Regular Meeting

Tuesday, April 23, 2024 5:00 PM
Grayslake Campus, Conference Center A013, 19351 West Washington Street, Grayslake, IL 60030

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Approval of the Minutes**
    1. Decennial Meeting Minutes of March 26, 2024
    2. Regular Meeting Minutes of March 26,2024
    3. Closed Meeting Minutes of March 26, 2024
4. **Resolution Honoring Student Trustee Daniel Blaine**
5. **Reorganization of the Board of Trustees**
    1. Oath of Office and Seating of Newly Elected Student Trustee
    2. Roll Call with Newly Seated Trustee
    3. Appointment of Board Chair Pro Tempore
    4. Election of Board Chair
    5. Election of Vice Chair
    6. Election of Board Secretary
    7. Appointment of Treasurer and Establishment of Salary
    8. Appointment of Ethics Officer and Establishment of Salary
6. **Receipt of Notices, Communications, Hearings and Petitions**
7. **Reports**
    1. Chair's Report
        1. Recognition of Distinguished Alumnus, Outstanding Faculty and Business Partner, and Student Essay Winners
    2. Board Activities and Liaison Updates
    2. Student Trustee's Report
    3. President's Report
        1. Teaching and Learning Excellence Academy Plan
        2. CLC Foundation Annual Update
8. **Consent Agenda (Action Items)**
    1. Financial
        1. Approving Reimbursement of Business-Related Travel Expenses
        2. Ratifying Bills and Approving Budget Transfers and Financial Reports
    2. Purchasing
        1. Lakeshore Campus Playground Equipment
        2. Cybersecurity Software
        3. Audit of Emergency Broadcast Speaker System
        4. Emotional Well-Being and Suicide Prevention Services
        5. Consultant for Enterprise Resource Planning (ERP) Replacement
        6. Grayslake Campus Biology Lab Microscopes
        7. Website Support Consulting Services
    3. Human Resources
        1. New Hires
        2. Probationary Period Completion
        3. Personnel and Position Changes
        4. Resignations and Retirements
    4. Contracts and Grants
        1. Illinois Department of Commerce and Economic Opportunity Small Business Development Centers Grant

9. **Presentment of Board Policies and Objectives (Information Items)**
    1. Policy 960 - Reimbursement of Travel, Meal and Lodging Expenses - Revised - First Reading
    2. Policy 108 - Reimbursement - Revised - First Reading
10. **New Business (Action Items)**
    1. Whether to Direct Administration to Prepare and Present to the Board an Amended Procurement Policy Inclusive of a Responsible Bidder Ordinance
    2. Fiscal Year 2025 Non-Bargaining Staff Pay Increase
    3. Fiscal Year 2025 Staff Benefits - Benefit Plan Contract Renewals
    4. Fiscal Year 2025 Staff Pay Schedule
    5. Fiscal Year 2025 Staff Benefits - Non-Bargaining Staff Medical Insurance Premium Contribution
    6. Psychological Services Provider
    7. Contract Management Maintenance Support
    8. Lakeshore Campus Parking Garage Repairs
    9. Workday Success Plan Support
    10. Auditing Services
    11. Workday Modules
    12. Increasing Dual Enrollment Access and Success (IDEAS) Grant
    13. Settlement and Release Agreement
11. **Executive Session (Closed)**
12. **Other Matters for Information or Discussion**
13. **Adjournment**

8.1.1. 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 $1,962.65 for registration and travel associated with the March Illinois Community Colleges Trustees Association (ICCTA) Board of Representatives, committee meetings and the Association of Community College Trustees (ACCT) Community College National Legislative Summit.

PASSED this 23rd day of April 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution approving reimbursement of business-related travel expenses.

8.1.2. RESOLUTION APPROVING AND RATIFYING BILLS AND AUTHORIZING BUDGET TRANSFERS

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

WHEREAS, the list of bills has been provided to the Board of Trustees in accordance with the College of Lake County Policy 713 – Approval of Bills for Payment; and

WHEREAS, budget transfers in the amount of $226,000 are recommended to the Fiscal Year 2024 Budget and 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 $226,000.

PASSED this 23rd day of April 2024 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills and Authorizing Budget Transfers.

8.1.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS (CONTINUED)

FY 24 BUDGET TRANSFERS

	Account No.	Department	Account Description	Increase Budget	Decrease Budget	Reason
1)	532000 01 01003 8010 01	Strategic Advancement Unit	Consultants	$ 30,000.00		Consulting Fees
	511001 01 00267 8030 01	Resource Development	Administrative Staff, FT		$ 30,000.00	
2)	534008 03 03004 8060 01	Technology Fee	Computer Software Maintenance	$ 150,000.00		Software Maintenance
	586000 03 03004 8060 01	Technology Fee	Equipment		$ 150,000.00	
3)	553000 10 10797 3060 01	Fund 10 Surplus	Travel/Out-of-District	$ 46,000.00		Skills USA Nationals Travel
	599000 10 10797 3060 01	Fund 10 Surplus	Other Expenditures		$ 46,000.00	
		TOTAL TRANSFERS - ALL FUNDS		$ 226,000.00	$ 226,000.00	

Operating Funds

Financial Highlights

REVENUE: The revenues in the operating funds reflect 69.2 percent of budgeted revenues through February 2024. At the end of February 2023, the College had received 67.5 percent of the amount budgeted.

As of February 29, 2024, the College had received revenues equal to $41.9 million in FY2024 for local taxes. Local tax revenue is budgeted at $81.8 million for Fiscal Year 2024.

Also, as of February 29, 2024, student enrollment reflected 107 percent of the tuition revenue. At the end of February 2023, the College had received 95.9 percent of the amount budgeted.

EXPENDITURES: The expenditures in the operating funds as of February 29, 2024, reflect 62.2 percent of budgeted expenditures for the year. In comparison, as of February 28, 2023, the College had expended 61 percent of the amount budgeted. The College is trending on track with the FY2024 budget plan.

College Lake County
Connect to Your Future

Monthly Financial Report

FOR THE MONTH ENDED

February 29, 2024

Educational Fund
Balance Sheet
As of February 29, 2024

ASSETS

CASH	
Cash In Bank	29,409,673.53
Change Funds	8,800.00
INVESTMENTS	
Other Investments	19,992,157.27
RECEIVABLES	
Taxes Receivable - Current Levy	32,475,181.51
Allowance for Uncollectable Tuition	(4,598,354.49)
Allowance Uncollectible Taxes	(308,620.10)
Student Tuition Receivable	10,335,318.91
Vendor Receivables	22,242.78
INTER-FUND	(6,894,424.07)
Prepaid Expenses	
Prepaid Expenses	41,182.85
TOTAL ASSETS	80,483,158.19

LIABILITIES AND FUND BALANCE

LIABILITIES		
PAYROLL DEDUCTIONS PAYABLE		
Payroll Deductions Payable		90,507.49
ACCOUNTS PAYABLE		
Accounts Payable		1,662,056.65
ACCRUED EXPENSES		
Accrued Expense		585,000.00
DEFERRED REVENUES		
Property Taxes		31,102,837.32
OTHER LIABILITIES		
Other Liabilities		1,009,186.70
Vacation Accrual		3,083,130.79
TOTAL LIABILITIES	$	37,532,718.95
FUND BALANCE		
Fund Balance		42,950,439.24
TOTAL FUND BALANCE	$	42,950,439.24
TOTAL LIABILITIES & FUND BALANCE	$	80,483,158.19

RECONCILIATION

BEGINNING FUND BALANCE	35,960,330.93
ADD: REVENUE	76,723,924.84
LESS:EXPENDITURES	(64,106,342.69)
OPERATING TRANSFERS	(5,627,473.84)
ENDING FUND BALANCE	42,950,439.24

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: February 29, 2024

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	32,209,451.82	41.98%	31,810,751.44	44.96%
T.I.F.A.	0.00	0.00%	0.00	0.00%
CPPRT Corp Pers Prop Repl Tax	1,142,350.00	1.49%	2,426,644.13	3.43%
ICCB Credit Hour Grants	6,856,771.62	8.94%	6,304,762.44	8.91%
Vocational Education	620,475.00	0.81%	595,491.00	0.84%
Tuition	28,342,308.28	36.94%	25,711,202.77	36.34%
Graduation Fees	0.00	0.00%	315.00	0.00%
Transcript Fees	75,443.88	0.10%	43,400.08	0.06%
On-line Course Fee	580,295.49	0.76%	637,375.82	0.90%
Laboratory Fees	385,488.39	0.50%	382,107.10	0.54%
Payment Plan Enrollment Fee	28,833.95	0.04%	26,775.00	0.04%
Credit By Exam Fees	200.00	0.00%	350.00	0.00%
Comprehensive Fees	4,475,091.76	5.83%	4,078,128.22	5.76%
Activity Fee Adjustment	(2,203,200.00)	-2.87%	(2,410,718.00)	-3.41%
Gain(Loss) on Investment	634,278.36	0.83%	818,125.96	1.16%
Other Interest	3,551,112.97	4.63%	128,128.91	0.18%
Sweep Accounts	0.00	0.00%	121,022.26	0.17%
Library Fines	524.75	0.00%	369.89	0.00%
Miscellaneous Revenue	8,450.23	0.01%	72,739.96	0.10%
Other Revenue/Rebates	19,639.34	0.03%	11,849.35	0.02%
Over Short	(3,591.00)	0.00%	0.00	0.00%
Total Income	76,723,924.84	100%	70,758,821.33	100%

EXPENDITURES				
Salaries	47,100,486.89	73%	45,216,700.48	76%
Employee Benefits	8,425,684.73	13%	6,980,536.45	12%
Contractual Services	3,212,133.92	5%	3,465,244.45	6%
General Material & Supplies	1,710,866.75	3%	1,490,402.36	2%
Travel/Conference Meeting Exp	402,750.86	1%	363,887.12	1%
Fixed Charges	880,035.98	1%	880,747.50	1%
Utilities	32,677.19	0%	35,560.31	0%
Building Maintenance	342.08	0%	0.00	0%
Capital Outlay	3,723.67	0%	33,621.15	0%
Other Expenditures	2,337,640.62	4%	1,283,045.55	2%
Total Expense	64,106,342.69	100%	59,749,745.37	100%
Beginning Fund Balance	35,960,330.93		38,721,962.95	
Add: Revenues	76,723,924.84		70,758,821.33	
Less: Expenses	(64,106,342.69)		(59,756,706.87)	
Operating Transfers	(5,627,473.84)		(388,684.20)	
Ending Fund Balance	42,950,439.24		49,335,393.21	

Operations & Maintenance Fund
Balance Sheet
As of February 29, 2024

ASSETS

CASH		
Cash In Bank	$	6,283,508.37
INVESTMENTS		
Other Investments		24,158,624.44
RECEIVABLES		
Taxes Receivable - Current Levy		8,580,051.36
Allowance Uncollectible Taxes		(78,305.04)
INTER-FUND		
INTER-FUND subtotal:	$	(25,481,617.81)
Prepaid Expenses		
Prepaid Expenses		240,401.00
TOTAL ASSETS	$	13,702,662.32

LIABILITIES AND FUND BALANCE

LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable	$	9,757.38
DEFERRED REVENUES		
Property Taxes		8,217,410.78
TOTAL LIABILITIES	$	8,227,168.16
FUND BALANCE		
Fund Balance		5,475,494.16
TOTAL FUND BALANCE	$	5,475,494.16
TOTAL LIABILITIES & FUND BALANCE		13,702,662.32

RECONCILIATION

BEGINNING FUND BALANCE	6,023,765.32
ADD: REVENUE	8,663,582.40
LESS:EXPENDITURES	(7,997,084.56)
OPERATING TRANSFERS	(1,214,769.00)
ENDING FUND BALANCE	5,475,494.16

CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: February 29, 2024

	Year to Date		Prior Year to Date	
	Actual	Percent	Actual	Percent
INCOME				
Current Taxes	8,509,903.49	98%	8,403,267.01	99%
Building Rentals	131,264.71	2%	84,525.04	1%
Other Facility Rentals	0.00	0%	0.00	0%
Miscellaneous Revenue	22,414.20	0%	10,096.81	0%
Total Income	8,663,582.40	100%	8,497,888.86	100%
EXPENDITURES				
Salaries	3,435,760.85	43%	3,046,689.15	43%
Employee Benefits	837,711.22	10%	934,330.37	13%
Contractual Services	636,427.76	8%	276,305.78	4%
General Material & Supplies	487,754.14	6%	505,571.00	7%
Travel/Conference Meeting Exp	12,025.51	0%	11,468.79	0%
Fixed Charges	876,024.45	11%	819,353.84	12%
Utilities	1,641,927.65	21%	1,085,723.12	15%
Capital Outlay	105,719.79	1%	127,553.46	2%
Other Expenditures	(36,266.81)	0%	301,413.76	4%
Total Expense	7,997,084.56	100%	7,108,409.27	100%
Beginning Fund Balance	6,023,765.32		5,137,158.56	
Add: Revenues	8,663,582.40		8,497,888.86	
Less: Expenses	(7,997,084.56)		(7,108,409.27)	
Operating Transfers	(1,214,769.00)		0.00	
Ending Fund Balance	5,475,494.16		6,526,638.15	

8.2.1. LAKESHORE CAMPUS PLAYGROUND EQUIPMENT (RATIFICATION)

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

Funding Source: FY24 budget and fund 06

Funding Request: $141,475.00

Vendor	Amount
Landscape Structures, Inc.	$141,475.00

Explanation of Purchase: This purchase is for upgraded outdoor playground equipment and a new surface for the Children's Learning Center on the Lakeshore campus. The equipment is in compliance with Department of Children and Family Services (DCFS) regulations.

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 Sourcewell contract (010521-LSI) for playground and water play equipment. This consortium purchase allows for discounted pricing for public sector customers.

Recommendation: Ratify a purchase with Landscape Structures, Inc. of Delano, MN in a not-to-exceed amount of $141,475.00.

8.2.2. CYBERSECURITY SOFTWARE

Lead Staff: Byron Sosa, Director, Cybersecurity

Funding Source: FY25 budget

Funding Request: $40,735.00

Vendor	Amount
KnowBe4, Inc.	$ 40,735.00

Explanation of Purchase: This software purchase improves the response time and management of phishing campaigns impacting the College.

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

Recommendation: Approve a purchase with KnowBe4, Inc. of Clearwater, FL in a not-to-exceed amount of $40,735.00.

8.2.3. AUDIT OF EMERGENCY BROADCAST SPEAKER SYSTEM

Lead Staff: Brian Henry, Chief of Police

Funding Source: FY23 surplus

Funding Request: $63,800.00

Vendor	Amount
Sentinel Technologies, Inc.	$ 63,800.00

Explanation of Purchase: This purchase is for the audit of the emergency broadcast speaker system across all college-owned buildings. The audit will evaluate the system's functionality, coverage, availability, capacity and also help identify any issues or risks that may affect the reliability of the system.

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 Sentinel Technologies, Inc. of Downers Grove, IL in a not-to-exceed amount of $63,800.00.

8.2.4. EMOTIONAL WELL-BEING AND SUICIDE PREVENTION SERVICES

Lead Staff: Karen Hlavin, Vice President, Student Development

Funding Source: FY24 Mental Health Early Action on Campus Act (MHEACA) Appropriation

Funding Request: $62,000.00

Vendor	Amount
The Jed Foundation	$62,000.00

Explanation of Purchase: This partnership agreement with the Jed Foundation supports a systematic approach to assess and strengthen the College's programs, systems and policies to support emotional well-being and suicide prevention for 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 an agreement from August 1, 2024, through July 31, 2028, with The Jed Foundation of New York, NY in a not-to-exceed amount of $62,000.00.

8.2.5. CONSULTANT FOR ENTERPRISE RESOURCE PLANNING (ERP) REPLACEMENT

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY23 Surplus

Funding Request: $145,530.00

Vendor	Amount
SharperPoint Consulting Group, LLC	$145,530.00

Explanation of Purchase: This purchase is for the ongoing project oversight and support needed for the successful implementation of the large and complex LancerNEXT project.

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

Recommendation: Approve an agreement from July 1, 2024, through June 30, 2025, with SharperPoint Consulting Group, LLC of Reston, VA in a not-to-exceed amount of $145,530.00.

8.2.6. GRAYSLAKE CAMPUS BIOLOGY LAB MICROSCOPES

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

Funding Source: John Alfred Wass Trust gift

Funding Request: $36,000.00

Bids	Amount
Leica Microsystems, Inc. (Recommended)	$36,000.00
Fisher Scientific Company, LLC	$51,528.96
Atlas Defense International	$63,451.92

Explanation of Purchase: This purchase is for microscopes to be used in the biology lab at the Grayslake Campus.

Recommendation: Approve a purchase with Leica Microsystems, Inc. of Feasterville, PA in a not-to-exceed amount of $36,000.00.

8.2.7. WEBSITE SUPPORT CONSULTING SERVICES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY24 budget

Funding Request: $25,000.00

Vendor	Amount
MarksNelson, LLC	$25,000.00

Explanation of Purchase: This purchase is to supplement services and support of an existing contract for the College's new public website and student portal during their post-launch phases.

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

Recommendation: Approve a purchase with MarksNelson, LLC of Overland Park, KS in a not-to-exceed amount of $25,000.00.

8.3.1. NEW HIRES

	Employee Name	Proposed Job Classification, Position Number, Title Department	Effective Date	Contract Dates
1	Robinson, Jamie	Professional Position Number: 1429 Payroll Manager, Finance	5/6/2024	5/6/2024-6/30/2024
2	Singleton, Gregory	Administrator Position Number: 0027 Dean, Student Affairs	6/17/2024	6/17/2024-6/30/2024
Recommendation: Approve the above full-time employment.				

8.3.2. PROBATIONARY PERIOD COMPLETION

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Darling, Michael	Specialist Position Number: 0039 Manager*, Small Business Development Center	3/23/2024	3/23/2024- 6/30/2024
2	Dupont, Nathan	Specialist Position Number 1888 Restaurant and Brae Loch Facilities Manager Hospitality and Culinary Management	3/23/2024	3/23/2024- 6/30/2024
3	Jones, Pom	Specialist Position Number: 0257 Testing Coordinator, Testing	3/9/2024	3/9/2024- 6/30/2024
4	Rosas, Yaneth	Specialist Position Number: 0181 Educational Talent Search Program Advisor*, Educational Talent Search Grants	3/23/2024	3/23/2024- 6/30/2024
5	Tapia, Eduardo	Specialist Position Number: 1880 Grants Specialist*, Biological and Health Sciences Division	3/9/2024	3/9/2024- 6/30/2024
6	Torres, Angel	Specialist Position Number: 1889 Laboratory Specialist, Hospitality and Culinary Management	3/9/2024	3/9/2024- 6/30/2024

Recommendation: Approve the above full-time employment.

8.3.2. PROBATIONARY PERIOD COMPLETION (CONTINUED)

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

	Employee Name	Job Classification, Position Number, Title, Department	Probation Period Completion Date
1	Hejda, Donald	Classified - Union Position Number: 0903 Maintenance Engineer, Maintenance	3/23/2024
2	Humphrey, Janika	Classified - Union Position Number: 0388 Custodian, Custodial	3/23/2024

Recommendation: Approve the above full-time employment.

*Grant/externally funded position.

8.3.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends changes to staff positions in Student Development. The position changes are funded through available budget resources.								
1	Eliminate	Vacant	Part-time Classified Position Number: 0160 Enrollment Service Generalist, Welcome and One Stop Center	N/A	B22 Non-exempt	N/A	4/29/2024	N/A
2	Title and Job Grade	Kahleel, Humera	Full-time Classified Position Number: 1697 Office Associate, Advising and Retention	Full-time Classified Position Number: 1697 Enrollment Services Generalist, Welcome and One Stop Center	B21 Non-exempt	B22 Non-exempt	4/29/2024	N/A
3	Title and Job Grade	Reed, Pam	Part-time Classified Position Number: 1329 Office Assistant, Student Recruitment and Onboarding	Part-time Classified Position Number: 1329 Enrollment Services Generalist, Welcome and One Stop Center.	A11 Non-exempt	B22 Non-exempt	4/29/2024	N/A
4	Title and Job Grade	Dieck, Pamela	Part-time Classified Position Number: 1131 Office Assistant, Student Recruitment and Onboarding	Part-time Classified Position Number: 1131 Enrollment Services Generalist, Welcome and One Stop Center	A11 Non-exempt	B22 Non-exempt	4/29/2024	N/A

8.3.3. 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
5	Status Change	Vacant	Part-time Classified Position Number: 1713 Student Records Representative, Student Records	Full-time Classified Position Number: 1713 Student Records Representative, Student Records	B22 Non-exempt	B22 Non-exempt	4/24/2024	N/A
6	Title and Job Grade Change	Flores, Art	Specialist Position Number: 1197 Senior Media Conversion Technician, Access and Disability Resource Center	Specialist Position Number: 1197 Business Analyst, Student Affairs	B23 Non-exempt	C43 Exempt	4/29/2024	4/29/2024-6/30/2024
Recommendation: Approve the proposed changes with the effective dates noted above.								

8.3.3. 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
In March 2024, the Board accepted the Illinois Community College Board's Access and Equity in Dual Credit Project grant award. The purpose of this grant is to increase enrollment in dual credit offerings and transition of dual credit students to the College after high school completion. Administration requests one (1) full-time staff position which will be fully grant-funded through the end of FY25. The proposed position approvals are as follows:								
1	New Position	TBD	N/A	Specialist Position Number: TBD Lead College and Career Navigator*, Student Recruitment and Onboarding	N/A	B32 Exempt	4/24/2024	TBD
Recommendation: Approve the proposed new grant-funded position with the effective dates noted above.								

*Grant/externally funded position.

8. CONSENT AGENDA 3. HUMAN RESOURCES

8.3.4. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
1	Resignation	Mays, William	Classified - Union Position Number: 1822 Grounds Person, Grounds	3/29/2024
2	Resignation	Matheny, Tony	Specialist Position Number: 0110 Sergeant, Police Department	4/11/2024
3	Resignation	Sluga, Hillary	Specialist Position Number: 0326 Lead Teacher II, Children's Learning Centers, Lakeshore Campus	4/11/2024
4	Resignation	Munoz, Gabriela	Specialist Position Number: 1500 Academic Success Advisor, Advising and Retention	4/26/2024
5	Resignation	Peterson, Kurt	Administrator Position Number: 0016 Executive Director and Chief Development Officer, College Foundation	4/26/2024
6	Resignation	Leiter, Derek	Faculty Position Number: 1694 Instructor, Pharmacy Technician	5/12/2024

8.3.4. RESIGNATIONS AND RETIREMENTS (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Date Worked)
7	Retirement	Johnson, Tammie	Specialist Position Number: 0151 Senior Program Coordinator, Personal and Professional Development	3/31/2028 Eligible for Policy 925 and 930
8	Retirement - Revised Date	McGaughey, Kevin	Specialist Position Number: 1118 Campus IT Support Coordinator, Technology Support	6/30/2024 Eligible for Policy 925 and 930
Recommendation: Approve the above actions.				

8.4.1. ACCEPTANCE OF THE ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY SMALL BUSINESS DEVELOPMENT CENTERS GRANT

Grantor: Illinois Department of Commerce and Economic Opportunity

Amount: $105,000.00 **Period:** January 1, 2024 – December 31, 2024

Type: Competitive **Matching Funds:** $127,099.00

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

Purpose: Grant monies will provide for the continuation of the College's Small Business Development Center (SBDC). The SBDC assists existing businesses and aspiring entrepreneurs in areas such as developing a business plan, securing bank loans, overcoming common business start-up problems and providing referrals to other service agencies. The grant will support the operations of the SBDC and its services to the Lake County community.

Recommendation: Accept the Illinois Department of Commerce and Economic Opportunity's Small Business Development Centers Grant in the amount of $105,000.00.

9.1. POLICY 960 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES – REVISED – FIRST READING

In accordance with the Board-approved FY24 Priorities, Policy 960 Reimbursement of Travel, Meal and Lodging Expenses was planned for review and is being presented as a first reading. The review of Policy 960 included the review of other Board policies and documents to ensure alignment. The College Financial Procedure Manual will be revised as part of this process.

The objectives of the policy revisions included:

- Maintaining compliance with current federal and state regulations and upholding integrity and stewardship of taxpayer resources.
- Removing redundancy and procedural components, including the elimination of exhibits that are duplicative.
- Aligning all reimbursement-related policies and documents, including Policy 108 Reimbursement and the Amendment to Expense Guidelines.
- Clarifying the approval requirements across levels of the organization.

The policy changes have been reviewed by the College's legal counsel and are underway within the appropriate system of shared governance.

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

960 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

The Illinois General Assembly ~~recently~~ enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which ~~Act~~ became effective on January 1, 2017. As required by the Act, it is Community College District No. 532's policy to regulate the reimbursement of all ~~College Board member, administrator,~~ trustee and employee travel, meal and lodging, including specifications for allowable types of official business, maximum allowable rates and the maintenance of a Financial Procedures Manual to facilitate required approvals and standardized forms for submission of expenses.~~as set forth below:~~

Travel expenses shall be for the purposes of enabling staff to perform the requirement of their jobs, to develop information of vital interest and benefit to the advancement of the College mission, strategy or to advocate the interests of the College of Lake County and its students.

In accordance with Public Act 99-0604, the specifications for allowable travel, meal and lodging expense reimbursement for trustees and employees are set forth below.

1. **Definitions.**

   a. "Entertainment" is not an allowable reimbursable travel expense. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

   b. "Travel" means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

   ~~c. "Ancillary" shall be a common sense determination on a case-by-case basis, as approved by the Chair of the Board, President, Provost, or VP of Administrative Affairs.~~

2. **Permissible Travel Expenses.** ~~Staff members who travel on preapproved, college-related business will be reimbursed by the Board, subject to the following:~~

   Trustees and employees who travel for college-related business must follow the preapproval travel protocols as outlined in this Policy and the Financial Procedures Manual. Reimbursement for travel is subject to the following standards:

   a. **Preapproval** for college-related travel must be submitted using the

College's standard ~~Travel Authorization~~ forms or systems. Approval must be obtained by the employee's immediate supervisor and must include a budgeted ~~with an identified~~ funding source. Registration, lodging or transportation commitments should not be made without written approval of the supervisor. ~~shall be by the appropriate immediate supervisor and/or the appropriate vice president~~.

b. **Transfer of funds**, if required, must follow the budget transfer policy and procedure, following approval of the supervisor.

c. **Expense report forms and supporting documentation** must be submitted as specified in the Financial Procedures Manual before reimbursement is disbursed. ~~The distance traveled for purposes of reimbursement will be determined from the College's Grayslake Campus, the College campus where the administrator or employee primarily works, or from any other previously approved appropriate point of departure.~~

d. **Mileage** for reimbursement will be determined by the primary work location designated for the employee. Mileage shall be computed at the standard mileage rate set by the Internal Revenue Service (IRS) at the time of reimbursement. ~~Where air or railroad travel shall be approved and designated, the cost of the coach transportation shall be used.~~

- Traveler must be licensed and carry insurance that meets minimum policy limited as required by Illinois State Statutes.
- Cost shall not exceed airfare.

e. ~~Amounts budgeted for travel and conference expenditures shall not be considered approval for travel or meeting expenditures. In the case of some administrators, anticipated expenditures shall be paid by means of a stipend when approved by the Board of Trustees. In no case shall the expenditures from meetings and travel expense exceed the amount budgeted by the Board for this purpose, unless appropriate budget transfers are approved by the Board of Trustees~~ **Economy rates** for airline, rail, bus, car rental and rideshare are the standard for reimbursement.

f. ~~Travel and meeting expense shall be for the purposes of enabling staff to perform the requirements of their jobs, to develop information of vital interest and benefit to the college, to represent the college's interests as may be required, and to promote the interests of the College of Lake County and its students~~ **Domestic meals and lodging** are reimbursed at the General Services Administration (GSA) city per diem rate or conference rate, whichever is greater (https://www.gsa/gov/portal/content/104877). If the fees of a conference/event include the cost of a meal, additional expenses for a meal during that time is not a reimbursable expense.

g. **Travel outside of the United States and its territories** requires approval of the appropriate supervising Vice President. Approval for the President or a trustee will be completed by the Board Chair or Board Secretary as applicable.

- International meals and lodging are reimbursed at the U.S. Department of the State Bureau of Administration, Office of Allowance Rates.

3. **~~Reimbursable Rates~~**~~. The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.~~ **Board approval** by a roll call vote at an open meeting is required for:

a. Any reimbursable expense of a college administrator, officer or employee that exceeds the maximum allowed

b. Any reimbursable expenses of a member of the Board of Trustees of the College

~~**4. Travel Authorization and Expense Report Form**. The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the College's Travel Authorization and Expense Report Form, per Exhibit B. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.~~

~~**5. Entertainment Expenses**. The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.~~

~~**6. Board Approval of Certain Reimbursable Expenses**. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:~~

~~a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Exhibit A of this Policy.~~

~~b. Any reimbursable expense of a member of the Board Trustees of the College.~~

~~c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.~~

Code of Conduct
Trustees and employees are expected to follow all Board policies and College procedures regarding appropriate conduct while traveling on college-related business.

Noncompliance
The College will deny reimbursement for expenditures for trustees and employees that do not comply with the standards stated in policy and procedure. Unreasonable, exorbitant, improper or unsubstantiated charges will be denied. Violations of policies and procedures are subject to sanction or discipline up to and including dismissal.

Fraud
A trustee or employee who knowingly misrepresents the facts concerning reimbursement or official College business, or who files or signs any reimbursement forms which contain deliberate false statement given with intent to defraud the College, may be subject to disciplinary action or sanction, including the possibility of termination, removal and/or criminal action.

~~7.~~ **Compliance with Act**
The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

~~8.~~Freedom of Information Act
All documents ~~and information~~ submitted to the College for reimbursement are public records ~~under the Act are~~ subject to disclosure under the Freedom of Information Act, unless otherwise ~~privileged~~ exempt from disclosure under that ~~Law~~ Act.

EXHIBIT A – COMMUNITY COLLEGE DISTRICT NO. 532
PERMISSIBLE LOCAL, DOMESTIC, AND INTERNATIONAL TRAVEL EXPENSES

Types of Official Business Applicable to this Policy. The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the College's mission. Employees may incur reimbursable expenses in the course of doing CLC business, which may include taxi fare for times when public transportation is not available; travel expenses for pre-approved conferences; mileage, etc., that are allowed as detailed under this travel policy and district procedures.

Code of Conduct

Employees are expected to follow all Board policies and College procedures regarding appropriate conduct while traveling on College related business or endeavors. The various policies and procedures are posted on the College intranet. Violations of policies and procedures are subject to discipline up to and including dismissal.

Noncompliance

The College will deny reimbursement for expenditures which do not comply with College policy/procedures. Unreasonable, exorbitant, improper, or unsubstantiated charges will be denied.

Fraud

An employee who knowingly misrepresents the facts concerning reimbursements or official College business or who files or signs any reimbursements forms which contains deliberate false statements given with intent to defraud the College may be subject to both administrative and/or disciplinary action, including the possibility of termination and criminal action.

The permitted travel expense types and their associated maximum rates are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach and economy). Travelers are strongly encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing.
Auto	IRS standard mileage rate at time of reimbursement. Traveler must be licensed and carry insurance that meet or exceeds minimum policy limits, as required by Illinois State Statutes. Cost shall not exceed airfare.
Rental Car	Must be preapproved and lowest reasonable rate (midsize

	or smaller.)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare.
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate.

Maximum Reimbursable Rates for Meals and Incidentals (M&IE Rate)	
Breakfast	Domestic - General Services Administration (GSA) city per diem daily rate.* International – U.S. Department of State Office of Allowances city per diem daily rate** or as approved by the Board/President or Designee.
Lunch	
Dinner	

Maximum Reimbursable Rates for Lodging	
In the Country	General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging.
Outside of the Country	U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee.
* U.S. General Services Administration rates @ https://www.gsa.gov/portal/content/104877 are updated annually in October. ** U.S. Department of State, Bureau of Administration, Office of Allowances rates @ https://aoprals.state.gov/web920/per_diem.asp are updated monthly	

All travel must also follow the College's Travel Procedures manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act.

~~EXHIBIT B - COMMUNITY COLLEGE DISTRICT NO. 532~~
~~TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM~~

~~The College of Lake County's Travel Authorization and Expense Report Form can be found on the College's Intranet at the following link.~~

~~http://dept.clcillinois.edu/bsf/documents/finance/2017travelauthorization.pdf~~

~~All reimbursable expenditures must be substantiated by the following supporting documentation:~~

~~a. Reason and purpose of the expense.~~

~~b. Original receipts with proof of payment, which include vendor name, date of purchase, individual items itemized with exact dollar amounts.~~

~~c. Additional supporting documentation (packing slips, etc.) must also be original. This would include documentation of any pre-approval for expenditures.~~

~~d. If original receipts and/or supporting documentation are unavailable the employee must provide a written explanation and signed certification stating the reason the original is unavailable.~~

Adopted: 04/18/1989
~~Revised~~Amended: 02/28/2017
Amended:

6.2. POLICY 108 REIMBURSEMENT – REVISED – FIRST READING

In accordance with the Board-approved FY24 Priorities, Policy 960 Reimbursement of Travel, Meal and Lodging Expenses was planned for review. Given that Policy 108 Reimbursement is linked to the requirements contained with Policy 960, revisions to Policy 108 are being presented for a first reading as well.

The policy changes have 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.

108 REIMBURSEMENT

Members of the Board shall serve without compensation~~.~~. In accordance with Policy 960 Reimbursement of Travel, Meal and Lodging Expenses and the Financial Procedures Manual, trustees ~~but~~ shall be reimbursed for allowable reasonable and necessary board-related expenses incurred while engaged in the performance of their duties as Board members.

In accordance with Policy 132 Board Governing Principles, trustees ~~Members of the Board~~ are encouraged to engage in meetings, advocacy or professional learning for community colleges through regional, state or national convenings ~~attend conventions, conferences, workshops, field trips, and other similar meetings~~, if in the opinion of a majority of the Board, such meetings are beneficial to the mission and governance of ~~will prove to be of benefit to~~ the College.

~~The Board shall comply with the travel expense reimbursement requirements of Policy 960.~~

Adopted: 12/08/1970
Amended: 07/25/1972
Amended: 11/24/1981
Amended: 07/27/2015
Amended: 02/28/2017
Amended:

10. NEW BUSINESS

10.1. WHETHER TO DIRECT ADMINISTRATION TO PREPARE AND PRESENT TO THE BOARD AN AMENDED PROCUREMENT POLICY INCLUSIVE OF A RESPONSIBLE BIDDER ORDINANCE

10.2. FISCAL YEAR 2025 NON-BARGAINING STAFF PAY INCREASE

Per Policy 939, the Board approves non-bargaining salary increases annually. In alignment with the budget development process, Policy 939 and Board guidance on the Total Rewards Philosophy, Administration proposes a base pay increase of 3.40% for regular, full-time and regular, part-time, non-bargaining staff (Classified, Specialist, Professional, and Administrative), if hired or promoted prior to April 1, 2024.

In addition, it is proposed that part-time flex staff who currently earn a base pay of $23.75/hour or less, and who were hired prior to April 1, 2024, are provided a base rate increase of 3.40%.

Recommendation: Approve FY25 non-bargaining staff base pay increase, effective July 1, 2024, as described above.

10.3. FISCAL YEAR 2025 STAFF BENEFITS – BENEFIT PLAN CONTRACT RENEWALS

The College's health and welfare benefits plans are reviewed by the Insurance Benefits Committee, which is comprised of representatives of each employment classification and union, and recommendations are made to Administration. The College is assisted in this process by Alliant Employee Benefits, the College's health and welfare benefits broker/consultant.

Administration proposes that the College renew the insurance benefit plan contracts with each of the vendors listed below. The amounts listed represent the projected total renewal costs, including any fixed fees, based on enrollment.

	Coverage/Plan	Carrier	Contract Dates	Total Projected Cost Amount	Recommendation
1	**Medical (PPO and HMO)**	Blue Cross Blue Shield of Illinois	7/1/2024-6/30/2025	$15,135,207	Renew with BCBSIL offering PPO and HMO options. Premium cost share with participants. The total estimated cost increase with multiple PPO plan design change is $1,008,956.
2	**Dental (PPO and HMO)**	Delta Dental Illinois	7/1/2024-6/30/2025	$650,312	Renew with Delta Dental offering the PPO and HMO options. Premium cost share with participants. The total estimated cost increase with no plan design changes is $57,620.
3	**Employee Assistance Program (EAP)**	Magellan Health	7/1/2024-6/30/2026	$20,295	Renew with Magellan Health. Fee cost paid by the College with a rate guarantee extended to 6/30/2026.
4	**Flexible Spending Account – Administration**	Benefits Resources Inc. (BRI)	7/1/2024-6/30/2026	$13,584	Renew with BRI. Fee cost paid by the College with a total estimated cost increase of $859 and a rate guarantee to 6/30/2026.
5	**COBRA Insurance Administration**	Benefits Resources Inc. (BRI)	7/1/2024-6/30/2025	$4,158	Renew with BRI. Fee cost shared with participants with a rate guarantee extended to 6/30/2025.

10.3. FISCAL YEAR 2025 STAFF BENEFITS – BENEFIT PLAN CONTRACT RENEWALS (CONTINUED)

	Coverage/Plan	Carrier	Contract Dates	Total Projected Cost Amount	Recommendation
6	**Voluntary Hospital Indemnity**	Guardian	7/1/2024-6/30/2025	$4,696	Renew with Guardian. Premiums paid by participants with a rate guarantee extended to 6/30/2025.
7	**Voluntary Critical Illness**	Guardian	7/1/2024-6/30/2025	$12,188	Renew with Guardian. Premiums paid by participants with a rate guarantee extended to 6/30/2025.
Recommendation: Approve the health and welfare benefit plan contract renewals as described above, effective July 1, 2024.					

10.4. FISCAL YEAR 2025 STAFF PAY SCHEDULE

Per Policy 939–Non-Bargaining Staff Compensation and Benefits, changes to the staff pay schedule requires Board approval. In alignment with Board guidance obtained during the budget development process, the following revised pay schedule is proposed for FY25.

	Minimum		Mid-Point		Maximum	
Pay Grade	Hourly	Annual *	Hourly	Annual *	Hourly	Annual *
A11	$15.02	$31,235	$20.02	$41,646	$25.03	$52,058
A12	$15.59	$32,432	$20.79	$43,243	$25.99	$54,054
A13	$16.13	$33,557	$21.51	$44,743	$26.89	$55,929
B21	$16.38	$34,070	$21.84	$45,427	$27.30	$56,784
B22	$17.73	$36,878	$23.64	$49,171	$29.55	$61,464
B23	$18.77	$39,049	$25.03	$52,065	$31.29	$65,081
B24	$20.52	$42,677	$27.36	$56,902	$34.20	$71,128
B25	$23.06	$47,963	$30.75	$63,951	$38.43	$79,939
B32	$25.42	$52,878	$33.90	$70,504	$42.37	$88,130
C41	$27.38	$56,940	$36.50	$75,920	$45.63	$94,901
C42	$29.80	$61,982	$39.73	$82,642	$49.66	$103,303
C43		$63,731		$84,975		$106,219
C44		$67,052		$89,403		$111,753
C45		$71,553		$95,404		$119,255
C52		$79,190		$105,586		$131,983
D61		$90,441		$120,588		$150,735
D71		$107,925		$143,901		$179,876
D72		$118,513		$158,017		$197,521
E81		$141,783		$189,044		$236,305
E91		$168,602		$224,802		$281,003

Recommendation: Approve the revised ranges for the pay grades noted above, effective July 1, 2024.

10.5. FISCAL YEAR 2025 STAFF BENEFITS – NON-BARGAINING STAFF MEDICAL INSURANCE PREMIUM CONTRIBUTION

In an effort to continue to align non-bargaining staff medical insurance premium contributions with Board guidance and the Total Rewards Philosophy, Administration proposes the following employee premium cost-share percentage for eligible classified and specialist staff in FY25. Eligible administrative and professional staff medical insurance contributions will continue at 20% for both medical plans and all coverage tiers for FY25.

Employee Classification	Coverage Tier	PPO	HMO Illinois
Classified and Specialist	Employee Only	13%	13%
	Employee + Spouse	13%	13%
	Employee + Child(ren)	13%	13%
	Employee + Family	18%	18%
Recommendation: Approve the non-bargaining staff premium contribution percentages as described above, effective July 1, 2024.			

10.6. PSYCHOLOGICAL SERVICES PROVIDER

Lead Staff: Karen Hlavin, Vice President, Student Development

Funding Source: Mental Health Early Action on Campus Act (MHEACA) Appropriation

Funding Request: $303,849.00

Vendor	Amount
CYN Counseling	$303,849.00

Explanation of Purchase: This purchase is for a contract extension of student clinical support services at all campuses that are in alignment with the Mental Health Early Action on Campus Act.

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

Recommendation: Approve an agreement from July 1, 2024, through June 30, 2025, with CYN Counseling of Grayslake, IL in a not-to-exceed amount of $303,849.00.

10.7. CONTRACT MANAGEMENT MAINTENANCE SUPPORT (RATIFICATION)

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY24 budget

Funding Request: $405,891.00

Vendor	Amount
Workday, Inc.	$405,891.00

Explanation of Purchase: This agreement is for the extension of strategic sourcing and contract management component of Workday that provides the tools needed for contract execution and supplier management.

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: Ratify an agreement from April 7, 2024, through April 6, 2027, with Workday, Inc. of Pleasanton, CA in a not-to-exceed amount of $405,891.00.

10.8. LAKESHORE CAMPUS PARKING GARAGE REPAIRS

Lead Staff: Pat Argoudelis, Director, Business Operations

Funding Source: FY22 surplus and FY24 budget

Funding Request: $524,293.00

Bids	Amount
Western Waterproofing Company Inc. (Recommended)	$476,630.00
Golf Acquisition Group, LLC dba Golf Construction	$492,049.00
JLJ Contracting, Inc.	$531,145.00
Berglund Construction Company	$541,000.00
Hammer Construction, LLC	$648,310.00

Explanation of Purchase: This purchase is for structural repairs to the Lakeshore Campus parking garage to prevent water leaks. This project also includes other campus improvements.

Recommendation: Approve a purchase with Western Waterproofing Company Inc. of Glendale Heights, IL for $476,630.00 and a 10% contingency of $47,663.00 in a not-to-exceed amount of $524,293.00.

10.9. WORKDAY SUCCESS PLAN SUPPORT

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY23 surplus

Funding Request: $541,765.00

Vendor	Amount
Precision Task Group, Inc	$541,765.00

Explanation of Purchase: This purchase to enhance LancerNEXT implementation. This offering will be beneficial as the service provides expertise, support, and education for enhanced learning for CLC employees.

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 an agreement from July 1, 2024, through June 30, 2027, with Precision Task Group, Inc. of Houston, TX in a not-to-exceed amount of $541,765.00.

10.10. AUDITING SERVICES

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

Funding Source: FY25 budget

Funding Request: $698,700.00

Vendor	Amount
Crowe, LLP	$698,700.00

Explanation of Purchase: This purchase is for independent services to audit the financial and enrollment records of the College. Board Policy 117 provides that an auditor shall be selected for a three-year audit cycle, with up to two one-year extensions, and that a mandatory review of auditors will occur before the end of five years of service.

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

Recommendation: Approve an agreement with Crowe, LLP of Oakbrook Terrace, IL to provide audit services for the June 30, 2024, 2025, and 2026 fiscal year end dates, and authorize up to two one-year extensions in a not-to-exceed amount of $698,700.00.

10.11. WORKDAY MODULES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY23 surplus

Funding Request: $1,226,310.00

Vendor	Amount
Precision Task Group Inc.	$1,226,310.00

Explanation of Purchase: This purchase is for Student Journeys and Workday Help to help students navigate their digital journey at the College. Modules create meaningful digital experiences.

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 an agreement from July 1, 2024, through June 30, 2033, with Precision Task Group, Inc. of Houston, TX in a not-to-exceed amount of $1,226,310.00.

10.12. ACCEPTANCE OF THE INCREASING DUAL ENROLLMENT ACCESS AND SUCCESS (IDEAS) GRANT

Grantor: Education Systems Center (EdSystems) at Northern Illinois University

Amount: $400,000.00 **Period:** March 1, 2024 – December 31, 2028

Type: Subrecipient **Matching Funds:** None

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

Purpose: The Increasing Dual Enrollment Access and Success (IDEAS) project grant seeks to expand access to dual enrollment (also known as dual credit) and improve educational outcomes for students. CLC is a subrecipient on this grant that is overseen by Jobs for the Future and Education Systems Center (EdSystems). CLC will collaborate with EdSystems and leverage the College's existing successful dual credit program as a "Dual Enrollment Hub" that will serve as a national model for community college and high school partnerships engaged in dual enrollment. CLC has been selected as the site for this work in Illinois as one of three states, including Texas and Arizona, chosen for development of Dual Enrollment Hubs. The grant work will allow CLC to continue improving its dual credit offerings and processes, ultimately increasing the number of dual credit students served at CLC.

Recommendation: Accept the Education Systems Center "Increasing Dual Enrollment Access and Success" Grant in the amount of $400,000.00.

10. NEW BUSINESS

10.13. SETTLEMENT AND RELEASE AGREEMENT

This item will be discussed in closed meeting under Illinois Compiled Statutes 5 ILCS 120 Section 2(c) (11): “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent…” A motion to approve a settlement and release agreement for a former full-time staff member will be considered after the closed meeting.