

Minutes of the Committee of the Whole of Community College District No. 532, County of Lake and State of Illinois, held at the College of Lake County Grayslake Campus in Room A011, 19351 W. Washington Street, Grayslake, Illinois on May 6, 5:00 p.m.

<p><i>1. Board Convenes the Regular Meeting</i></p>	<p>Chair Howland thanked and welcomed everyone who attended the meeting and reminded Trustees to speak directly into the microphones so that everyone could hear comments and questions.</p> <p><i>1. Call to Order and Roll Call</i></p> <p>Chair Howland called the meeting to order at 5:00 p.m.</p> <p>Trustees Present: Mr. Newsome, Mr. Tomei, Ms. Howland, Mr. Virgilio, Ms. Shroka, Ms. Songer, Mr. Stanton, and Student Trustee Mr. Blaine.</p> <p>Others Present: Dr. Suddick, President; Ms. Fay, Executive Director of Human Resources; Mr. Gotsch, Vice President of Business Services &amp; Finance; Mr. Harden, Vice President of Strategy/Chief of Staff; Mr. Kozak, Chief Information Officer; Dr. O'Brien, Vice President of Community &amp; Workforce Partnerships; Karen Hlavin, Vice President of Student Development; Dr. Williams, Vice President of Education; Ms. Dikelsky, Assistant Chief of Staff; Ms. Rodriguez, Assistant to the Vice President of Strategy; Ms. Locallo, Legal Counsel at Robbins Schwartz; Mr. Metz, Legal Counsel at Robbins Schwartz; Mr. Chung, Media Technology Specialist</p>
<p><i>2. Approval of the Agenda</i></p>	<p>Chair Howland requested a motion for approval of the agenda as presented.</p> <p><b>It was moved</b> by and Shroka seconded by Newsome for approval of the Committee of the Whole Meeting Agenda of May 6, 2021, as presented.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye – Blaine          Ayes: Shroka, Newsome, Songer, Tomei, Howland, Stanton, Virgilio          Nays: None          The vote being (7) Ayes and (0) Nays, the Chair declared the motion carried.</p>
<p><i>3. Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Howland announced that this was the point in the meeting where the public may address the Board. Due to the circumstances of the coronavirus pandemic, the posted agenda described how members of the public could submit a comment. Public comments were accepted via email to <a href="mailto:president@clcillinois.edu">president@clcillinois.edu</a> by 2:00 p.m. on May 6, 2021; however, no comments or requests for video or teleconference statements were received.</p>
<p><i>4. Trustee Orientation (Presentation by College Administration and Robbins Schwartz)</i></p>	<p>Chair Howland invited trustees to introduce themselves and share their areas of expertise. After introductions, she invited Dr. Lori Suddick and the College Leadership Team to begin their presentation.</p> <p>Dr. Lori Suddick, President, provided an organizational overview, including foundational elements of the 2024 Strategic Plan. Featured items included the Equity in Access and Success Plan, an overview of the Lancer Success Framework and the associated data work that has been completed across the organization to inform strategic initiatives to improve outcomes in student success. CLC aspires to be an organization by which other higher</p>

education organizations measure themselves, where every student succeeds and every employee thrives The College aims to be a solution provider for the community and workforce so it is seen as a valuable return on investment through the implementation of the six strategic pillars of the 2024 Plan.

Derrick Harden, Vice President, Strategy / Chief of Staff / FOIA Officer, presented an overview of the Strategy, Planning and Support unit, including priorities, student success strategy, and the efforts toward creating a culture of evidence and inquiry.

Trustee Songer asked what data identify services that students need. Mr. Harden responded that CLC uses results of student surveys done during the pandemic, which revealed housing, childcare, technology and food supports as areas of concern.

Student Trustee Blaine asked what grant programs are available to students to help them gain skills and obtain employment. Mr. Harden responded that the Workforce Equity Initiative grant is an example that not only pays for students' tuition and fees, but also covers learning materials, living expenses, childcare and other types of student supports.

Dr. Sonya Williams, Vice President, Education /Chief Academic Officer, presented an overview of the Educational Affairs unit, including the focus on the strategic pillar of Teaching & Learning Excellence, creating student pathways that reduce time and cost to degree completion, and the integration of equity in access and success within programs.

Trustee Songer inquired about plans to increase hiring initiatives for full-time faculty. Dr. Williams responded that it depends on demand and that adjuncts are considered when additional load hours become available. Dr. Suddick noted that 24 full-time faculty positions have been added over the past three years to focus on the expansion of programming in industry sectors identified with the 2024 strategic plan.

Student Trustee Blaine asked how many partnerships exist with four-year institutions to help students transfer after attending CLC. Dr. Ali O'Brien responded that CLC has 32 guaranteed transfer agreements with four-year institutions, including a recent agreement with Tennessee State University, a Historically Black College/University (HBCU).

Dr. Ali O'Brien, Vice President, Community & Workforce Partnerships (CWP), presented an overview of the Community & Workforce Partnership unit. Priorities focus on strategic and collaborative partnerships through seamless educational experiences, community and cultural enrichment, and workforce and economic development. Projects and initiatives underway include phase 1 planning of the Advanced Technology Center (ATC), implementation of Destiny One Solutions, a noncredit registration system, launching and growing apprenticeship programs, and expanding the use of Salesforce Customer Relationship Management (CRM) tool.

Student Trustee Blaine asked for a list of businesses partners for internships and which employers give input on CLC's fields of interest programs. Dr. O'Brien responded that a list exists outlining all internship partners. Many employers serve on CLC's academic advisory

boards, provide feedback based on their needs. CLC works to ensure that programs align with employers' needs, making students and graduates more competitive in the workforce.

Student Trustee Blaine asked if a partnership exists between college leaders and student leaders on improving the ambassador program. Dr. O'Brien responded that collaboration with leadership to advance the ambassador program is underway.

Karen Hlavin, Vice President, Student Development / Chief Student Services Officer, provided an overview of the Student Development unit, including core beliefs, the Lancer Success Framework, and major initiatives centered on access and success for students, advancing student success outcomes, strategic enrollment growth, and policy review.

Trustee Songer asked if we have been successful with students with special needs. Ms. Hlavin responded that the Office for Students with Disabilities offers assistive services for students with disabilities and that issues related to accessibility are promptly resolved.

Ken Gotsch, Vice President, Business Services & Finance (BSF) / Chief Financial Officer / Treasurer, provided an overview of the Business Services & Finance unit, highlighting major projects and partnerships.

Trustee Songer inquired about tax increment financing (TIFs), to which Mr. Gotsch responded that, currently, there are 23-25 TIFs; however, this represents a finite part of the tax levy. CLC works to provide creative solutions during economic crises.

Sue Fay, Executive Director, Human Resources / Ethics Officer, presented an overview of the Human Resources unit, highlighting the development of the Employee Success Framework, a systemic human capital strategy to leverage and advance the talent of CLC so that improved outcomes for students, community and workforce can be achieved.

Student Trustee Blaine asked how many student workers CLC employs during the academic year; Ms. Fay responded that 1600-1700 students are employed as student workers.

Greg Kozak, Chief Information Officer, presented an overview of the Information Technology unit, highlighting the critical role of IT in student success, associated data, and alignment of work to the 2024 Strategic Plan. Mr. Kozak encouraged trustees to raise questions related to technology for faculty, staff, and students.

Student Trustee Blaine asked if there was a way to standardize how students submit assignments to instructors. Mr. Kozak responded that due to the varying technology systems available, CLC offers students the ability to download Microsoft and other programs to allow for a variety of systems, instead of using one standard option.

Catie Locallo, legal counsel with Robbins Schwartz, presented information on Parliamentary Procedure, Robert's Rules of Order, Open Meetings Act, Board Communications, including Social Media Guidelines and Ethical Requirements of Trustees.

	<p>Howard Metz, legal counsel with Robbins Schwartz, presented purchasing items, including Section 3-278.1 of the Community College Act, Bidding Exemptions (110 ILCS 805/3-27.1), professional contract services, change orders, dealer maintenance, data processing, small remodeling project exceptions, single source, and emergency contracts. He discussed exemptions, Governmental Joint Purchasing Act (30 ILCS 525/1, et seq.), governmental joint purchasing, and Local Government Professional Services Selection Act (50 ILCS 510/1, et seq.), evaluation of responding firms, and the selection procedure. Information he shared aligns with Board Policies 712 and 714 and Board of Trustee approvals.</p> <p>Trustee Songer asked if there is a standardized bid form to present comparable bids for review and how much time the Board has to review bids. Ms. Locallo responded that CLC employs a standard biddable form that is accessible to vendors, and comparisons are done before finalized documents are presented to the board.</p> <p>Student Trustee Blaine asked if bids are advertised only in the newspaper or if they are also published on social media. Mr. Metz responded that advertising bids in the newspaper is the minimum requirement; other forms of communications are considered, such as vendor fairs and vendor portals. President Suddick added that CLC has held vendor fairs to support vendors interested in doing business with the college.</p> <p>Student Trustee Blaine asked if the Student Government Association (SGA) was considered a public body and if it was a conflict of interest to accept financial aid if you are advocating for it. Ms. Locallo responded that SGA was not considered a public body, and that accepting financial aid while advocating for it is not a conflict of interest.</p> <p>Chair Howland and President Suddick briefly highlighted additional information provided to Trustees in meeting materials regarding best practices in Trusteeship, Effective Governance, Board/President Relations, and Board/ President Communications.</p> <p>Chair Howland requested Trustees review the provided materials and informed them of materials and resources available through the Association of Community College Trustees (ACCT) website.</p>
<p>5. <i>Adjournment</i></p>	<p><b><u>It was moved by Newsome, seconded by Songer, and unanimously carried that the meeting be adjourned at 8:55 p.m.</u></b></p>

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Amanda Howland, Chair

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Torrrie Newsome, Secretary