# Minutes of the Regular Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County in the Board Room (C213), 19351 West Washington Street, Grayslake, Illinois on May 21, 2019 at 6:00 p.m.

## 1. Board Convenes the Regular Meeting

### 1.1 Call to Order and Roll Call

Chair Griffin called the meeting to order at 6:00 p.m.

Trustees Present: Mr. Anderson, Dr. Griffin, Ms. Howland, Mr. Powell, Mr. Stanton and Ms. Waheed-Student Trustee.

Trustees Absent: Dr. Finger, Ms. Shroka.

Trustee Howland arrived at 6:18 p.m.

Others Present: Dr. Suddick, President; Ms. Fay, Executive Director for Human Resources; Mr. Gotsch, Vice President for Administrative Affairs; Mr. Harden, Chief of Staff; Ms. Hlavin, Vice President for Student Development; Mr. Kozak, Chief Information Officer; Dr. O’Brien, Interim Vice President for Educational Affairs; Ms. Senase, Executive Assistant to the President/Recording Secretary; Ms. Locallo, Legal Counsel at Robbins Schwartz; and other guests.

Chair Griffin announced the following in regard to the agenda:

- In the Approval of Minutes section, there was a typo on the agenda. The last item should be numbered as 2.4, not 2.2.
- There was a typo in the minutes of April 23, 2019 meeting. On page three of the minutes, 1.6.1 Resolution Setting Forth the Outcome of the Board of Trustees Election on April 2, 2019. The total vote count for Julie Shroka was 28,386, not 23,386 as reflected in the minutes. The minutes have been amended to show the correct results for Trustee Shroka.
- A corrected version of Agenda item 7.2 was provided. One budget transfer in the amount of $875 had been duplicated. The new version corrected the duplication, and adjusted the budget transfer totals on pages 20 and 25.
- A corrected version of Agenda item 11.6 was provided. The edit, “subject to final review by the parties,” was included. This agenda item was held for closed meeting discussion.
- A closed meeting was requested under Illinois Compiled Statutes 5ILCS 120 Section 2 c (1) and Section 2 c (2). There was action after the closed meeting.

### 1.2 Approval of the Agenda

**It was moved** by Powell and seconded by Anderson for approval of the agenda as amended in the Approval of Minutes section.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye - Waheed

Ayes: Powell, Stanton, Anderson, Griffin

Nays: None
Absent at time of vote: Howland
The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.

<table>
<thead>
<tr>
<th>2. Approval of Minutes</th>
<th>2.1 Committee of the Whole Meeting of April 9, 2019</th>
</tr>
</thead>
</table>

*It was moved* by Anderson and seconded by Powell for approval of the Committee of the Whole Meeting minutes of April 9, 2019 as presented and made a part of the official minutes.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin
Nays: None
Absent at time of vote: Howland
The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.

<table>
<thead>
<tr>
<th>2.2 Closed Meeting of April 9, 2019</th>
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</table>

*It was moved* by Anderson and seconded by Powell for approval of the Closed Meeting minutes of April 9, 2019 as presented and made a part of the official minutes.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin
Nays: None
Absent at time of vote: Howland
The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.

<table>
<thead>
<tr>
<th>2.3 Regular Meeting of April 23, 2019</th>
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*It was moved* by Powell and seconded by Anderson for approval of the Regular Meeting minutes of April 23, 2019 as presented and made a part of the official minutes.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin
Nays: None
Absent at time of vote: Howland
The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.

<table>
<thead>
<tr>
<th>2.4 Closed Meeting of April 23, 2019</th>
</tr>
</thead>
</table>

*It was moved* by Powell and seconded by Anderson for approval of the Closed Meeting minutes of April 23, 2019 as presented and made a part of the official minutes.
Minutes of the Regular Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County in the Board Room (C213), 19351 West Washington Street, Grayslake, Illinois on May 21, 2019 at 6:00 p.m.

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<td>Ayes: Powell, Stanton, Anderson, Griffin</td>
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<tr>
<td>Nays: None</td>
</tr>
<tr>
<td>Absent at time of vote: Howland</td>
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<tr>
<td>The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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</tbody>
</table>

**3. Receipt of Notices, Communications, Hearings, and Petitions**

Chair Griffin announced that this was the point in the meeting reserved for those in the audience to address the Board. Hearing none, Chair Griffin proceeded to the next agenda item.

**4. Chair’s Report**

*4.1 Retirement Resolution*

Chair Griffin announced the retirement of Tina Ye, Instructor in the EMPS Division, and presented Ms. Ye with a resolution.

*It was moved* by Griffin, seconded by Anderson and unanimously adopted to accept Ms. Ye’s resolution as part of the official minutes.

Ms. Ye thanked everyone at the college and stated she has appreciated her time at CLC.

*4.2 Student Trustee Report*

Ms. Waheed provided her Student Trustee Report, highlighting the following events:

- The Student Government Association’s (SGA’s) annual legacy project is in its final stages. The project provides an outdoor gathering space for students, staff and faculty to enjoy.
- SGA held their annual Silver and Sapphire Banquet with a Hollywood theme. Many clubs were awarded for their efforts in the community and the college. Trustees Howland and Shroka presented the President’s Awards on behalf of Dr. Suddick. This year, the two winners were Brittany Kolle and Jeremy Glende.
- Several CLC clubs and organizations held end-of-year banquets. Men of Vision held a pinning ceremony for its current members and inducted new officers.
- The first annual Latinx Graduation ceremony took place with 31 students participating and 82 family, friends, administrators and staff. The Latino Outreach and Success committee hosted the ceremony.
- The second annual African American Graduation took place with 29 students participating and 90 family, friends, administration and staff. The African American Outreach and Success committee hosted the event.
- The Children’s Learning Centers held a preschool graduation and 20 Little Lancers will be moving on to kindergarten.
- Congratulations to Maria Jose Tenuto, who was chosen to receive the Illinois Community College Trustee Association’s (ICCTA’s) 2019 Outstanding Adjunct Faculty Member Award. Ms. Tenuto will be recognized for her achievements at the ICCTA Annual Awards Banquet on June 7, 2019.
Fuel for Finals, which provided snacks for students during finals week, was a soft opening for the new CLC SHARE Market. The Market received 197 visitors during this week. CLC SHARE has begun a partnership with the Northern Illinois Food Bank, and other local entities are providing donations and support.

CLC women’s tennis program qualified as a team for the National Junior College Athletics Association (NJCAA) National Tournament in Texas. They finished with a ranking of 23 overall in the country. The men’s tennis program qualified as a team for the NJCAA National Tournament in Arizona. They finished with a ranking of 21 overall in the country. The men’s golf program qualified as a team for the NJCAA National Tournament and were competing in Indiana at the time of this report.

4.3 Appointment of Trustee Liaisons to Foundation Board, University Center of Lake County, ICCTA, and Other Ad Hoc Committees

The Foundation Board has two trustee liaisons, who serve on rotating two-year terms. For the upcoming year, Trustee Stanton will continue to serve in the second year of his two-year term. Trustee Howland completed her two-year term.

Chair Griffin shared that Trustee Shroka has expressed interest in being the Trustee liaison to the Foundation Board. Hearing no other volunteer requests at the meeting, Chair Griffin appointed Trustee Shroka to fill the two-year term as the Trustee liaison to the Foundation Board.

Trustee Stanton recommended that the appointment of the Trustee liaisons for the University Center of Lake County, ICCTA and Other Ad Hoc Committees be postponed until the next meeting due to the absence of several Trustees.

Board Activities and News

- Trustee Anderson, President Suddick and Nick Kallieris attended the ICCTA meetings and Lobby Day activities in Springfield.
- Trustee Powell attended a New Trustee Orientation, along with the College Leadership Team members.
- Trustees Anderson, Finger, Powell and Shroka attended the Lunch with the Mayor of Waukegan event.
- Trustees Finger, Howland, Powell, Shroka, Stanton and Student Trustee Waheed attended the High School Equivalency Commencement Ceremony. All of the Trustees attended the College’s 50th Commencement Ceremonies.
- Trustee Anderson attended the Lake County Partners Big Event in Lincolnshire.
- Trustees Howland, Shroka, and Student Trustee Waheed attended the SGA Silver and Sapphire Banquet.
- CLC hosted its Athletics Banquet and Hall of Fame Induction.
Illinois Community College Trustees Association (ICCTA) Update

At the ICCTA Annual Awards Banquet in June, the following three people will receive special awards:

- CLC Adjunct Faculty Member Maria Jose Tenuto – 2019 Outstanding Adjunct Faculty Member Award
- Trustee Anderson – 45-Year Trustee Award for outstanding Board service
- Trustee Emeritus Oilschlager – 30-Year Trustee Service Award and her fifth Trustee Education Award.

The Board received thank you notes from the following:

- Trustee Emeritus Oilschlager thanking the board for their support and friendship over the years.
- Dave Fink, Marketing and Communications Analyst, for the donation in honor of his sister.

This concluded the Chair’s report.

5. President’s Report

President Suddick shared the following good news and updates from the College:

- Weekly updates from Education Affairs and Student Development was provided to inform Trustees of the many great accomplishments of CLC’s students, faculty and staff.
- Students who belong to CLC’s chapter of SkillsUSA displayed their technical and leadership skills at the State Leadership and Skills conference in Springfield. CLC students were very successful, taking home three gold and three silver medals.
- The Journey Disaster Response Team recognized CLC’s Automotive Collision Repair (ACR) students for a service-learning project they worked on this spring.
- Thanked the Board of Trustees for their engagement in all of the end-of-year student special recognition activities.
- Extended appreciation to the faculty and staff for all the coordination of events at the end of the academic year.

5.1 Strategic Plan Update

President Suddick provided a presentation showing the definitions and strategies for the following six Strategic Pillars that were developed through the Strategic Plan process:

- Strategic Pillar 1: Access & Success for Students
- Strategic Pillar 2: Equity & Inclusion
- Strategic Pillar 3: Teaching & Learning Excellence
- Strategic Pillar 4: Community & Workforce Partnerships
- Strategic Pillar 5: Collaborative Culture
- Strategic Pillar 6: Strategic Use of Resources
Trustees were given the opportunity to provide comments and recommendations regarding the pillars. There was support to move forward with the recommended pillars.

President Suddick also shared proposed revisions to CLC’s Mission and Vision based on information received from 193 employees. Out of the 193 employees, 89.53 percent supported the proposed Mission revision, and 86.52 percent supported the proposed Vision revision. The proposed Values are purpose, integrity, excellence in student success, inclusion, unity and compassion. The final document will be provided to the board in June.

President Suddick shared the 50th Anniversary video that was shown at the commencement ceremonies and thanked the Marketing and Public Relations team and the 50th Anniversary Committee for their work on this video.

5.2 Administrative Affairs Report – Fiscal Year 2020 Budget

Mr. Gotsch provided a presentation on the proposed Fiscal Year 2020 Annual Budget. The presentation included the FY 2019 financial update, FY 2020 budget strategies, FY 2020 budget assumptions, and FY 2020 budget proposals. Trustees were provided an opportunity to ask questions regarding the proposed budget.

This concluded the President’s report.

6. Approval of Board Policies and Objectives

Trustee Powell left the meeting at 7:42 p.m. and returned to the meeting at 7:44 p.m.

6.1 Policy 975 – Use of Unmanned Aircraft Systems (UAS – Drone) – New – Second Reading (pp. 1-3)

It was moved by Anderson and seconded by Howland for approval of Policy 975 as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Stanton, Anderson, Griffin, Howland
Nays: None
Absent at time of vote: Powell
The vote being (4) Ayes and (0) Nays, the Chair declared the motion carried.

6.2 Policy 117 – Auditors – Revised – First Reading (pp. 4-7)

No additional edits or revisions were provided. There was no action required for this first reading.
6.3 Policy 939 – Non-Bargaining Unit Employees Employment, Compensation and Benefits – Revised – First Reading (pp. 8-17)

No additional edits are revisions were provided. There was no action required for this first reading.

7. Approval of Financials

<table>
<thead>
<tr>
<th>7.1 Resolution Approving Reimbursement of Travel, Meal and Lodging Expenses (p. 19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It was moved by Howland and seconded by Stanton for approval of this Resolution as presented.</td>
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<td>Nays: None</td>
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<td>The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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<thead>
<tr>
<th>7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting Monthly Financial Report (pp. 20-36)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It was moved by Howland and seconded by Stanton for approval of this Resolution as amended to correct one budget transfer for $875 that had been duplicated. The amended agenda item adjusted the budget transfer totals on pages 20 and 25.</td>
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<td>Nays: None</td>
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<tr>
<th>7.3 Authorization of the Budget Hearing and Approval to Publish the Notice Placing Fiscal Year 2020 Budget on Public Display (pp. 37-38)</th>
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</thead>
<tbody>
<tr>
<td>It was moved by Howland and seconded by Powell for approval to authorize the budget hearing and approval to publish the notice placing fiscal year 2020 budget on public display, as presented.</td>
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<td>Upon roll call, the vote was as follows:</td>
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<td>Student Advisory Vote: Aye - Waheed</td>
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<td>Nays: None</td>
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<td>The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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</table>
8. Approval of Purchasing

8.1 Biddable Items

- Agreement: Annual Fire Protection Testing (Fox Valley Fire & Safety) (p. 39)
- Project: C-Wing Low Voltage and Electrical Work (Kace Communications, LLC) (P. 40)
- Agreement: On-site Athletic Training Services (NovaCare Rehabilitation) (pp. 41-42)
- Purchase: Amatrol Portable PLC Troubleshooting Learning Systems (BGTM LLC dba Moss Enterprises) (p. 43)

It was moved by Howland and seconded by Powell for approval of Biddable Items as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin, Howland
Nays: None
The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

8.2 Non-Biddable Items

- Agreement: Gartner, Inc., Membership (Gartner, Inc.) (p. 44)
- Purchase: LR Mate 200iD/4S Robots Plus Controllers, M-liA Robot Plus Controller and Education Training Carts (Aidex Corporation) (pp. 45-46)
- Purchase: M-liA Robot Plus Controller and Education Training Cart (pp. 47-48)
- Agreement: Facilitated Faculty Teaching Practices Course (EdCERT, LLC dba Association of College and University Educators [ACUE]) (pp. 49-50)
- Agreement: Grossroots Outreach Tour (Direction Tour Marketing & Production) (pp. 51-52)
- Purchase – Ratification: Direct Mail Services (Mail Everything Inc.) (pp. 53-54)

It was moved by Howland and seconded by Anderson for approval of the Non-Biddable Items as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin, Howland
Nays: None
The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

8.3 Disposal (pp. 55-57)

It was moved by Anderson and seconded by Stanton for approval of Disposal Items as presented.
Minutes of the Regular Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County in the Board Room (C213), 19351 West Washington Street, Grayslake, Illinois on May 21, 2019 at 6:00 p.m.

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<thead>
<tr>
<th>9. Approval of Contracts and Grants</th>
<th>9.1 Appoint Legal Counsel and Authorization to Approval Legal Services Agreement (pp. 59-60)</th>
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<tr>
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<tr>
<td>Student Advisory Vote: Aye - Waheed</td>
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<tr>
<td>Ayes: Powell, Stanton, Anderson, Griffin, Howland</td>
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<tr>
<td>Nays: None</td>
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<tr>
<td>The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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<tr>
<th>9.2 Authorization to Extend Lease of College Facilities to County of Lake – Regional Superintendent of Schools (p. 61)</th>
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<tbody>
<tr>
<td>It was moved by Anderson and seconded by Powell to authorize the extended lease to County of Lake – Regional Superintendent of Schools as presented.</td>
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<td>Upon roll call, the vote was as follows:</td>
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<td>Nays: None</td>
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<tr>
<td>The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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<tr>
<th>9.3 Authorization to Extend Lease of College Facilities to Lake County (p. 62)</th>
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</thead>
<tbody>
<tr>
<td>It was moved by Anderson and seconded by Powell to authorize the extended lease to Lake County as presented.</td>
</tr>
<tr>
<td>Upon roll call, the vote was as follows:</td>
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<td>Student Advisory Vote: Aye - Waheed</td>
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<tr>
<td>Ayes: Powell, Stanton, Anderson, Griffin, Howland</td>
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<tr>
<td>Nays: None</td>
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<tr>
<td>The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.</td>
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</table>

| 10. Approval of Programs | There were no programs submitted for approval at this meeting. |
11. Approval of Human Resources Recommendations

11.1 Resignations, Retirements and Dismissals (pp. 63-66)

It was moved by Howland and seconded by Anderson for approval of resignations, retirements and dismissals as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin, Howland
Nays: None
The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

11.2 Personnel and Position Changes

- Reorganization (pp. 67-72)
- Limited Term Employment (p. 73)

It was moved by Howland and seconded by Anderson for approval of personnel and position changes as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin, Howland
Nays: None
The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

11.3 Full-Time Employment

- Administrative and Professional Hires (p. 74)
- Probationary Period Completed (pp. 75-77)
- Faculty (pp. 78-80)
- Approval of College of Lake County 2019-2020 Department Chair Hours (pp. 81-84)
- FY 2020 Employment Status of Administrative and Professional Personnel (pp. 85-90)
- FY 2020 Employment Status of Specialist Personnel (pp. 91-100)
- Contract – Vice President, Community and Workforce Partnerships (p. 101)
- Contract – Vice President of Strategy/Chief of Staff (p. 102)

It was moved by Anderson and seconded by Powell for approval of Full-Time Employment positions as presented.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye - Waheed
Ayes: Powell, Stanton, Anderson, Griffin, Howland
Nays: None
The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.
11.4 *Promotions and Transfers (p. 103)*

*It was moved* by Anderson and seconded by Stanton for approval of Promotions and Transfers as presented.

Upon roll call, the vote was as follows:
- Student Advisory Vote: Aye - Waheed
- Ayes: Powell, Stanton, Anderson, Griffin, Howland
- Nays: None

The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

11.5 *Staff Benefits*

- *Annual Employee Salary Increase and Salary Structure Adjustment Fiscal Year 2020 (p. 104)*

*It was moved* by Anderson and seconded by Howland for approval of Staff Benefits as presented.

Upon roll call, the vote was as follows:
- Student Advisory Vote: Aye - Waheed
- Ayes: Powell, Stanton, Anderson, Griffin, Howland
- Nays: None

The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

11.6 *Approval of Agreement with the College of Lake County Staff Council, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO (Facilities Union) (p. 105)*

This amended agenda item was held for Closed Meeting discussion.

12. *Closed Meeting*

*It was moved* by Anderson and seconded by Howland to enter into a Closed Meeting at 7:55 p.m. under the Illinois Compiled Statutes 5ILCS 120 Section 2 c (1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body…” and Section 2 c (2) “Collective negotiating matters between the public body and its employees…”

Upon roll call, the vote was as follows:
- Student Advisory Vote: Aye - Waheed
- Ayes: Powell, Stanton, Anderson, Griffin, Howland
- Nays: None

The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

A brief recess was taken before the Closed Meeting began.
13. Other Matters for Information, Discussion, or Action

<table>
<thead>
<tr>
<th>Agenda Item held for Closed Meeting Discussion</th>
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<tbody>
<tr>
<td>11.6 Approval of Agreement with the College of Lake County Staff Council, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO (Facilities Union) (p. 105)</td>
</tr>
</tbody>
</table>

**It was moved** by Anderson and seconded by Stanton for approval of the Facilities Union agreement as amended.

Upon roll call, the vote was as follows:
- Student Advisory Vote: Aye - Waheed
- Ayes: Powell, Stanton, Anderson, Griffin, Howland
- Nays: None

The vote being (5) Ayes and (0) Nays, the Chair declared the motion carried.

14. Adjournment

**It was moved** by Howland, seconded by Stanton, and unanimously carried that the meeting be adjourned at 8:30 p.m.

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William M. Griffin, Chair

Richard A. Anderson, Secretary
College of Lake County Resolution

Tina Ying Ye

WHEREAS, Dr. Tina Ye has served the College of Lake County as a Full-Time Instructor in the Computer Aided Design (CAD) Department of the Engineering, Math, and Physical Sciences Division since 2003; and

WHEREAS, she has contributed to the growth and development of the department, the division and the college, not only through her service as an instructor but also as a Department Chair; and

WHEREAS, she dedicated herself to increasing interest in the STEM fields, particularly in Engineering and CAD through her volunteer participation in the STEM for Girls event and several middle and high school outreach events, as well as serving as coordinator of the CAD Competition; and

WHEREAS, she has served in various faculty committees in the division and the college, providing her experience and knowledge; and

WHEREAS, she is respected by her students, colleagues, and administrators as an engaging and knowledgeable teacher; and

WHEREAS, she has elected to retire from her position as a CAD instructor at the College of Lake County;

THEREFORE, BE IT RESOLVED that the Board of Trustees expresses its appreciation and gratitude to Dr. Tina Ying Ye for her dedication and service to the College of Lake County; and

BE IT FURTHER RESOLVED that the Board of Trustees extends to Dr. Tina Ying Ye its best wishes for a long, healthy and joyful retirement.

Unanimously adopted on May 21, 2019.

Chair

President

Board of Trustees
Community College District 532
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