$6,500,000.00 to the Operations and Maintenance Fund (Restricted) for Fiscal Year 2026 project priorities.

7. NEW BUSINESS

RESOLUTION AUTHORIZING TRANSFER OF FUNDS TO THE OPERATIONS AND MAINTENANCE FUND (RESTRICTED) AND APPROVE PROJECT PRIORITIES

WHEREAS, there is a need to allocate resources to support the advancement of strategic priorities within the FY2026 budget; and

WHEREAS, the Operations Fund’s estimated FY2025 year-end surplus of \$6,500,000; and

WHEREAS, the Board of Trustees deems that it is in the interest of the College’s long-range financial plans that the Operations and Maintenance Fund (Restricted) receive up to \$6,500,000 from the fund listed above.

NOW THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 532, Lake County, Illinois as follows:

- Section 1. That the statements in the preamble of this resolution are hereby found to be true and correct.
- Section 2. That this Board of Trustees does hereby authorize the permanent transfer of up to \$6,500,000 to the Operations and Maintenance Fund (Restricted).
- Section 3. That the Treasurer of the college district is hereby authorized and directed to take all steps necessary to record appropriate entries on the College’s ledgers to complete the transfer of funds as directed.
- Section 4. That the Board of Trustees does hereby authorize the funding of these strategic one-time priorities totaling \$6,500,000.
- Section 5. That the Secretary is directed to file a certified copy of this resolution with the Treasurer.

Trustee _____ moved that the foregoing resolution be adopted, and

Trustee _____ seconded the motion. Upon the roll being called, the

members voted as follows:

AYE: _____

NAY: _____

The Chair declared the resolution duly adopted on June 24, 2025.

7. NEW BUSINESS

7.19. RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2027 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

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

The Resource Allocation Management Plan (RAMP) for FY27 has been prepared for submission to the Illinois Community College Board as required. The report includes the College's proposed facilities projects and renovations, including the project descriptions and costs to meet the instructional and service needs of the college community. These projects are included in the CLC 2020 Master Plan, adopted by the Board in 2021, and are listed below in prioritized order. The RAMP will be submitted to the ICCB by the August 1, 2025 deadline.

1. Advanced Technology Center – Precision Machining Technology Relocation and Life Safety Renovation
2. Deferred Maintenance
3. Automotive Technology/Automotive Collision Repair Expansion
4. Wellness and Health Sciences Center
5. Student Center
6. Conference and Professional Development Center
7. Fine and Performing Arts Expansion

Recommendation: Adopt the attached resolution authorizing the submittal of the FY27 Resource Allocation Management Plan (RAMP).

7. NEW BUSINESS

RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FISCAL YEAR 2027 RESOURCE ALLOCATION MANAGEMENT PLAN (RAMP)

WHEREAS, the Illinois Community College Board requires an annual submission of a Resource Allocation Management Plan (RAMP), which shall be submitted by August 1, 2025.

WHEREAS, the administration of the college has carefully prepared such a plan, including a plan for new facilities,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of the College of Lake County, Community College District No. 532, with a quorum present, certifies that it has reviewed and hereby approves the FY27 Resource Allocation Management Plan (RAMP) for Community Colleges for the College of Lake County, as prepared and submitted.
2. Upon Board approval and under the signatures of the Chair and Secretary, Administration is authorized to forward the RAMP document to the Illinois Community College Board as specified.

PASSED this 24th day of June 2025.

Chair, Board of Trustees
Community College District 532
County of Lake, State of Illinois

Secretary, Board of Trustees
Community College District 532
County of Lake, State of Illinois

7.20. RESOLUTION ADOPTING THE 2030 STRATEGIC PLAN

Lead Staff: Derrick Harden, Vice President of Strategic Advancement

Background: From August 2024 through May 2025, the College of Lake County (CLC) engaged more than 2,000 individuals throughout Lake County to offer input into CLC’s 2030 strategic plan. Routine touchpoints with the Board of Trustees, interactive discussions with members of shared governance groups at CLC, and review of evidence of current trends and signals of the future all helped shape the final plan, which will guide the College’s annual goals. To consider a holistic perspective on institutional impact, multiple metrics will collectively serve as the next north star. For each metric, CLC will determine baseline data and a future target to reach.

Recommendation: Adopt the College of Lake County 2030 Strategic Plan as outlined below.

College of Lake County 2030 Strategic Plan

PILLAR 1	KEY IDEAS	STRATEGIES
Student Access and Success	Affordable access	Engage new populations to access education and ensure affordable education and financial supports that equitably meet evolving community needs
	Student success resources	Create proactive, adaptive, holistic supports to meet individual student needs through the CLC journey
	Relevant pathways	Design well-communicated educational paths aligning with current and future: <ul style="list-style-type: none"> workforce-relevant skills delivery modalities and time frames to meet local workforce and student needs multiple entry and exit points leading to high-quality, in-demand local jobs
	Integrated career and learning experiences	Build career exploration, credit for prior learning and experiential learning throughout the journey and across fields in ways that are inclusive of diverse student populations
PILLAR 2	KEY IDEAS	STRATEGIES
Community Vibrancy	Education and workforce pipelines	Convene community and education partners to build pipelines to access college, support students to persist and achieve educational goals and yield valuable returns on investment for credentials earned
	Community catalyst	Create community-integrated services* with partnering organizations to effect positive change for Lake County residents <i>*Services include sustainability, mental health, housing, transportation, food insecurity, cost of living.</i>
Leverage the Lancer Success Framework (for details, refer to CLC Organizing Frameworks) to enact the key ideas and strategies for Pillar 1: Access & Success for Students – deliver high-quality, full-scale, seamless student experiences leading to success for all students – and Pillar 2: Community Vibrancy – strategically create integrated partnerships with community, industry and educational organizations to impact vibrancy and return on investment metrics.		
PILLAR 3	KEY IDEAS	STRATEGIES
Future-Ready Organization	Organizational agility	Leverage data and signals of the future to foster collaborative, cross-functional continuous improvements in policies, processes and use of resources for equity-minded operational and teaching and learning excellence
	Digital transformation	Strategically integrate technology throughout employee, faculty and student experiences for intentional, ethical, equitable and innovative use
Leverage the Employee Success and Faculty Success Frameworks (for details, refer to CLC Organizing Frameworks) to enact the key ideas and strategies for Pillar 3: Future-Ready Organization – foster a student-focused and community-centered culture where every employee thrives.		

7. NEW BUSINESS

7.21. FY26 PRIORITIES OF THE PRESIDENT

Lead Staff: Lori Suddick, President

Background: The goals outlined in the FY26 Priorities of the President include items from the FY26 Budget and College Plan that are most critical to fiscally sustainable operations and the advancement of student, community, and employee success outcomes of the 2030 Strategic Plan. The president’s monthly reports and the quarterly progress reports (October, January, April and August) provided to the Board of Trustees detail the progress on these goals.

PILLAR 1 Student Access and Success
Enrollment Achieve 217,336 college-level credit hours through data-informed college-wide enrollment and retention strategy leveraging disaggregated Lancer Success pipeline dashboards.
Retention: Achieve Fall 2025 cohort retention targets: <ul style="list-style-type: none">• Fall-to-spring retention target: 81% (2 percentage point increase)• Fall-to-fall retention: 68% (1 percentage point increase) Achieve Spring 2026 cohort retention targets: <ul style="list-style-type: none">• Spring-to-fall retention: 68% (2 percentage point increase)• Spring-to-spring retention: 53% (1 percentage point increase)
PILLAR 2 Community Vibrancy
Urban Farm Center By Q2, complete \$1.5M in fundraising to achieve \$15M capital campaign goal for the Urban Farm Center.
PILLAR 3 Future-Ready Organization
Data Dashboards By Q4, develop and launch the data dashboards associated with the Success Frameworks to support data-informed strategic work and key enrollment pipeline priority areas.
Artificial Intelligence (AI) Strategy By Q4, establish a comprehensive AI strategy that effectively integrates artificial intelligence across the college to drive educational outcomes and operational efficiency.
Energy Efficiency By Q4, implement energy savings measures to achieve cumulative budget savings of \$200,000. Establish reporting metrics by the end of Q1. <u>Project 1:</u> Academic Computing Lab and Classroom Automated Shutdown System. <u>Project 2:</u> Personal Device Energy Conservation Campaign: individual laptops/desktops when not in use. <u>Project 3:</u> Initiatives with Strategic Energy Management program and Smart Energy Design Assistance Center to advance sustainability principles and energy savings.

7. NEW BUSINESS

LancerNEXT

Workday Learning: By Q4, design Workday Learning functionality for employee self-service access to professional learning, training and development in preparation for launch in FY27.

Workday Student: By Q4, complete the Architect & Configure phase of the Workday Student implementation and begin Testing phase for all student business functions.

By Q4, implement comprehensive student communications strategy, integrating Workday system automations and relational touchpoints to support streamlined, timely, and student-centric communications.

Workday Adaptive Planning: By Q2, implement budgeting, forecasting and reporting tools.

Workday Grants: By Q1, identify comprehensive post-grant workflows and implement plan to ensure grant management, accounting and reporting compliance requirements.

Workday PRISM: By Q1, implement self-service analytics functionality.

Workday Extend: By Q2, implement custom application builder.

Recommendation: Approve the FY26 Priorities of the President.