

**College of Lake County  
Community College District No. 532  
Tuesday, January 27, 2026, 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, January 27, 2026, at 5:00 PM, in Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030. Virtual meeting access is available via YouTube live stream at:

<https://youtube.com/live/of1gIKmKvZY?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to [president@clcollinois.edu](mailto:president@clcollinois.edu) by 3:00 p.m. on Tuesday, January 27, 2026. Individuals will be called to the podium when it is their time to address the Board.

**AGENDA**

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
  - 4.1. Chair's Report
  - 4.2. Student Trustee's Report
  - 4.3. President's Report
    - 4.3.1. Data-Informed Enrollment and Retention Strategy
    - 4.3.2. Foundation Annual Update
5. **Consent Agenda (Action Items)**
  - 5.1. Approval of the Minutes
    - 5.1.1. Regular Meeting Minutes of December 16, 2025
    - 5.1.2. Closed Meeting Minutes of December 16, 2025
    - 5.1.3. Action on Closed Meeting Minutes 4
    - 5.1.4. Action on Closed Meeting Recordings 5

Agenda for Board of Trustees Meeting of Tuesday, January 27, 2026

5.2. Financial	
5.2.1. Approving Reimbursement of Business-Related Travel Expenses	6
5.2.2. Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report	7
5.3. Purchasing	
5.3.1. Grayslake Campus Building K Network Infrastructure Updates	18
5.3.2. Automotive Technology and Collision Repair Vehicles	19
5.4. Human Resources	
Copies of all proposed employee contracts are available at <a href="http://dept.clcillinois.edu/pre/contracts/ContractsJanuary2026.pdf">http://dept.clcillinois.edu/pre/contracts/ContractsJanuary2026.pdf</a>	
5.4.1. Probationary Period Completion	20
5.4.2. Transfers	21
5.4.3. Resignation and Retirements	22
5.5. Contracts and Grants	
5.5.1. Acceptance of Illinois Community College Board Noncredit Strategies at Work Grant	24
5.5.2. Acceptance of ICCB Strengthening Mental Health Supports at Illinois Community Colleges Grant	25
5.5.3. Acceptance of ICCB Innovative Bridge and Transition Grant	26
5.6. Other	
<b>6. Presentment of Board Policies and Objectives (Information Items)</b>	
6.1. Policy 411 — Grading System — Revised — First Reading	27
6.2. Policy 430 — Withdrawals — Revised — First Reading	30
6.3. Policy 443 — Medical Catastrophic and Financial Hardship Incident Withdrawal — Deletion— First Reading	34
<b>7. New Business (Action Items)</b>	
7.1. Grayslake Campus Sports Complex Building and Roundabout Site Concrete	35
7.2. Grayslake Campus Sports Complex and Roundabout Precast Concrete	36
7.3. Grayslake Campus Sports Complex and Roundabout Masonry	37
7.4. Grayslake Campus Sports Complex Steel Decking and Decorative Metals	38
7.5. Grayslake Sports Complex & Roundabout General Trades	39

Agenda for Board of Trustees Meeting of Tuesday, January 27, 2026

7.6. Grayslake Campus Sports Complex Roofing, Sheet Metal, Metal Panels	40
7.7. Grayslake Campus Sports Complex Painting	41
7.8. Grayslake Campus Sports Complex Epoxy Flooring and Sealed Concrete	42
7.9. Grayslake Campus Sports Complex Fire Protection	43
7.10. Grayslake Campus Sports Complex Plumbing	44
7.11. Approval of Bid Grayslake Sports Complex - Mechanical	45
7.12. Grayslake Campus Sports Complex Electrical, Low Voltage and Fire Alarm	46
7.13. Grayslake Sports Complex Earthwork, Aggregate Piers and Earth Retention	47
7.14. Grayslake Campus Sports Complex Asphalt Paving	48
7.15. Grayslake Campus Sports Complex and Roundabout Landscaping	49
7.16. Delegation of Authority and Contract Approval for Grayslake Campus Sports Complex and Roundabout	50
7.17. Policy 421 — Tuition and Fee Payment and Refund Schedule — Revised — Second Reading	52
<b>8. Executive Session (Closed)</b> Closed Session requested under 5 ILCS 120, Section 2(c)(2).	
<b>9. Other Matters for Information or Discussion</b>	
<b>10. Adjournment</b>	

## 5. CONSENT AGENDA 1. APPROVAL OF MINUTES

### 5.1.3. ACTION ON CLOSED MEETING MINUTES

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

The College's designee has reviewed the closed session minutes and has determined that the need for confidentiality still exists as to the closed session minutes for the period from April 2025 through June 2025.

**Recommendation:** Determine that the closed session minutes from April 2025 through June 2025, and prior to these dates (unless released through Board action), require confidential treatment and should not be released for public inspection.

5. CONSENT AGENDA 1. APPROVAL OF MINUTES

**5.1.3. ACTION ON CLOSED MEETING RECORDINGS**

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

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

January 23, 2024	Regular
February 13, 2024	COTW
February 27, 2024	Regular
March 26, 2024	Regular
April 23, 2024	Regular
May 21, 2024	Regular
June 25, 2024	Regular

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

5. CONSENT AGENDA 2. FINANCIAL

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

**Lead Staff:** James Beckom, Interim 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 \$16,804.57 for travel associated with Association of Community College Trustees (ACCT) Leadership Congress, the Association of Community College Trustee (ACCT) National Legislative Summit and the Illinois Community College Trustees Association (ICCTA) Governance Leadership Institute.

PASSED this 27<sup>th</sup> day of January 2026 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:** James Beckom, Interim 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 \$263,016.00 are recommended to the Fiscal Year 2026 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 \$263,016.00.

PASSED this 27th day of January 2026 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

**Recommendation:** Adopt the resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report

5. CONSENT AGENDA 2. FINANCIAL

5.2.2 RESOLUTION RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING THE MONTHLY FINANCIAL REPORT

FY 26 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)	5310	Access & Disability Resource Center	Consultants	\$ 216,016.00		Translation Consultants FY26
	6000	Institutional Expense	Contingency		\$ 216,016.00	
2)	5340	Campus Services	Computer Hardware Maintenance	\$ 47,000.00		Align Expenses
	5690	Campus Services	Lease/Purchase Payment Install		\$ 37,000.00	
	5400	Campus Services	Computer Supplies		\$ 10,000.00	
		<b>TOTAL TRANSFERS - ALL FUNDS</b>		<u>\$ 263,016.00</u>	<u>\$ 263,016.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

**Operating Funds  
Financial Highlights**

**REVENUE:** The revenues in the operating funds reflect 57.4 percent of budgeted revenues through November 2025. At the end of November 2024, the College had received 56.5 percent of the amount budgeted.

As of November 30, 2025, the College had received revenues equal to \$42.7 million in FY26 for local taxes. Local tax revenue is budgeted at \$88.5 million for FY26.

Also, as of November 30, 2025, student enrollment reflected 87.1 percent of the tuition revenue. At the end of November 2024, the College had received 83.6 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

**EXPENDITURES:** The expenditures in the operating funds as of November 30, 2025, reflect 39.4 percent of budgeted expenditures for the year. In comparison, as of November 30, 2024, the College had expended 39.6 percent of the amount budgeted. The College is trending on track with the FY26 budget plan.



**Monthly Financial Report**

***FOR THE MONTH ENDED***

**November 30, 2025**

5. CONSENT AGENDA 2. FINANCIAL

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

**ASSETS**

**CASH**

Cash In Bank	1,013,932
Change Funds	8,800

**INVESTMENTS**

Other Investments	29,020,727
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**RECEIVABLES**

Corp PRS Property Replacement Tax Receiv	33,908,866
Allowance Uncollectible Taxes	(342,396)
Student Tuition Receivable	24,700,818
Allowance for Uncollectable Tuition	(9,531,128)
Vendor Receivables	520,230
Other Receivables	34,871

**INTERFUND**

16,180,924

**PREPAID EXPENSES**

Prepaid Expenses	46,670
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**TOTAL ASSETS**

95,562,315

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

**ACCRUED EXPENSES**

Accrued Expense	(149,777)
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**DEFERRED REVENUES**

Property Taxes	34,228,095
Miscellaneous Deferred Revenues	4,955

**OTHER LIABILITIES**

Other Liabilities	1,009,187
Vacation Accrual	3,338,487

<b>TOTAL LIABILITIES</b>	38,430,947
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**FUND BALANCE**

Fund Balance	57,131,368
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<b>TOTAL FUND BALANCE</b>	57,131,368
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	95,562,315
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**RECONCILIATION**

BEGINNING FUND BALANCE	35,401,593
ADD: REVENUE	67,748,977
LESS: EXPENDITURES	(45,480,674)
OPERATING TRANSFERS	(538,528)
ENDING FUND BALANCE	57,131,368

**College of Lake County**  
**Fund 01 - Education Fund**  
**Statement of Changes in Fund Balance**  
**Month Ending: November 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>
<b><u>INCOME</u></b>				
Current Taxes	33,583,685	49.57%	31,622,729	48.64%
CPPRT Corp Pers Prop Repl Tax	335,514	0.50%	386,377	0.59%
ICCB Credit Hour Grants	4,358,505	6.43%	4,487,800	6.90%
Vocational Education	-	0.00%	321,548	0.49%
Tuition	25,321,137	37.37%	23,181,308	35.65%
Graduation Fees	62,369	0.09%	15	0.00%
Transcript Fees	53,638	0.08%	55,304	0.09%
On-line Course Fee	-	0.00%	80,826	0.12%
Laboratory Fees	280,805	0.41%	334,614	0.51%
Payment Plan Enrollment Fee	-	0.00%	18,655	0.03%
Credit By Exam Fees	-	0.00%	150	0.00%
Comprehensive Fees	5,607,945	8.28%	4,890,925	7.52%
Activity Fee Adjustment	(3,515,274)	-5.19%	(3,054,185)	-4.70%
Gain(Loss) on Investment	297,302	0.44%	607,581	0.93%
Other Interest	1,317,009	1.94%	2,080,140	3.20%
Library Fines	260	0.00%	206	0.00%
Miscellaneous Revenue	49,584	0.07%	13,955	0.02%
Over Short	(3,500)	-0.01%	(10,489)	-0.02%
<b>Total Income</b>	<b>67,748,977</b>	<b>100%</b>	<b>65,017,458</b>	<b>100%</b>

5. CONSENT AGENDA 2. FINANCIAL

EXPENDITURES

Salaries	33,474,747	73.60%	32,615,023	74.43%
Employee Benefits	6,396,899	14.07%	6,745,068	15.39%
Contractual Services	2,405,658	5.29%	2,448,748	5.59%
General Material & Supplies	915,002	2.01%	1,310,323	2.99%
Travel/Conference Meeting Exp	246,886	0.54%	242,169	0.55%
Fixed Charges	13,657	0.03%	25,035	0.06%
Utilities	17,350	0.04%	20,427	0.05%
Capital Outlay	43,744	0.10%	18,342	0.04%
Other Expenditures	1,966,731	4.32%	395,911	0.90%
Total Expense	<u>45,480,674</u>	<u>100%</u>	<u>43,821,044</u>	<u>100%</u>
Beginning Fund Balance	35,401,593		37,337,188	
Add: Revenues	67,748,977		65,017,458	
Less: Expenses	(45,480,674)		(43,821,044)	
Operating Transfers	(538,528)		(249,330)	
Ending Fund Balance	<u>57,131,368</u>		<u>58,284,272</u>	

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

**ASSETS**

**INVESTMENTS**

Other Investments	17,862,549
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**RECEIVABLES**

Corp PRS Property Replacement Tax Receiv	8,883,759
Allowance Uncollectible Taxes	(86,387)
Vendor Receivables	18,230

<b><u>INTERFUND</u></b>	(6,740,944)
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**PREPAID EXPENSES**

Prepaid Expenses	281,209
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<b>TOTAL ASSETS</b>	<u><u>20,218,415</u></u>
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5. CONSENT AGENDA 2. FINANCIAL

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

Payroll Deductions Payable	(2,513)
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**ACCOUNTS PAYABLE**

Accounts Payable	265,948
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**ACCRUED EXPENSES**

Accrued Expense	(26,998)
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**DEFERRED REVENUES**

Property Taxes	8,967,328
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<b>TOTAL LIABILITIES</b>	<hr/> 9,203,765
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**FUND BALANCE**

Fund Balance	11,014,650
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<b>TOTAL FUND BALANCE</b>	<hr/> 11,014,650
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<hr/> <hr/> 20,218,415
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**RECONCILIATION**

BEGINNING FUND BALANCE	7,075,693
ADD: REVENUE	8,831,987
LESS: EXPENDITURES	(4,893,030)
ENDING FUND BALANCE	<hr/> <hr/> 11,014,650

**College of Lake County  
Maintenance Fund - Fund 02  
Statement of Changes in Fund Balance  
Month Ending: November 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>
<b><u>INCOME</u></b>				
Current Taxes	8,798,487	99.62%	8,303,914	99.95%
Building Rentals	21,838	0.25%	4,060	0.05%
Other Interest	43,023	0%	-	0%
Gain(Loss) on Investment	(45,730)	-1%	-	0%
Miscellaneous Revenue	14,368	0%	500	0%
Total Income	8,831,987	100%	8,308,474	100%
<b><u>EXPENDITURES</u></b>				
Salaries	2,121,330	43.35%	2,062,138	41.50%
Employee Benefits	612,108	12.51%	602,379	12.12%
Contractual Services	356,005	7.28%	333,452	6.71%
General Material & Supplies	319,569	6.53%	294,944	5.94%
Travel/Conference Meeting Exp	589	0.01%	4,843	0.10%
Fixed Charges	188,208	3.85%	742,603	14.95%
Utilities	1,256,813	25.69%	870,569	17.52%
Capital Outlay	17,357	0.35%	75,262	1.51%
Other Expenditures	21,051	0.43%	(17,437)	-0.35%
Total Expense	4,893,030	100%	4,968,752	100%
Beginning Fund Balance	7,075,693		6,379,132	
Add: Revenues	8,831,987		8,308,474	
Less: Expenses	(4,893,030)		(4,968,752)	
Ending Fund Balance	11,014,650		9,718,853	

5. CONSENT AGENDA 3. PURCHASING

**5.3.1. GRAYSLAKE CAMPUS BUILDING K NETWORK INFRASTRUCTURE UPDATES**

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

**Funding Source:** FY26 budget

**Funding Request:** \$42,676.03

<b>Vendor</b>	<b>Amount</b>
Kace Communications LLC	\$42,676.03

**Explanation of Purchase:** This purchase covers the materials, equipment, and labor necessary to update and rewire the network cabling infrastructure in Building K, ensuring improved reliability, performance, and long-term support for current and future technology needs.

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 Kace Communication LLC of Gurnee, IL in a total not-to-exceed amount of \$42,676.03.

5. CONSENT AGENDA 3. PURCHASING

**5.3.2. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR VEHICLES**

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

**Funding Source:** FY26 Perkins Grant

**Funding Request:** \$76,428.80

<b>Vendor</b>	<b>Amount</b>
Kunes Auto Group	\$76,428.80

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

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

**Recommendation:** Approve a purchase of four previously owned vehicles from Kunes Auto Group of Antioch, IL in a not-to-exceed amount of \$76,428.80.

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.1. PROBATIONARY PERIOD COMPLETION**

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

	<b>Employee Name</b>	<b>Job Family, Position Number, Title, Department</b>	<b>Probation Period Completion Date</b>	<b>Contract Dates</b>
1	Carpenter, Michael	Specialist Position Number: 1319 Accountant, Finance	12/5/2025	12/5/2025-6/30/2026
2	Saleh, Donna	Specialist Position Number: 0216 Accounts Payable Coordinator, Finance	12/19/2025	12/19/2025-6/30/2026

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

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position noted below.

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Segura, Sara	Specialist Position Number: 1297 Enrollment Services Specialist, Outreach and Enrollment, Adult Education	Specialist Position Number: 0076 Data Reporting Specialist, Data Operations and Compliance, Adult Education	2/2/2026	2/2/2026-6/30/2026

**Recommendation:** Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Flores, Sergio	Specialist Position Number: 1810 LGBTQ+ Student Outreach and Programs Coordinator, Student Activities and Inclusion	12/23/2025
2	Resignation	Carbajal, Jesse	Classified – Union Position Number: 0371 Grounds Person, Grounds	1/2/2026
3	Resignation	Rivera, Bob	Classified Position Number: 1218 Enrollment Services Generalist, Welcome and One Stop Center	1/2/2026
4	Resignation	Hrnciar, Tony	Classified – Union Position Number: 1822 Grounds Person, Grounds	1/5/2026
5	Resignation	Renfrow, Tara	Specialist Position Number: 1158 Laboratory Coordinator, Massage Therapy	1/16/2026
6	Resignation	McKay, Colin	Specialist Position Number: 0086 Laboratory Coordinator, Biology	1/30/2026
7	Retirement	Adamopoulos, Joanne	Classified Position Number: 0121 Office Manager, Police and Public Safety	4/1/2026
8	Retirement	Grampo, Kevin	Professional Position Number: 1320 Deputy Chief, Police and Public Safety	5/1/2026

5. CONSENT AGENDA 4. HUMAN RESOURCES

**5.4.3. RESIGNATIONS AND RETIREMENTS (CONTINUED)**

	<b>Reason</b>	<b>Employee Name</b>	<b>Current Job Classification, Position Number, Position Title, Department</b>	<b>Effective Date (Last Day Worked)</b>
9	Retirement	Aquino, Tessa	Faculty Position Number: 1152 Instructor, English	8/6/2027
10	Retirement	Ekornaas, Nels	Specialist – Union Position Number: 0185 Lead Network Engineer, Core Systems and Infrastructure	6/30/2028 Eligible for Benefits Article XI.12 and MOU Retirement Incentive Program
11	Retirement	Pearson, Russ	Specialist – Union Position Number: 0902 Senior Educational Technology and Instructional Design Specialist, Educational Technology	6/30/2028 Eligible for Benefits Article XI.12 and MOU Retirement Incentive Program
<b>Recommendation:</b> Approve the above action.				

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

**5.5.1. ACCEPTANCE OF ILLINOIS COMMUNITY COLLEGE BOARD NONCREDIT STRATEGIES AT WORK GRANT**

**Grantor:** Illinois Community College Board

**Amount:** \$109,999.28

**Period:** January 1, 2026 – December 31, 2026

**Type:** Competitive

**Matching Funds:** N/A

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

**Purpose:** Grant funds are used to build upon the noncredit offerings initiated by the FY25 Noncredit Workforce Training Initiative grant. These funds will support incumbent manufacturing workers in receiving training that will culminate in a series of industry-recognized certifications, while removing financial barriers to small-to-medium sized manufacturers and students.

**Recommendation:** Accept the Illinois Community College Board Noncredit Strategies at Work grant in the amount of \$109,999.28.

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

**5.5.2. ACCEPTANCE OF ILLINOIS COMMUNITY COLLEGE BOARD STRENGTHENING MENTAL HEALTH SUPPORTS AT ILLINOIS COMMUNITY COLLEGES GRANT**

**Grantor:** Illinois Community College Board

**Amount:** \$153,000.00

**Period:** July 1, 2025 – December 30, 2026

**Type:** Competitive

**Matching Funds:** N/A

**Lead Staff:** Angela Frazier, Vice President of Student Development

**Purpose:** Grant funds are used for third-party contractual partnership to augment CLC's Counseling and Psychological Services (CAPS) office to provide students with greater access to mental health services. This grant will enable ongoing provision of direct clinical services.

**Recommendation:** Accept the Illinois Community College Board Strengthening Mental Health Supports at Illinois Community Colleges grant in the amount of \$153,000.00.

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

**5.5.3. ACCEPTANCE OF ILLINOIS COMMUNITY COLLEGE BOARD INNOVATIVE BRIDGE AND TRANSITION GRANT**

**Grantor:** Illinois Community College Board

**Amount:** \$235,541.62

**Period:** January 1, 2026 – March 31, 2027

**Type:** Competitive

**Matching Funds:** N/A

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

**Purpose:** Grant funds provide Adult Education students with wrap-around services to remove barriers and support enrollment, retention and completion of Integrated Career and Academic Preparation System (ICAPS) programs at CLC.

**Recommendation:** Accept the Illinois Community College Board Innovative Bridge and Transition grant in the amount of \$235,541.62.

## 6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

### 6.1. POLICY 411 – GRADING SYSTEM – REVISED – FIRST READING

Policy 411 – Grading System, is presented for a revised first reading. The revisions to this Policy align with the 2030 Strategic Plan and the Lancer Success Framework’s definition for student success. The Workday Student System is in its design phase and will include the proposed changes.

The policy revision includes input obtained through the shared governance system and has been reviewed by the 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. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

### 411 GRADING SYSTEM

Final letter Ggrades are earned for each class and recorded on the student's permanent academic record according to the following schedule tables:

Grades Included in Grade Point Average (GPA)		
Grade	Grade Description	Points Towards GPA
A	Exceeded Standards	4.0
B	Above Standards	3.0
C	Met Standards	2.0
D	Below Standards	1.0
F	Failed to Meet Standards	0.0

Grades Not Included in GPA		
Grade	Grade Description	Circumstance Used
I	Incomplete (Temporary)	Student granted an extension to complete outstanding coursework according to Policy 423.
O	Pending Grade	Placeholder for pending grade.
NA	Never Attended	Student never attended the class.
SA	Stopped Attending	Student stopped attending the class.
N	Failed to Meet Standards	Student did not pass the class.
P	Student met standard of D grade equivalency or Higher	Student passed the class.
W	Withdrawn	Student withdrew according to Policy 430.
X	Audit	Student audited according to Policy 418.

The College may use these letter grades (A-F) for developmental and academic ESL courses which do not impact the GPA. Consult the College Catalog for a list of these courses.

Calculated in Grade Point Average:

_____ A	Excellent 4 Grade Points
_____ B	Good 3 Grade Points
_____ C	Average 2 Grade Points
_____ D	Below Average 1 Grade Point
_____ F	Failure 0 Grade Points
_____ FW	Withdrawn by Institution, Failing 0 Grade Points

## 6. PRESENTMENT OF BOARD POLICIES AND OBJECTIVES

~~————— Not Calculated in Grade Point Average:~~

~~————— I ——— Incomplete~~

~~————— N ——— Requirements Not Fulfilled~~

~~————— O ——— No Grade Received~~

~~————— P ——— Satisfactory~~

~~————— R ——— Repeated~~

~~————— W ——— Withdrawn~~

~~————— WN ——— Withdrawn by Institution, Never Attended~~

~~————— WS ——— Withdrawn by Institution, Stopped Attending~~

~~————— X ——— Audit~~

~~—————~~

~~The "P" and "N" are used only to grade credit-free Community Education courses and designated General Studies credit courses. No General Studies credit grades are calculated in the grade point average.~~

Adopted 12/18/1968

Amended 07/25/1972

Amended 03/25/1975

Amended 03/30/1976

Amended 03/27/1979

Amended 01/22/1980

Amended 11/27/2007

Amended 04/23/2015

Amended

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

### **6.2. POLICY 430 – WITHDRAWALS – REVISED – FIRST READING**

Policy 430 – Withdrawals, is presented for a revised first reading. The revisions to this Policy align with the 2030 Strategic Plan and the Lancer Success Framework’s definition for student success. The Workday Student System is in its design phase and will include the proposed changes.

The policy revision includes input obtained through the shared governance system and has been reviewed by the 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

### 430 **ADD, DROP AND WITHDRAWALS**

The College is committed to supporting students throughout their academic experience and understands that unforeseen life circumstances may arise, making it necessary for some students to add, drop or withdraw from a class or classes.

#### **ADD/DROP**

Students may add or drop classes without academic or financial penalty during the official add/drop period, which varies depending on the academic period length. During this time, dropped classes will not appear on a transcript, and students will receive a 100% tuition refund per Policy 421. Official add/drop deadlines are published in the Academic Calendar.

#### **WITHDRAWALS**

Student-Initiated Withdrawal:

- Students may withdraw from classes until 11:59 PM Central Standard Time (CST) one week before the end of the academic period. Official withdrawal deadlines for each academic period are published in the Academic Calendar.
- The effective date of the withdrawal is either the date the withdrawal is submitted and successfully processed by the College's student information system, or the date the notification was received by the Student Record Office.
- A student who withdraws from a class may receive a partial refund or no refund at all based on the date of withdrawal from the class according to Policy 421.

Dual Credit Withdrawal:

- Per the Illinois Dual Credit Quality Act (110 ILCS 27/5), the College may establish alternative withdrawal dates for dual credit classes. Withdrawal deadlines for dual credit students are published on the Dual Credit page on the College's website.

Adult Education Withdrawal:

- A student enrolled in an Adult Education or ESL class may be withdrawn at any time if their participation falls below ICCB attendance requirements.

~~If a student finds it necessary to withdraw from a course or courses, the date on which the notification is recorded by the Admissions and Records Office is the effective date of withdrawal. If the effective date occurs before the last day to withdraw and receive a refund (see Policy 421), the student's permanent record will not reflect enrollment in the course. If the effective date occurs after the date of withdrawal with full refund but before the end of the 75% point between the start and end of the class, a grade of "W" will be recorded.~~

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

~~Students may be withdrawn after the 75% point between the start and end of the class only with the instructor's consent. If the student obtains the instructor's consent and is passing prior to completion of the final class requirements, a grade of "W" will be reported. If the student is not passing, a grade of "FW" will be reported.~~

~~The college may administratively withdraw students who have never attended class, or who stop attending class without officially dropping, or whose attendance is so sporadic that they would not be able to complete the course requirements. An institutional withdrawal grade will be assigned based on a student's academic status at the point of non-attendance.~~

### Military Withdrawal:

- ~~• Veterans, and military personnel and their spouses who are deployed (including training at U.S. or overseas locations) or called to active duty may withdraw from classes anytime during the semester term in which they are enrolled and called to active duty military service (including both domestic and international combat or non-combat deployment purposes).~~
- ~~• The date of the official notice of orders for deployment will serve as the date of withdrawal is based on the date the official deployment orders are signed and dated. and the The withdrawal request must be submitted to the college by the end of the same term, including finals week. semester in which the withdrawal occurs. If the effective date occurs after the 75% point between the start and end of the class, a grade of "W" will be recorded. This policy also applies to the spouses of veterans and military personnel.~~

### Medical, Catastrophic, and Financial Hardship Withdrawal:

- ~~• The College, upon request and with appropriate documentation, may administratively withdraw a student due to serious illness or related medical issues, catastrophic circumstances, or significant financial hardship that prohibit the completion of all classes by the student.~~
- ~~• For serious illness or related medical issues, documentation will be required from a physician or licensed medical professional.~~
- ~~• For catastrophic circumstances, documentation will be required from a government agency, social service organization, first responder or similar entity.~~
- ~~• For significant financial hardship, documentation will be required from the student that shows the circumstances were out of the student's reasonable control.~~
- ~~• The request for withdrawal and relevant documentation must be received no later than 60 days after the end of the term for which the student is seeking a withdrawal, unless the student can document extenuating circumstances which prevented submission by the deadline.~~

Adopted 12/18/1968

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

Amended 07/25/1972

Amended 03/25/1975

Amended 07/22/1975

Amended 02/28/1978

Amended 01/22/1980

Amended 02/24/1981

Amended 03/09/1994

Amended 03/25/2003

Amended 11/27/2007

Amended 06/22/2010

Amended 03/24/2015

Amended

## 6. PRESENTATION OF POLICIES AND OBJECTIVES

### 6.3. POLICY 443 — MEDICAL, CATASTROPHIC AND FINANCIAL HARDSHIP INCIDENT WITHDRAWAL — DELETION — FIRST READING

Policy 443 – Medical, Catastrophic, and Financial Hardship Incident Withdrawal, is presented for a first reading for deletion. Revised language of this policy has been incorporated into Policy 430 – Withdrawals.

This policy deletion has been reviewed by the College Leadership Team and College’s legal counsel.

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

#### ~~443 — MEDICAL, CATASTROPHIC AND FINANCIAL HARDSHIP INCIDENT WITHDRAWAL~~

~~The College, upon request and with appropriate documentation, may administratively withdraw a student due to serious illness or related medical issues that prohibit the completion of classes by the student. Documentation will be required from a physician or licensed medical professional.~~

~~The College, upon request and with appropriate documentation, may administratively withdraw a student due to catastrophic circumstances that prohibit the completion of classes by the student. Documentation will be required from a government agency, social service organization, first responder or similar entity.~~

~~The College, upon request and with appropriate documentation, may administratively withdraw a student due to significant financial hardship that prohibits the completion of classes by the student. Documentation will be required from the student that shows the circumstances were out of the student’s reasonable control.~~

~~The request for withdrawal and relevant documentation must be received no later than 60 days after the end of the term for which the student is seeking a withdrawal. This policy will be administered by the Office of the Vice President of Student Development.~~

~~Adopted — 05/21/2013  
Amended — 08/23/2022  
Deleted~~

## 7. NEW BUSINESS

### 7.1. GRAYSLAKE CAMPUS SPORTS COMPLEX BUILDING AND ROUNDABOUT SITE – CONCRETE

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one-time reserve

**Funding Request:** \$1,702,250.00

Bids	Amount		
BUILDING & SITE CONCRETE	BEP%	ALTERNATE VALUE	BASE BID VALUE
Abbey Construction	5%	\$17,500.00	\$1,530,000.00
Premium Concrete	0%	\$0.00	\$1,620,000.00
Duco Construction	30%	\$0.00	\$2,094,700.00
Elliot Construction	0%	\$0.00	\$2,128,890.00
Pepper Construction Company	5%	\$15,000.00	\$2,355,000.00
Boller Construction Company	0%	\$15,000.00	\$2,452,690.00
Chadwick Construction	0%	\$17,000.00	\$2,455,777.00

**Explanation of Purchase:** This purchase is for the building and site concrete package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Abbey Construction of Aurora, IL with a 10% contingency in a not-to-exceed amount of \$1,702,250.00.

7. NEW BUSINESS

**7.2. GRAYSLAKE CAMPUS SPORTS COMPLEX AND ROUNDABOUT – PRECAST CONCRETE**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one-time reserve

**Funding Request:** \$144,842.50

<b>Bids</b>			<b>Amount</b>
PRECAST CONCRETE	BEP%	ALTERNATE VALUE	BASE BID VALUE
Mid-States Concrete	1%	\$0.00	\$131,675.00

**Explanation of Purchase:** This purchase is for the precast concrete package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Mid-States Concrete of South Beloit, IL with a 10% contingency in a not-to-exceed amount of \$144,842.50.

## 7. NEW BUSINESS

### 7.3. GRAYSLAKE CAMPUS SPORTS COMPLEX AND ROUNDABOUT – MASONRY

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one time reserve

**Funding Request:** \$632,500.00

Bids	Amount		
MASONRY	BEP%	ALTERNATE VALUE	BASE BID VALUE
RV Builders Masonry	100%	\$0.00	\$575,000.00
JAC Masonry	100%	\$0.00	\$612,000.00
Rasco Masonry	0%	\$0.00	\$665,000.00
JimmyZ Masonry	0%	\$0.00	\$674,000.00
Midwest Masonry	0%	\$0.00	\$732,000.00
A. Horn	0%	\$0.00	\$892,400.00
MPZ Masonry	0%	\$0.00	\$897,000.00

**Explanation of Purchase:** This purchase is for the masonry package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with RV Builders Masonry of Bridgeview, IL with a 10% contingency in a not-to-exceed amount of \$632,500.00.

7. NEW BUSINESS

**7.4. GRAYSLAKE CAMPUS SPORTS COMPLEX – STEEL DECKING AND DECORATIVE METALS**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$784,685.00

<b>Bids</b>		<b>Amount</b>	
STEEL DECKING DECORATIVE METALS	BEP%	ALTERNATE VALUE	BASE BID VALUE
Penn Services LLC	100%	\$0.00	\$713,350.00

**Explanation of Purchase:** This purchase is for the steel, decking, and decorative metals package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Penn Services LLC of Palatine, IL with a 10% contingency in a not-to-exceed amount of \$784,685.00.

## 7. NEW BUSINESS

### 7.5. GRAYSLAKE CAMPUS SPORTS COMPLEX AND ROUNDABOUT – GENERAL TRADES

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one-time reserve

**Funding Request:** \$3,672,350.00

<b>Bids</b>			<b>Amount</b>
GENERAL TRADES	BEP%	ALTERNATE VALUE	BASE BID VALUE
Pepper Construction	10.88%	\$39,000	\$3,299,500.00
Osman Construction	0%	\$179,220.00	\$3,710,000.00
Hargrave Builders	0%	\$231,894.00	\$3,850,450.00
Boller Construction	0%	\$262,000.00	\$4,229,100.00

**Explanation of Purchase:** This purchase is for the general trades package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Pepper Construction of Barrington, IL with a 10% contingency in a not-to-exceed amount of \$3,672,350.00.

7 NEW BUSINESS

**7.6. GRAYSLAKE SPORTS COMPLEX – ROOFING, SHEET METAL, METAL PANELS**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$516,034.20

<b>Bids</b>	<b>Amount</b>		
ROOFING, SHEET METAL, METAL PANELS	BEP%	ALTERNATE VALUE	BASE BID VALUE
Metalmaster Roofmaster	30%	\$0.00	\$469,122.00
L. Marshall Roofing	30%	\$0.00	\$715,000.00
Bennett & Brosseau Roofing, Inc.	30%	\$8,000.00	\$962,000.00

**Explanation of Purchase:** This purchase is for the roofing, sheet, metal and metal panels package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Metalmaster Roofmaster of McHenry, IL with a 10% contingency in a not-to-exceed amount of \$516,034.20.

## 7. NEW BUSINESS

### 7.7. GRAYSLAKE CAMPUS SPORTS COMPLEX – PAINTING

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$59,840.00

<b>Bids</b>	<b>Amount</b>		
PAINTING	BEP%	ALTERNATE VALUE	BASE BID VALUE
Cosgrove Construction	0%	\$0.00	\$54,400.00
Pepper Construction Company	50%	\$0.00	\$69,000.00
MS. Sebastian Painting	100%	\$0.00	\$76,696.00
Nedrow Painting	0%	\$0.00	\$78,500.00
Oosterbaan & Sons	100%	\$0.00	\$104,380.00
Continental Painting & Decorating	0%	\$0.00	\$138,000.00

**Explanation of Purchase:** This purchase is for the painting package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Cosgrove Construction of Joliet, IL with a 10% contingency in a not-to-exceed amount of \$59,840.00.

7. NEW BUSINESS

**7.8. GRAYSLAKE CAMPUS SPORTS COMPLEX – EPOXY FLOORING AND SEALED CONCRETE**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$44,440.00

<b>Bids</b>		<b>Amount</b>	
EPOXY FLOORING & SEALED CONCRETE	BEP%	ALTERNATE VALUE	BASE BID VALUE
CCI Flooring	0%	\$0.00	\$40,400.00

**Explanation of Purchase:** This purchase is for the epoxy flooring and sealed concrete package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with CCI Flooring of Crest Hill, IL with a 10% contingency in a not-to-exceed amount of \$44,440.00.

7. NEW BUSINESS

**7.9. GRAYSLAKE CAMPUS SPORTS COMPLEX – FIRE PROTECTION**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$59,125.00

<b>Bids</b>			<b>Amount</b>
FIRE PROTECTION	BEP%	ALTERNATE VALUE	BASE BID VALUE
United States Alliance Fire Protection, Inc.	25%	\$0.00	\$53,750.00

**Explanation of Purchase:** This purchase is for the fire protection package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with United States Alliance Fire Protection, Inc. of Lake Forest, IL with a 10% contingency in a not-to-exceed amount of \$59,125.00.

## 7. NEW BUSINESS

### 7.10. GRAYSLAKE CAMPUS SPORTS COMPLEX – PLUMBING

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$534,600.00

Bids	Amount		
PLUMBING	BEP%	ALTERNATE VALUE	BASE BID VALUE
Hartwig Mechanical, Inc.	15%	\$0.00	\$486,000.00
CR Leonard Plumbing	0%	\$0.00	\$490,800.00
Helm Mechanical	100%	\$0.00	\$525,000.00
DeFranco Plumbing, Inc.	0%	\$0.00	\$528,664.00
Ernie Peterson Plumbing	0%	\$0.00	\$563,725.00

**Explanation of Purchase:** This purchase is for the plumbing package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Hartwig Mechanical, Inc. of Harvard, IL with a 10% contingency in a not-to-exceed amount of \$534,600.00.

## 7. NEW BUSINESS

### 7.11. GRAYSLAKE CAMPUS SPORTS COMPLEX – MECHANICAL

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$383,553.50

<b>Bids</b>		<b>Amount</b>	
MECHANICAL	BEP%	ALTERNATE VALUE	BASE BID VALUE
Jensen’s Plumbing & Heating	30%	\$0.00	\$348,685.00
Great Lakes Plumbing & Heating	0%	\$0.00	\$368,500.00
MG Mechanical Contracting, Inc.	41%	\$0.00	\$397,500.00
Amber Mechanical Contractors, Inc.	100%	\$0.00	\$434,400.00

**Explanation of Purchase:** This purchase is for the mechanical package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Jensen’s Plumbing & Heating of Elgin, IL with a 10% contingency in a not-to-exceed amount of \$383,553.50.

## 7. NEW BUSINESS

### 7.12. GRAYSLAKE CAMPUS SPORTS COMPLEX-ELECTRICAL – LOW VOLTAGE AND FIRE ALARM

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond

**Funding Request:** \$1,764,257.00

Bids			Amount
ELECTRICAL, LOW VOLTAGE FIRE ALARM	BEP%	ALTERNATE VALUE	BASE BID VALUE
Krause Electrical	45%	\$0.00	\$1,603,870.00
Broadway Electric	0%	\$0.00	\$1,625,000.00
Powerlink Electric	30%	\$0.00	\$1,894,900.00

**Explanation of Purchase:** This purchase is for the electrical, low voltage and fire alarm package for the construction of the Grayslake Sports Complex which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Krause Electrical of Zion, IL with a 10% contingency in a not-to-exceed amount of \$1,764,257.00.

7. NEW BUSINESS

**7.13. GRAYSLAKE CAMPUS SPORTS COMPLEX AND ROUNDABOUT – EARTHWORK, AGGREGATE PIERS AND EARTH RETENTION**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one time reserve

**Funding Request:** \$2,604,800.00

<b>Bids</b>	<b>Amount</b>		
EARTHWORK, AGGREGATE PIERS & EARTH RETENTION	BEP%	ALTERNATE VALUE	BASE BID VALUE
Berger Contractors, Inc	100%	\$0.00	\$2,368,000.00
DK Contractors	100%	\$0.00	\$2,817,399.00
Lima Contractors	30%	\$0.00	\$3,234,268.00
Campanella & Sons	100%	\$0.00	\$3,295,000.00
John Keno & Company	100%	\$0.00	\$3,328,200.00

**Explanation of Purchase:** This purchase is for the earthwork, aggregate piers, and earth retention package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Berger Contractors, Inc of Wauconda, IL with a 10% contingency in a not-to-exceed amount of \$2,604,800.00.

## 7. NEW BUSINESS

### 7.14. GRAYSLAKE SPORTS COMPLEX AND ROUNDABOUT – ASPHALT PAVING

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one time reserve

**Funding Request:** \$467,577.00

Bids	Amount		
ASPHALT PAVING	BEP%	ALTERNATE VALUE	BASE BID VALUE
Payne & Dolan Inc	0%	\$0.00	\$425,070.00
Abbey Paving	12%	\$0.00	\$494,375.00
Maneval Construction	90%	\$0.00	\$500,661.00
Troch	0%	\$0.00	\$514,340.00
Peter Baker & Sons	13.80%	\$0.00	\$549,500.00
Chadwick Contracting	0%	\$0.00	\$588,000.00

**Explanation of Purchase:** This purchase is for the asphalt paving package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, "All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive." Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Pending approval of the waiver request by the state, approve a contract with Payne & Dolan Inc. of Antioch, IL with a 10% contingency in a not-to-exceed amount of \$467,577.00.

## 7. NEW BUSINESS

### 7.15. GRAYSLAKE CAMPUS SPORTS COMPLEX AND ROUNDABOUT – LANDSCAPING

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one time reserve

**Funding Request:** \$643,830.00

<b>Bids</b>			<b>Amount</b>
LANDSCAPING	BEP%	ALTERNATE VALUE	BASE BID VALUE
Breezy Hill Landscaping	31%	\$0.00	\$585,300.00
Winters Landscape	6%	\$0.00	\$705,955.00
Landworks Limited	0%	\$0.00	\$1,042,924.00

**Explanation of Purchase:** This purchase is for the landscaping package for the construction of the Grayslake Sports Complex and Roundabout which was publicly bid on December 11, 2025.

Per 30 ILCS 575/4, “All State contract solicitations that include Business Enterprise Program participation goals shall require bidders or offerors to include utilization plans. Utilization plans are due at the time of bid or offer submission. Failure to complete and include a utilization plan, including documentation demonstrating good faith efforts when requesting a waiver, shall render the bid or offer non-responsive.” Failure to provide adequate BEP documentation can result in a vendor being deemed non-responsive.

**Recommendation:** Approve a contract with Breezy Hill Landscaping of Salem, WI with a 10% contingency in a not-to-exceed amount of \$643,830.00.

7. NEW BUSINESS

**7.16. DELEGATION OF AUTHORITY AND CONTRACT APPROVAL FOR GRAYSLAKE SPORTS COMPLEX AND ROUNDABOUT**

**Lead Staff:** Mahsa Karamy, Executive Director Business Operations

**Funding Source:** 2021 Bond, FY22 surplus, FY24 surplus, one-time reserve

**Funding Request:** \$16,187,162.00

Bids	Amount				
TRADE	CONTRACTOR	CONTRACTOR LOCATION	BASE BID BEP%	TOTAL	CONTINGENY
BUILDING & SITE CONCRETE	Abbey Construction	Aurora, IL	5%	\$1,547,500.00	\$154,750.00
PRECAST CONCRETE	Mid-States Concrete	South Beloit, IL	1%	\$131,675.00	\$13,167.50
MASONRY	RV Builders	Bridgeview, IL	100%	\$575,000.00	\$57,500.00
STEEL, DECKING, DECORATIVE METALS	Penn Services	Palatine, IL	100%	\$713,350.00	\$71,335.00
GENERAL TRADES	Pepper Construction	Barrington, IL	10.88%	\$3,338,500	\$333,850.00
ROOFING, SHEET METAL & METAL PANELS	Metalmaster Roofmaster	McHenry, IL	30%	\$469,122.00	\$46,912.20
PAINTING	Cosgrove Construction	Joliet, IL	0%	\$54,400.00	\$5,440.00
EPOXY FLOORING & SEALED CONCRETE	CCI Flooring	Crest Hill, IL	0%	\$40,400.00	\$4,040.00
FIRE PROTECTION	US Alliance Fire Protection	Lake Forest, IL	25%	\$53,750.00	\$5,375.00
PLUMBING	Hartwig Mechanical	Harvard, IL	15%	\$486,000.00	\$48,600.00
MECHANICAL	Jensen's Plumbing & Heating	Woodstock, IL	30%	\$348,685.00	\$34,868.50
ELECTRICAL, LOW VOLTAGE & FIRE ALARM	Krause Electrical	Zion, IL	45%	\$1,603,870.00	\$160,387.00
EARTHWORK, AGGREGATE PIERS & ERS	Berger Contractors	Wauconda, IL	100%	\$2,368,000.00	\$236,800.00
ASPHALT PAVING	Payne & Dolan Inc	Antioch, IL	0%	\$425,070.00	\$42,507.00
LANDCAPING	Breezy Hill	Salem, WI	31%	\$585,300.00	\$58,530.00

## 7. NEW BUSINESS

REBIDS REQUIRED (GLAZING, FLOORING, KITCHEN EQUIP)	No Bids - Rebid Required	Construction Manager Estimated Cost	0%	\$199,998.00	\$19,999.80
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Construction Manager	Cost type	BEP %	Total	
		41%	\$12,940,620.00	\$1,294,062.00
Pepper Construction	Survey Allowance	0%	\$100,000.00	
	General Conditions and Reimbursables	0%	\$1,015,057.00	
	Builders Risk	0%	\$50,000.00	
	Performance and Payment Bond		0%	\$117,295.00
	General Liability Insurance 1.2%		0%	\$170,162.00
	Subcontractor Default Insurance 1.25%			\$174,446.00
	Pepper Construction Company Fee 2.25%		0%	\$325,520.00
			Pepper Total	\$1,952,480.00

**Explanation of Purchase:** Approval is requested for the transfer of contracts associated with the 15 trade packages required for construction of the Sports Complex and Roundabout at the Grayslake Campus, with substantial completion anticipated in late 2026. A ten percent (10%) construction contingency in the amount of \$1,294,062.00 is included to address unforeseen conditions or costs that may arise during construction. Any use of contingency funds will be subject to a thorough review of project specifications and will require formal College authorization through an approved change order.

The total construction cost, inclusive of approved alternates totaling \$59,195.00 and the 10% construction contingency, is \$12,940,620.00. This total also reflects budgeted estimates for Glazing, Flooring, and Kitchen Equipment; components that will be competitively bid at a later date and presented to the Board for awareness at that time.

**Recommendation:** Approve the full award release to Pepper Construction of the lowest responsive and responsible bidders for the above list of trade packages for a construction total including alternates of \$12,940,620.00, a 10% contingency of \$1,294,062.00 and Pepper Construction's cost of \$1,952,480.00 in a not-to-exceed amount of \$16,187,162.00.

## 7. NEW BUSINESS

### **7.17. Policy 421 – TUITION AND FEE PAYMENT AND REFUND SCHEDULE – REVISED – SECOND READING**

Policy 421- Tuition and Fee Payment and Refund Schedule is presented for a second reading. The revisions of this policy align with the 2030 Strategic Plan and the Lancer Success Framework's definition for student success. The Workday Student system is in its design phase and will include the proposed changes.

The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for Second Reading.

**Recommendation:** Approve the revised Policy 421 – Tuition and Fee Payment and Refund Schedule.

## 7. NEW BUSINESS

### 421 TUITION AND FEE ~~PAYMENT AND~~ REFUND SCHEDULE AND PAYMENT OPTIONS

~~Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date a request for withdrawal is recorded by the Admissions and Records Office. Refund eligibility for tuition and fees shall follow a consistent schedule that ensures fairness for all students.~~

~~The effective date of the withdrawal will be:~~

- ~~• The date the student's submitted withdrawal is processed in the College's student information system, OR-~~
- ~~• The date of the notification to the Student Records Office.~~

#### REFUND SCHEDULE

~~The tuition and fee refund schedule is below. The schedule applies uniformly to all courses.~~

~~Withdrawal on or before start of class = 100% Refund~~

~~Withdrawal before 15% of class days pass = 100% Refund~~

~~Withdrawal after 15% of class days pass = No Refund~~

#### Tuition and Fee Refund Schedule\*

Course Length	100% Refund (Drop period)	Last day for 50% Refund	No Refund
16-week	Days 1-7	Days 8-15	Day 16+
14-week	Days 1-7	Days 8-15	Day 16+
8-week	Days 1-7	Days 8-15	Day 16+
5-week	Days 1-7	Days 8-15	Day 16+
3-week	Days 1-7	No Refund	Day 8+

~~\*Refers to calendar days~~

#### ~~One-day classes:~~

~~Withdrawal the day before class = 100% Refund~~

~~Withdrawal on or after the day of class = No Refund~~

~~A full refund of tuition and fees is granted if the College cancels a class.~~

~~When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another.~~

~~When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented application submitted to the Controller~~

## 7. NEW BUSINESS

~~or his/her designee. An appeal of the Controller's or his/her designee's decision may be directed to the Vice President for Business Services and Finance who will process the appeal or direct it to the appropriate Vice President.~~

### **NOTES ON WITHDRAWALS:**

**Extenuating Circumstances:** Students who must withdraw due to documented, unforeseen circumstances, such as serious illness or military service, will receive a refund in accordance with Policy 430 Withdrawals.

**College Canceled Courses:** Students will receive a full refund for tuition and applicable fees for courses canceled by the College.

**Courses Less than Three Weeks:** Students will receive a full refund if withdrawn a minimum of one day before the class starts. There is no refund for withdrawal on the date of the class.

### **PAYMENT OPTIONS**

~~Students have three options for paying tuition and fees to avoid being dropped from classes. Students can pay in full, enroll in an installment payment plan, or have tuition and fees paid by a third-party payer.~~

~~Students who anticipate payment of their tuition by a third-party payer will be required to enroll in a payment plan at no cost to the student, as a preventive measure to ensure that classes are not dropped in the event that third-party resources are not received.~~

Students may fulfill their tuition and fee obligations in ways that support their success and financial stability, and may choose one of the payment options below:

1. Pay in full;
2. Apply for Federal Financial Aid (FAFSA);
3. Enroll in an installment payment plan;
4. Receive sponsorship by a third-party payer (such as an employer or scholarship organization).

**NOTE:** Students supported by a third-party payer are encouraged to set up a payment plan as a safeguard to ensure that their enrollment is uninterrupted while payments are being processed.

~~In an effort to support students in good academic standing and prevent financial barriers to re-enrollment, the following options will be provided:~~

- ~~• Students will be retained if they have a balance due of \$500 or less. Students will be retained if they have paid 40% of their existing balance for tuition and fees, or if they have established an installment payment plan by the drop date.~~

## 7. NEW BUSINESS

- ~~• Students with outstanding balances who are in good academic standing (GPA 2.0) will be permitted to re-enroll. Enrollment with an outstanding balance may not be granted over two consecutive terms.~~

~~Students not meeting the above requirements are subject from being dropped from all credit courses.~~

### **RE-ENROLLMENT REQUIREMENTS**

Students with an outstanding bill from the current semester may re-enroll if they have a balance due of \$500 or less and a signed payment agreement in place. The balance must be paid during the next term.

CLC reserves the right to refer delinquent student accounts to external collection agencies for recovery of outstanding balances.

Adopted 11/26/1968  
Amended 03/23/1971  
Amended 07/25/1972  
Amended 03/25/1975  
Amended 01/27/1976  
Amended 10/27/1981  
Amended 06/29/1982  
Amended 02/25/1986  
Amended 10/28/1986  
Amended 06/21/1988  
Amended 01/16/1990  
Amended 03/25/2003  
Amended 07/27/2015  
Amended 11/19/2019  
Amended