

<p><i>1. Board Convenes the Regular Meeting</i></p>	<p><b>1.1 Call to Order and Roll Call</b>  Board Chair Amanda Howland called the meeting to order at 5:03 pm.</p> <p>Trustees Present at roll call: Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio</p> <p>Trustees not present at roll call: Mr. Stanton, Mr. Tomei, Student Trustee Tuz</p> <p>Others Present: Dr. Suddick, President; Mr. Appleton, Vice President of Business Services and Finance; Ms. Fay, Chief Human Resources Officer; Dr. Harden, Vice President of Strategy Planning and Support; Ms. Hlavin, Vice President of Student Development; Dr. Jones, Vice President of Education; Mr. Kozak, Chief Information Officer; Dr. O’Brien, Vice President of Community and Workforce Development; Ms. Laba, Executive Assistant to the President &amp; 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.</p> <p>Trustee Tomei arrived at 5:04 pm</p> <p><b>1.1 Board Chair Comments</b>  Chair Howland welcomed everyone who joined the meeting in person or via livestream and made the following agenda announcements:</p> <ul style="list-style-type: none"> <li>• She received a request from Trustee Tomei to add an alternative draft version of Policy 132 for discussion. This item will be discussed under Section VI Presentment of Board Policies and Objectives.</li> <li>• A Closed meeting was requested under the Illinois Compiled Statues 5 ILCS 120 for the following reasons: 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 or their representatives...”</li> </ul>
<p><i>2. Approval of the Agenda</i></p>	<p><b>2. Approval of the Agenda</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Virgilio for approval of the agenda as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer  Nays: None  The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p><i>3. Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Howland announced the public comment portion of the meeting. Requests to address the Board were accepted via email to the president’s office by 3 pm.</p>

	<p>The President’s office received no requests to address the Board. Chair Howland asked if any other individuals wished to address the Board. Hearing none Chair Howland moved to section 4.</p>
<p><b>4. Reports</b></p> <p><u>Acronyms:</u></p> <p>ACCT – Association of Community College Trustees</p> <p>CAPS – Counseling and Psychological Services</p> <p>DEI – Diversity, Equity and Inclusion</p> <p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p><b>A. Chair’s Report</b></p> <p>Chair Howland offered condolences to the family of JoHaan Cotton Wilson with her recent passing. JoHaan was a highly respected colleague who passionately served the Lakeshore campus community in her 30-year career as an Academic Coach and Events Coordinator.</p> <p><b><u>Board Activities</u></b></p> <p>December:</p> <p>Trustees Howland, Newsome, Shroka, Stanton, Tomei, Virgilio and Student Trustee Tuz attended the College’s first Mid-Year Commencement.</p> <p>January:</p> <p>Trustee Shroka attended the All College Kick-off for Spring 2023. Trustees Stanton and Newsome attended the North Shore Ministerial Alliance Martin Luther King, Jr., celebration on January 15, as well as the Waukegan Township Annual Dreams MLK celebration over the MLK holiday weekend, January 15-16.</p> <p><b><u>Board Liaison Updates</u></b></p> <p><u>Trustee Songer reported the following regarding the University Center of Lake County (UCLC):</u></p> <ul style="list-style-type: none"> <li>• Bill Devore and Jackie Tompkins were recognized for their service and retirement from the University Center Board</li> <li>• Launched a new website, <a href="http://www.ucenter.org">www.ucenter.org</a>. The UC is working to improve marketing efforts and increase profile on social media.</li> <li>• Classrooms and multipurpose rooms were renovated</li> <li>• An Art and Wine event on April 21, will be held to raise money for scholarships for UCLC students</li> <li>• A positive audit report was given by outside auditors and approved by the board.</li> <li>• New programs approved: Oak Point University – Imaging Technology Program, BS; Southern Illinois University of Edwardsville – instructional Technology with Specialization in Educational Technologies, MS</li> <li>• Mr. Fuentes and Ms. Gaytan Morales attended the Illinois Black Caucus Legislative Listening tour.</li> <li>• Launching a FAFSA completion workshop program, to be held each month</li> <li>• The Student Services team presented to Latino Coalition Membership about the newest program and members.</li> </ul> <p><u>CLC Foundation:</u></p> <p>No report this month</p> <p><u>ICCTA:</u></p> <p>No report this month</p>

<p><b>B. Student Trustee Report</b> There is no report this month</p> <p><b>C. President's Report</b> Dr. Suddick opening remarks touched on the successful launch of the spring semester; The celebration wall that was created to recognize colleagues and encourage students. Dr. Suddick introduced Dr. Kristen Jones, as the new Vice President of Education. Dr. Jones gave a small introduction to herself and her path in higher education.</p> <p><b>Spring 2023 Enrollment</b> Flat to slightly increased over Spring 2020, 2021 and 2022 Total credits Point-In-Time (PIT) comparisons</p> <ul style="list-style-type: none"><li>• SP2020 was first enrollment increase in 5 years and pre-pandemic</li><li>• 1.4% increase over SP 2022</li><li>• 1.9% increase over SP 2021</li></ul> <p>College-level credits only (PIT)</p> <ul style="list-style-type: none"><li>• 1.7% increase over SP2022 and SP2021</li></ul> <p>Planning underway for the development of a retention strategy for FY2024.</p> <p>Urban Farm: Application to the zoning and planning commission for the City of Waukegan has been submitted. Seeking approval of variances for a single-story building and a set-back to allow for the capacity for café seating. It is anticipated that the presentation to the commission will occur in March. Pending the outcome, it may proceed to the City Council.</p> <p><b>Employee Visioning Sessions (EVS) – presented by Dr. Harden</b> Dr. Harden spoke about his experiences working with JoHaan Cotton Wilson and offered his condolences.</p> <p>Dr. Harden provided the following update regarding the ongoing Employee Visioning Sessions: The visioning sessions are a collaboration between Institutional Research and Human Resources. Trained Faculty and Staff serve as facilitators for these sessions.</p> <p>Visioning Sessions are being used to gather unit-focused insights in follow-up to the Great Colleges to Work For survey and are focusing on specific themes from the survey data. Standard questions are being used during the EVS and include:</p> <ul style="list-style-type: none"><li>• What stood out to employees from the survey results?</li><li>• What would be the ideal state as it relates to communication, collaboration, confidence in senior leadership?</li><li>• What are some individual, department, and/or unit-specific solutions to achieve the ideal?</li></ul> <p>EVS sessions are unit-focused and are held in in-person and online modalities; across all campuses; lasting 60 – 90 minutes.</p>
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There are 45 sessions scheduled through February and Dr. Harden shared the number of participants across four units that have participated.

Next Steps planned after the current Discover phase of the work include thematic analysis of the dialogue and the sharing of information back to the units for the design phase of the process. Immediate actions may be implemented in SP2023 and goals will flow into SP2024 planning.

**Dual Credit – presented by Dr. Ali O’Brien and Dr. Stashkiw**

Dr. O’Brien shared some over-arching comments about the presentation and acknowledged the significant internal work that goes into running the dual credit program. Dr. O’Brien celebrated that the College has again achieved record dual credit enrollment then introduced Dr. Sarah Stashkiw.

Dr. Stashkiw provided an overview of Dual Credit. Dual Credit is achieved through agreements with individual high schools offering high school students the opportunity to take free CLC courses where they earn both CLC credit and high school credit. Dual credit creates equity in access to college and increased chances of successful completion of a degree.

In FY2022, CLC had 2,226 students enrolled in dual credit, 10,147 credits, saving \$1,491,609 dollars in tuition for students and families. 33% of HS dual credit graduates came to CLC.

A short video was shared of students and their parents speaking about how they benefited from the dual credit program.

**Power of Partnerships**

Dr. Stashkiw introduced Zach Gimm Principal of Lake Zurich High School who shared their story about increasing access and enrollment in dual credit. Just 6-years ago there was no dual credit program at Lake Zurich High School. Expanding intentional offerings at the high school. Developed CTE capstones – dual credit (CAD/HCM), pathways and career pathway endorsements, Annual board of education presentation, current challenge: instructor qualifications.

**Looking to the Future:**

Current Strategies: Align transfer courses to the General Education Core Curriculum, Align CTE courses to entry level certificates. Monitor and advocate for changes to Instructor qualifications to increase access to dual credit.

Discussion: Questions from the trustees included – Lake Zurich had eleven disciplines - how many disciplines are offered? Response: Currently there are 41 disciplines, a combination of career and technical education and transfer field. With the career and technical education, how do they get a hold of specialized equipment? Response: Many of the dual credit courses are offered at the Tech Campus, where they are equipped for those courses. Trustees also inquired on how does dual credit impact high school curriculum and how is it made accessible

to students with special needs? Response: Depends on the high school, some high schools have courses that are similar, with minor adjustments to the curriculum, they can be offered as dual credit. Other high schools create new classes or make significant changes to a class in order to offer it as dual credit. Are the faculty that teach the dual credit classes housed at the high school and how many are there. Response: There are 7 faculty members at Lake Zurich High School that teach dual credit classes. Can students take dual credit as Freshman? Response: state legislation states dual credit is reserved for Junior and Senior year.

Trustee Stanton arrived at 5:44 PM

**Flexible Work Implementation Update-presented by Katie Sweeney, Human Resources**

Leader Training Overview

In December and January, the taskforce delivered training sessions to leaders. There were 106 leaders came through the program, and worked through sessions on both policy, procedures and forms. Including case study work and other activities to put the leaders in a simulated situation. The program touched on the 13 Behaviors of Trust, to teach Leaders how to identify a focal point of trust with their team and building a cohesive team culture.

Next steps:

On January 31<sup>st</sup> an Asynchronous program will be available to Leaders, accessible on Canvas. It is will be titled Part 2 and cover four areas: Time and Labor in Flex Environment 101, Safe Flex Work Environment 101, Cybersecurity in a Flex Work Environment and Best Practices. Once a Leader completes this program they can begin to apply the Flex Work program to their team.

Employee Training Overview

There were 120 employees that completed the training. There is also an Asynchronous program for employees that mirrors the same topics as the Leaders program.

Both the Leader and Employee training programs are available in Canvas, for those that were not able to attend the in-person training.

Discussion: Trustees inquired how are the employees and leaders responding? Response: Employees are excited about this implementation, yet there are still some areas of confusion regarding how different roles fit within each of the flexible arrangement areas. Supervisors are concerned about making the decisions and navigating the decision-making process. A decision matrix has been provided to help them work through their decision. How is this affecting our cybersecurity? Response: In order to participate in the flex arrangement employees must have CLC technology. What about in terms of cost? Response: Dr. Suddick noted that under new business there is an action item on the remaining technology that we would need to support employee’s participation in remote work. The question was asked if there have been any projections on impact this will have on slowing employee turnover? Response: There is not clear evidence as to what impact this will have. Employees leave for different reasons.

	<p>In closing, Dr. Suddick extended her condolences to the Cotton Family.</p>
<p><i>5. Consent Agenda</i></p>	<p>Chair Howland asked for trustee requests to remove items from the consent agenda. Hearing none, Chair Howland asked for questions on any items under Section V. Hearing none, Chair Howland asked for a motion to approve the consent agenda (all items listed under Section V). <b>It was moved</b> by Trustee Newsome and seconded by Trustee Shroka for approval of all items listed under Section V consent agenda.</p> <p>Discussion: None</p> <p>Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer, Stanton  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>6. Presentment of Board Policies and Objectives</i></p>	<p>Chair Howland engaged trustees in discussion on the proposed policy presented by Trustee Tomei.</p> <p>Discussion:  Trustee Tomei: Critiqued policy 132: Point 1 - issue idea of the College admission could be transient over the course of time; the policy implies adherence to DEI principles that trustees now and possibly in the future take issue. Point 2 - Positive relations is achieved organically not by fiat, timeliness of communications, questions and request for information the administration should be prepared to explain its position and response to any inquiries. With any information or documentation requested by trustees in open meetings, there is always follow up and no one take issue with that. Point 3 is a redundant point. Point 4 - Limits the board's ability to criticize decisions to community members. It limits public engagement on critical issues. Point 5 - Ethical practice is subjective to the group in power, the majority. It is redundant as it reiterates fiduciary obligation which is spelled out in the ICCTA policy. Point 6 – we have a duty to prepare for meetings. Submitting questions ahead of meetings seems to be a work around to the open meetings act. Points 7 and 8 are redundant points. Point 9 – is a redundant point, beyond statutory requirements any additional professional development is up to the individual. Point 10 – Endeavors will become a mandatory expectation and can be used to characterize trustee engagement as derisive, contemptuous and subject to ridicule and scorn by the people that the board is asked to govern.</p> <p>Trustee Tomei reiterated and read Illinois Open Meetings Act 5 ILCS 120/1. The proposed policy is not in violation of the Open Meetings Act, but feels it is a work around.</p> <p>Trustee Songer: Favors Trustee Tomei's policy, over the other one primarily because she takes issue with 4-person majority, potentially making policy that is not in line with what has been decided at the State level. Feels the College should follow State statute.</p> <p>Trustee Stanton: Overall the board does not need policy revisions that are redundant or are already in the Open Meetings Act. Favors the version brought forth by Trustee Tomei.</p>

	<p>Trustee Virgilio: When approached by the public, asking about certain policy or action by the College, we are not in the position to speak on behalf of any issues the College is dealing with. As a board we give guidance to Administration. Feels the original proposed policy is well written and based on other organizations that already have this practice.</p> <p>Dr. Suddick: Emphasized that the president’s role is to enact policies of the full board and affirmed that she will uphold the board’s decision on. policy 132. Dr. Suddick offered that as President, in order to conduct the delegated duties to the President by board policy, there needs to be actions and behaviors from the board consistent with the policy, such as transparent communication or alignment amongst trustees. She inquired about the policy brought forth by Trustee Tomei that did not include agreed upon guidelines for the President and the relationship between the president and trustees. Without the guidelines for Trustees to follow common protocol, common alignment to the existing policy, how does this support the President’s ability to enact the duties as assigned by the board?</p> <p>Trustee Tomei: would say what we have in the proposal in the board book, is redundant because its cross references other policies. Setting forth a specific protocol, and how the board comports itself in communication, developing report is organic.</p>
<p>7. <i>New Business</i></p>	<p><b>A. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for Fiscal Year 2023 Project Priorities</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Tomei for approval of this Resolution as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer, Stanton  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>B. Brae Loch Culinary, A-Wing Culinary and Conference Center Contingency (Boller Construction Company, Inc.)</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Tomei for approval of this Resolution as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer, Stanton  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>

	<p><b>C. Policy 132 – Board Governing Principles</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Shroka for approval of this Resolution as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Virgilio, Howland, Newsome, Shroka  Nays: Tomei, Songer, Stanton  The vote being (4) Ayes and (3) Nays, the motion carried.</p>
<p><i>12. Executive Session (Closed Meeting)</i></p>	<p>Chair Howland asked for a motion to go into Closed Session under the Illinois Compiled Statutes 5ILCS 120 Sections 2 (c) (1), and 2 (c) (2) of Open Meetings Act.  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Shroka for approval to move into Closed Session.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer, Stanton  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>A brief recess was taken before the Closed Meeting began.</p>
<p><i>9. Other Matters for Information, Discussion, or Action</i></p>	<p>Trustee Songer requested information regarding the payment of dues withholding to labor organizations within 10 working days from the time withholding be included in financial reports. Requesting information for two reasons: the public community college act delegates this as responsibility of the board and public comment was made that this was not happening in a timely manner. She would like to add to agenda for discussion or if reasonable for it to just be done that a line item stating payment was met to be included in the financial report.</p> <p>Administration indicated it would explore a way to provide the information requested.</p>
<p><i>10. Adjournment</i></p>	<p>Chair Howland called for adjournment.  <b>It was moved</b> by Trustee Newsome seconded by Trustee Tomei that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Tomei, Virgilio, Howland, Newsome, Shroka, Songer, Stanton  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>



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Amanda D. Howland, Chair

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Torrie Newsome, Secretary