1. Board Convenes the Regular Meeting	***1.1 Call to Order and Roll Call*** Board Chair Amanda Howland called the meeting to order at 5:00 pm. Trustees Present: Ms. Howland, Mr. Newsome, Ms. Songer, Mr. Stanton, Mr. Tomei, Mr. Virgilio and Student Trustee Blaine Trustees not present: Ms. Shroka Others Present: Dr. Suddick, President; Mr. Appleton, Vice President of Business Services and Finance; Ms. Fay, Executive Director of Human Resources; Mr. Harden, Vice President of Strategy Planning and Support; Ms. Hlavin, Vice President of Student Development; Mr. Kozak, Chief Information Officer; Dr. O'Brien, Vice President of Community and Workforce Development; Ms. Laba, Executive Assistant to the President & Recording Secretary; Ms. Dikelsky, Assistant Chief of Staff; Ms. Siegfried-Wilke, Strategic Projects Coordinator; Ms. Locallo, Legal Counsel, Robbins-Schwartz; and other staff and guests. ***1.2 Board Chair Comments*** Chair Howland welcomed everyone who joined the meeting in person or via livestream and made the following agenda announcements: • Agenda Item 4.3 Resolution Honoring John and Kathleen Schreiber will be held until the September board meeting. • There will be no action taken on Agenda Item 8.2, Non-Biddables, Workforce & Professional Development Institute (WPDI) Independent Contractors (pp. 39-40). • A Closed meeting was requested under the Illinois Compiled Statues 5 ILCS 120 for the following reasons: Section 2 (c) (2) "Collective negotiating matters between the public body and its employees or their representatives…" and Section 2 (c) (11) "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending…" ***1.3 Approval of the Agenda*** **It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of the agenda as presented. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.
2. Approval of Minutes	***2.1 Minutes of the Regular Meeting of June 28, 2022*** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of the Minutes of the Regular Meeting of June 28, 2022 as presented and made a part of the official minutes.

	Discussion: Two amendments to the official minutes were requested: 1. Amend votes under roll call for 11.3 Full-Time Employment on page 13 to reflect Trustee Songer's vote as "Aye," removing the additional "Nay" vote, which was an error. Record Trustee Shroka's vote of "Nay," which was not listed. 2. In the same section of the minutes, amend a sentence in the discussion that was recorded as follows: "Discussion centered on concerns related to singling out one position and how that is not aligned with the value of inclusion at CLC and whether there is voluntary segregation among student clubs at CLC" to be stated as follows: "Discussion centered on concerns related to singling out one position and how that is not aligned with the value of inclusion <u>at CLC. Trustee Songer brought up concerns about</u> whether there is voluntary segregation among student clubs at CLC." Legal counsel provided guidance on facilitation of the motions and proposed changes. The proposed amendments to the minutes were voted on separately. Requested Amendment 1: **<u>It was moved</u>** by Trustee Songer and seconded by Trustee Tomei to amend the June 28, 2022 minutes to correct the recordings of the votes. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried. Requested Amendment 2: **<u>It was moved</u>** by Student Trustee Blaine and seconded by Trustee Newsome to amend the June 28, 2022 minutes under 11.3 to read: Discussion centered on concerns related to singling out one position and how that is not aligned with the value of inclusion <u>at CLC. Trustee Songer brought up concerns about</u> whether there is voluntary segregation among student clubs at CLC. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Virgilio Nays: Stanton, Tomei Abstain: Songer The vote being (3) Ayes and (2) Nays (1) Abstain, with no majority being met, the motion did not carry; therefore, the minutes of the discussion will remain as originally stated.
3. Receipt of Notices, Communications, Hearings, and Petitions	Chair Howland announced that this was the part of the meeting where the public could address the Board. Public comments or request to address the Board were accepted via email to the president's office by 3pm.

	One request was received by Mr. John Davis, but he was not in attendance when called to the podium. Chair Howland asked if there were any other individuals who wished to address the Board. Hearing none, she declared the public hearing closed.
4. Chair's Report *<u>Acronyms:</u>* *ACCT – Association of Community College Trustees* *Counseling and Psychological Services (CAPS)* *ICCTA – Illinois Community College Trustees Association* *SGA – Student Government Association*	***4.1 Student Trustee Report*** • Reviewed Welcome Week activities and the excitement of seeing students back on campus. • Recapped his career as Student Trustee, recalling the rewarding opportunities to participate and lead in college, state and national meetings, conferences and events; his pride at being elected twice by peers to represent the student voice to the board; and the opportunity to bring awareness to student issues as well as non-profit organizations. • Encouraged trustees to attend CLC events and classes and meet faculty, staff and students to gain a sense of student life at CLC. • Resigned as Student Trustee, effective at the conclusion of the board meeting, to enter the US Navy – starting with boot camp and progressing to submarine school. • Thanked Dr. Suddick and the College Leadership Team for their support, Professor Sriberg for nominating him for his first term, and Trustee Newsome for his mentorship. ***4.2 Resolution Honoring Student Trustee Daniel Blaine*** Chair Howland read the resolution honoring Student Trustee Blaine, and asked for a motion to adopt the resolution as read. **<u>It was moved</u>** by Trustee Newsome and seconded by Trustee Virgilio and was unanimously carried to adopt the resolution as presented. Chair Howland presented Student Trustee Blaine with the resolution and a gift of appreciation. *<u>Retiree and Memoriam Acknowledgments</u>* Chair Howland thanked all CLC employees who retired in July and August 2022 for their longevity and dedicated service to CLC's mission, students and colleagues. On behalf of the Board of Trustees, Chair Howland extended sincere sympathies to the family and friends of Larry Leck, adjunct faculty, who passed away earlier in the month. Larry was a highly respected colleague who passionately served his community and students. *<u>Board Activities</u>* • July 19: Trustee Newsome and Shroka attended a Milestone Anniversary Celebration for 46 employees. The event included three special milestones - Scott Rial with 25 years, Robin Clark with 30 years and Diane Polich with 40 years. • August Activities: Over the past two weeks, Trustees Howland, Virgilio and Student Trustee Blaine joined CLC faculty, staff and retirees at several events to welcome new faculty and reconnect with employees to kick off the fall semester. • August 11: Trustee Newsome represented the Board at a press event sponsored by the Illinois Manufacturing Association and Lake County Partners at the Advanced Technology Center in Gurnee.

Board Liaison Updates

University Center of Lake County – No update this month.

Trustee Engagement

Before this meeting, the Biological and Health Sciences Division on the Grayslake Campus hosted a Trustee Trek that featured the Medical Imaging and Nursing programs. Trustees learned from faculty and staff about the programs and heard from students about their experiences.

CLC Foundation

- Overall Fundraising: Raised $7.3M in FY22, compared with $1.1M in FY19; With $6.6M in fundraising progress, this is a one-year record for the Foundation.
- Notable Recent Gifts:
  - Academic Success Advisor (ASA) position for Apprenticeship - $40K each from the Gorter Family Foundation and the Steans Family Foundation
  - Student Onboarding – College Career Navigator (CCN) Model - $150K from alumna Michael Witt to fund a CCN embedded at Antioch and Lakes High Schools for two years
  - Manufacturing/Welding Scholarships - $25K from Todd and Jenny Ludlow, owners of Ludlow Manufacturing in Waukegan
- Golf Outing – Monday, September 19 at Orchard Golf Course in Grayslake. The Foundation has secured 35 sponsors for this event, and a record participation with a full slate of 148 golfers; CLC Trustees are invited to participate as ambassadors to CLC.
- Planning for the future: The Foundation has received the final report from consultants Ter Molen, Watkins and Brandt. Meetings with College Leadership Team are scheduled for the end of the month. The Foundation team is processing the report and developing a 2-year Strategic Plan. A formal Board report will be presented in the near future.

Illinois Community College Trustees Association (ICCTA)

The Executive Committee meeting was held at the College of DuPage the weekend of August 20th. A report will be given at the September Board meeting.

Association of Community College Trustees (ACCT)

The ACCT Board of Directors meeting was held in July in Branson, Missouri. The Executive Board and Board of Directors gathered from around the country for a 2-day conference to brainstorm a strategic plan for the next several years.

Reminders

- CLC Board Development Retreat is Saturday, October 1. It will be a full-day retreat; the agenda is being developed. The college has invited two experienced ACCT facilitators – Dr. Bruce Leslie and Mr. Ken Burke – biographies were provided to the Trustees.
- State of the College of Lake County / Ribbon Cutting Event at the Advanced Technology Center will be held on Wednesday, October 12, from 4:30 – 6:30 pm in Gurnee.

	• ACCT Leadership Congress is being held October 26-29 in New York City. Dr. Nick Branson, Dean Erin Fowles and Trustee Howland will present "Resourcing Students for Success." • The Capital Development Board (CDB) ribbon cutting event for the Lakeshore Campus Student Center, which was noted on the board calendar of events, has been postponed. A new date will be communicated to the board once it is rescheduled. This event is being planned in cooperation with the CDB.

5. President's Report	***5.1 Lake County Partners 2022 Comprehensive Economic Development Strategy (CEDS)***
	Dr. Suddick announced that CLC is hosting the United Way Board meeting at the Lakeshore Campus on August 24. In addition, CLC has plans to meet with Waukegan officials to discuss the Urban Farm project at the Lakeshore campus; a tour of the Farm on Ogden has been arranged for Waukegan officials and CLC leaders.
	
	Dr. Suddick welcomed the representatives of the Lake County Partners team in attendance at the meeting to review the Comprehensive Economic Development Strategy (CEDS). Ali O'Brien was invited to the podium to introduce Bethany Williams and Kevin Considine. Highlights included:
	• Lake County Partners is the non-profit economic development company for the county; its mission is to fuel economic growth across Lake County.
	• Top Trends
	  ○ Chicagoland is the #1 market in the country for economic expansion for the 8th year in a row;
	  ○ Four-year metrics indicate that Lake County Partners drives job growth in the county.
	• Comprehensive Economic Development Strategy (CEDS)
	  ○ Strategy-driven 5-year plan for regional economic development; result of a 12-month planning process led by Steering Committee including over 45 business and community leaders, with 12 roundtable discussion by sector. A 30-day public comment period garnered significant input for CEDS, which was drafted in Spring 2022.
	• Looming Retirement
	  ○ Every industry is feeling the pinch of a tight labor market.
	  ○ Demographic shift – ¼ of the labor market is 55 or older.
	  ○ Data informed CEDS thinking to take a talent- and workforce-focused view, ensuring that Lake County is producing and growing the workforce that employers need to keep their companies here.
	• SWOT Analysis – using 4 usual quadrants as well as concentric circles representing Global, National, State and Local.
	  ○ Strengths: skilled workforce, high educational attainment and K-12 school system
	  ○ Weakness: varied educational attainment rates in different municipalities, lack of business leaders engaged in education, labor shortage issues
	  ○ Opportunities: early childhood education, workforce development, small business development
	  ○ Threats: lack of awareness of advanced manufacturing careers
	• Goals – in 3 categories that overlap:

- Competitive Positioning: Keeping Lake County competitive locally, regionally, nationally and globally. Workforce is the No. 1 criterion on a company's list, diversity in target industries.
- Transformational Redevelopment: Focuses on the built environment – how we use land and leverage the infrastructure in the communities. Target brownfield and greyfield remediation, especially in underinvested communities.
- Community Engagement: Catch-all bucket, housing growth – need for housing units. Large employers are not moving their businesses here because of the lack of housing. Early childhood education is an issue.

- CEDS has been approved and endorsed by Lake County Partners Board, the Lake County Board and the Lake County Workforce Development Board. Also approved by the Economic Development Association.
- Implementation
  - Early collaboration forming in some areas such as early childhood and small business and entrepreneurship
  - Identifying partners and infrastructure to drive goals in each area: housing, education site readiness and infrastructure
  - Building coalitions and capacity in areas where there isn't good existing infrastructure

5.2 First Year Experience Redesign Update

Dr. Suddick summarized the Fall 2022 enrollment information.

Onboarding, Advising and First Year Experience (FYE) Redesign

Karen Hlavin, Vice President Student Development, Erin Fowles, Dean Enrollment Services, and Tanya Woltmann, Dean Academic Success presented an update and outcomes of the first year of the Redesign model:

- The Onboarding, FYE, and advising model was designed as a connected system that seamlessly guides students throughout their educational journey.
- The foundation of the model is the creation of a student-ready college environment that is inclusive, personalized, culturally relevant and grounded in equitable practices.
- College Career Navigators (CCNs) work with prospective students to establish a college-going identity, making connections to career goals and educational paths.
- Academic Success Advisors (ASAs) support students in their learning from their first semester through completion.
- Student Recruitment and Onboarding
  - Staffed with 17 College and Career Navigators for FY23
  - CCNs assigned to all campuses
  - Collaboration with P20 Dual Credit and Adult Education departments and with CLC faculty
- Student Recruitment and Onboarding Data
  - Qualitative – Surveys to high school counselors/staff; satisfaction rating at 88%
  - Quantitative – Leading indicators (enrollment funnel); scorecard metrics; monitor high school yield
- Scorecard Metric: Applicants enrolled in start term.
  - Started with CCNs in Spring 2021, FY2022 was the first full-year with the CCN model; exceeded target of 45%

	• New Student Orientation / FYE Redesign: New orientation experience features an introductory module that students complete prior to their advising meeting with their CCN. Students then complete two modules focusing on finances and starting at CLC, followed by the new student convocation program. For Fall 2021 programs, 92% of students found the convocation to be useful in helping students prepare for a successful semester. • Academic Success Advising: ASAs serve as our current students' primary point of contact for any questions and concerns; they are with their ASA from their first day of classes through graduation. Currently there is a team of 25 ASAs. Each ASA is trained and serves as a specialist for one or more of the College's nine fields of interest. • College Success Seminar (CLC120): Student success course that provides new students the opportunities to reflect on themselves, their goals for success, their role in diverse college and community, and a variety of tools and approaches they can apply to help them achieve their goals. During Fall and Spring terms, almost 2,400 students have enrolled in the course and 123 sections have been offered. Student Trustee Blaine stepped out of the meeting at 6:16 pm and returned at 6:22 pm. Trustee Tomei stepped out of the meeting at 6:38 pm and returned 6:43 pm.
6. Approval of Board Policies and Objectives	***6.1 Policy 420 – Tuition and Fees – First Reading and Waiver of Second Reading (p. 1-3)*** **It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of the Policy as presented. Discussion: None. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried. ***6.2 Policy 422 – Transcripts and Fees – First Reading and Waiver of Second Reading (p. 4-5)*** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of the Policy as presented. Discussion: None. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.

	6.3 Policy 443 – Medical and Catastrophic Incident Withdrawal – First Reading and Waiver of Second Reading (p. 6-7) **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of the Policy as presented. Discussion: None. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.
7. Approval of Financials	***7.1 Resolution Approving Reimbursement of Business-Related Travel Expenses (p. 9)*** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of this Resolution as presented. Discussion: None. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried. ***7.2 Resolution Approving and Ratifying Bills, Authorizing Budget Transfers & Accepting Monthly Financial Report (p. 10-20)*** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of this Resolution as presented. Discussion: Question on the transfer of $156K from various department accounts to pay for increased water usage charges (Jul-Sept 2021). Response: This budget transfer did not impact positions, it is a reallocation of resource, after the fiscal year was complete. The College is managing a disputed water bill from Lake County Public Works, and reallocating expended funds to cover the bill if the dispute does not end in the College's favor. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Stanton, Tomei, Virgilio Nays: Songer The vote being (5) Ayes and (1) Nays, the motion carried. Trustee Songer qualified her vote, stating she would like to see funding go to staff.
8. Approval of Purchasing	***8.1 Biddable Items*** *Products* • Monument Signage for Lakeshore and Southlake Campuses (North Shore Sign Company) (p. 21)

- Furniture for Lakeshore Camus Student Center (Krueger International, Inc) (p. 22)
- Furniture for Lakeshore Campus Student Center (Midwest Office Interiors, Inc.) (p. 23)

Services

- Automotive Technology Lab Floor Restoration (CCI Flooring, Inc.) (p. 24)

It was moved by Student Trustee Blaine and seconded by Trustee Newsome for approval of all Biddable items as presented.

Discussion: None

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye
Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio
Nays: None
The vote being (6) Ayes and (0) Nays, the motion carried.

8.2 Non-Biddable Items

Products

- Lease, Delivery and Installment of Copier Machines (Konica Minolta Business Solutions U.S.A., Inc.) (p. 25)
- 2023 Ford Transit Cargo Van (National Auto Fleet Group LLC) (p. 26)

Services

- Advanced Technology Center Construction Manager at Risk Services (Power Construction Company, LLC) (p. 27)
- Law Enforcement Agencies Data System (Illinois Department of Innovation Technology) (p. 28)
- Internal Network Cybersecurity Assessment (CDW Government LLC) (p. 29)
- Process Development Risk Strategy (CDW Government LLC) (p. 30)
- Website and Student Portal Support (Hawksearch by Bridgeline) (p. 31)
- Workflow Tool to Enhance Student Portal Experience (Nintex USA, Inc.) (p. 32)
- SiteFinity Software Renewal (Progress Software Corporation) (p. 33)
- Support for College Student Portal and Public Website (MarksNelson LLC) (p. 34)
- Executive Search Consulting (Pauly Group, Inc.) (p. 35)
- Financial Aid Consulting (Blue Icon Advisors LLC) (p. 36)
- Judicial Services (Various Vendors) (p. 37)
- Scheduling Software Maintenance (CollegeNET, Inc.) (p. 38)
- WPDI Training and Coaching Services (Various Vendors) (p. 39-40)
- Project Management Services (Cotter Consulting, Inc.) (p. 41)

Note before motion: Due to a conflict of interest, Trustee Songer requested two items related to CDW be voted on separately (that is, Internal Network Cybersecurity Assessment [CDW Government LLC] [p. 29]) and Process Development Risk Strategy [CDW Government LLC] [p. 30]).

	As a result, 8.2. Non-Biddable items were taken in two motions: 1. Non-Biddable items on pp. 25-28, pp. 31-38 and p. 41 (see list corresponding with page numbers above) 2. Non-Biddable items on pp. 29-30 (see list corresponding with page numbers above) **It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of all Non-Biddable Items as presented on pp. 25-28, pp. 31-38 and p. 41. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Tomei, Virgilio Nays: None Abstain: Stanton The vote being (5) Ayes, (0) Nays and (1) Abstain, the motion carried. **It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of all Non-Biddable Items as presented on pp. 29-30. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Stanton, Tomei, Virgilio Nays: None Abstain: Songer The vote being (5) Ayes, (0) Nays and (1) Abstain, the motion carried.
9. Approval of Contracts and Grants	None.
10. Approval of Programs	**10.1 Resolution Endorsing Lake County Partner's 2022 CEDS (p. 43-44)** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of acceptance of the Resolution as presented. Discussion: None. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.
11. Approval of Human Resources Recommendations	***11.1 Resignations and Retirements (p. 45-46)*** **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval of Resignations and Retirements. Discussion: Centered on the need for further discussion on resignation data to strategize on employee retention and success. This will occur in November.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye
Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio
Nays: None
The vote being (6) Ayes and (0) Nays, the motion carried.

Trustee Tomei stepped away from the meeting at 7:03 pm.

11.2 Personnel and Position Changes (p. 47-49)
It was moved by Student Trustee Blaine and seconded by Trustee Newsome for approval of Resignations and Retirements.

Discussion: None

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye
Ayes: Howland, Newsome, Songer, Stanton, Virgilio
Nays: None
The vote being (5) Ayes and (0) Nays, the motion carried.

11.3 Full-Time Employment
- *Faculty Hire (p. 50-51)*
- *Probationary Period Completion (p. 52-55)*
- *Administrative Hire (p. 56)*

It was moved by Student Trustee Blaine and seconded by Trustee Newsome for approval of Full-Time Employment as presented.

Discussion: None.

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye
Ayes: Howland, Newsome, Songer, Stanton, Virgilio
Nays: None
The vote being (5) Ayes and (0) Nays, the motion carried.

11.4 Promotions and Transfers (p. 57-58)
It was moved by Student Trustee Blaine and seconded by Trustee Newsome for approval of Promotions and Transfers as presented.

Discussion: None

Upon roll call, the vote was as follows:
Student Advisory Vote: Aye
Ayes: Howland, Newsome, Songer, Stanton, Virgilio
Nays: None

	The vote being (5) Ayes and (0) Nays, the motion carried. Trustee Tomei returned to the meeting at 7:06 pm
12. Closed Meeting	Chair Howland asked for a motion to go into Closed Meeting under the Illinois Compiled Statues 5ILCS 120 Sections 2 (c) (2) and 2 (c) (11) of Open Meetings Act. **It was moved** by Student Trustee Blaine and seconded by Trustee Newsome for approval to move into Closed Session. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Stanton, Tomei, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried. Trustee Stanton left the meeting at 7:06 pm. A brief recess was taken before the Closed Meeting began.
13. Other Matters for Information, Discussion, or Action	None.
14. Adjournment	Chair Howland called for adjournment. **It was moved** by Student Trustee Blaine, seconded by Trustee Newsome, that the meeting be adjourned. Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Songer, Tomei, Virgilio, Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.

_____
Amanda D. Howland, Chair

_____
Torrie Newsome, Secretary