

<p>1. <i>Call to Order and Roll Call</i></p>	<p>Board Chair Shroka called the meeting to order at 5:01 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio, Student Trustee Blaine</p> <p>Others Present: Dr. Suddick, President; Mr. Appleton, Vice President of Business Services and Finance; Ms. Fay, Chief Human Resources Officer; Ms. Hlavin, Vice President of Student Development; Mr. Kozak, Chief Information Officer; Ms. Laba, Executive Assistant to the President &amp; Recording Secretary; Carol Dikelsky, Assistant Chief of Staff; Mr. Noll, Legal Counsel, Robbins-Schwartz; and other staff and guests.</p>
<p>2. <i>Approval of the Agenda</i></p>	<p>Chair Shroka 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>• No closed meeting was requested for this meeting.</li> <li>• An additional item to be added under Section 4C, President’s Report, related to the LancerNext Project Implementation.</li> </ul> <p><b><u>It was moved</u></b> by Trustee Howland and seconded by Trustee Griffin for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato  Nays:  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>A. Public Hearing on Fiscal Year 2024 Budget</b></p> <p>Chair Shroka opened the public hearing portion of the meeting for Fiscal Year 2024 Budget. There were no comments or questions from the audience. Chair Shroka declared the public hearing closed. Chair Shroka invited Dr. Suddick to provide an update on FY2024 Budget since the proposal in May.</p> <p>Dr. Suddick gave a brief update:  The College is bringing forward a balanced budget. A modification (outlined in a handout provided to trustees) is required due to a change in state policy regarding required college contributions for the College Insurance Program (CIP). The required contribution by the College of Lake County will increase expenditures by approximately \$175,000. In addition, the College’s State funding allocation will be increased. The State budget was approved at 7%; CLC budgeted that State revenue at 3%. Therefore, the State funding increase will be used to accommodate the \$175,000 CIP expense.</p> <p>The FY2024 budget is a 4.5% increase over FY2023, with 3.9% increase on personnel expenditure and 6.5% on non-personnel expenditures; primarily related to the impact of inflation. There was a modest but minimal increase in health insurance costs, the reserve has been maintained and the College’s debt service remains level. FY2024 budget proposal is \$122.9 million plus \$175,000. FY2024 Budget includes a planned surplus allocation plan of \$8 million.</p>

<p>3. <i>Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Shroka 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 0 requests. No other individuals present wished to address the Board.</p>
<p>4. <i>Reports</i></p> <p><u>Acronyms:</u></p> <p><i>ACCT – Association of Community College Trustees</i></p> <p><i>DEI – Diversity, Equity and Inclusion</i></p> <p><i>ICCTA – Illinois Community College Trustees Association</i></p> <p><i>SGA – Student Government Association</i></p>	<p><b>A. Chair’s Report</b></p> <p><b><u>Board Activities in May</u></b></p> <p>Chair Shroka invited trustees to briefly comment on events they attended since the last meeting. Trustees shared information from the ICCTA Annual meeting and acknowledged the award nominees and winners.</p> <p><b><u>Board Liaison Updates</u></b></p> <p><u>University Center</u></p> <p>Update will be given at the August Meeting</p> <p><u>CLC Foundation:</u></p> <ul style="list-style-type: none"> <li>• New officers will take office July 1 at the leadership retreat.</li> <li>• The CLC Foundation Scholarship Golf Classic is scheduled September 18, at Stonewall Orchard Golf Club. Sponsorships are coming in.</li> </ul> <p><u>ICCTA:</u></p> <ul style="list-style-type: none"> <li>• New ICCTA President is Maureen Broderick, President and Bishop Wayne Dunning is Vice President.</li> <li>• New committee leaders and committees will be established.</li> </ul> <p><u>Student Spotlight – SkillsUSA National Competition</u></p> <p>Chair Shroka acknowledged the CLC students who competed in the SkillsUSA National Leadership and Skills Conference in Atlanta, especially congratulating the CLC team that came in first place in entrepreneurship. Chair Shroka thanked the students, faculty and staff for representing CLC so well. The students described their team’s winning entry and shared comments about their experience.</p> <p><b>B. Student Trustee Report</b></p> <ul style="list-style-type: none"> <li>• Highlighted the return of “Travels with Lance” project that showcases the many opportunities that students, faculty and staff have during the year to travel, learn and represent CLC.</li> <li>• Offered comments about the ICCTA Annual Convention and CLC’s New Trustee Orientation. Noted that his ChatGPT presentation has had a broad reach and received positive comments.</li> <li>• Called attention to the student programming that he, working with the Division of Student Activities and Inclusion as well as the Educational Affairs unit, hopes to implement this year at CLC.</li> </ul> <p><b>C. President’s Report</b></p> <p>Dr. Suddick gave an update on summer enrollment:</p>

- College level credit hours delivered up by 4.6%
- Overall credit hours up 9.5%
- CLC delivered 34,359 total credits (up 10.3%) on the date of the census
- 49% online
- 28% in-person
- 13% online/live (hybrid classes)
- 8% blended
- Lakeshore campus college level credits up 58.2%
- Grayslake Campus college level credits up 14.4%
- Southlake Campus college level credits down 5.3%, but still a healthy delivery of 794 credit hours
- Advanced Technology Center delivered 890 credits to 138 students

**FY2023 Annual Pre-Audit Presentation**

RSM Team: John George, Katie Rodriguez and Kelly Kirkman

RSM is an independent auditing company. The RSM team reviewed the overall audit strategy.

Audit services includes auditing financial statements of the business-type activities and reporting on whether certain supplementary information has been stated fairly. The audit of the College as of June 30, 2023 satisfies the requirements imposed by the single Audit Act. An audit and examination over the grants received from the Illinois Community College Board (ICCB), the Schedules of Enrollment Data.

Target timeline:

- Preliminary audit fieldwork: Weeks of June 19 and June 26, 2023.
- Final fieldwork: Begins week of August 7
- Presentation to the Board: October/November
- Final report issuance: After Board approval

**LancerNext Project Implementation**

Greg Kozak, CIO, provided an overview of the LancerNext Project since inception in February 2020.

WHAT –

An Enterprise Resource Planning (ERP) product – includes the administration of student systems, finance system, and human resources systems. This ERP project is transformative and is designed to change and improve the way processes work throughout the College. Begins with people, moves to process transformation and only then is the selection of a technology or tool appropriate.

WHY –

- Better Student Experience
- Better Employee Experience
- Culture of Inquiry and Evidence – to examine data related to business-, student- and educational-based decisions
- A change in ERP is necessary due to PeopleSoft product neglect and the scheduled end of life of the system

Project Oversight-  
Executive Sponsors – College Leadership Team members meet every Wednesday.  
Project Core Team – individuals from across CLC ensure that specific functional needs of the users are being met.  
Evaluation Team – individuals ensure deep subject matter needs are met.

WHEN –

- February 2020: Presentation to Board of Trustees
- June 2020: Allotted \$3M for initial costs
- Summer 2021: RFP for expert ERP consulting assistance
- December 2021: Board approval of SharperPoint
  - Significant preparation period with review of needs, systems, process and envisioning of improvements to CLC services and outcomes with annual updates to Board
  - Followed advice to clearly and cleanly separate the selection of an ERP vendor from the selection of ERP implementation Partners
- March 2023: Board approval of and execution of contract for Workday
- April – June 2023: Workday Implementor RFP creation, release, evaluation, and selection
- January 2025: HR/Finance implementation goal
- October 2026: Student implementation goal

Discussion: Trustees shared concerns regarding vendor relationships noting concerns they hear about project implementations at other universities and colleges. Some questions were specific to Workday. Information was shared regarding CLC’s timing of implementation in relation to beta software and testing as compared to when other colleges implemented and current software maturation. Early implementation colleges, those who purchased the beta software with the hopes that the production version would meet their needs, are generally those encountering problems. CLC is purchasing the production version but will enable a long period of testing with CLC data in the system to work out any issues that may have been overlooked or adjust processes that CLC may have customized. The January 2025 implementation at CLC will be a fully tested product.

Financial strategy for funding the entire project includes operational and surplus funding. Early funding resources (\$3M) were established in the FY2021 budget. The FY2024 Budget provides the next phase of resource (\$4M) to support the project and will carry the project into FY2025. The financing strategy smooths the impact on operational resources by leveraging surplus.

Workday Software Risk Mitigation  
Financial Aid: The new system will be a significant improvement over CLC’s current financial aid functionality, shifting from 8 hours of effort to perform Financial Aid each week to the use of a fully automated Financial Aid calculator.  
Due Diligence: 40 CLC employees from every Unit in the College participated in 46 hours of demonstrations, conducted significant conversations about Workday with a wide variety of community college representatives and industry analysts. In March 2023, the Board approved the 10-year Workday contract and the College is executing this contract.

Workday Implementation Partner Risk Mitigation –19 individuals from every Unit in the College participated in the selection process – the group made a unanimous decision to select

	<p>Alchemy. CLC followed up with 6 references for Alchemy, all had completed implementations and offered positive feedback.</p> <p>Discussion: Dialogue regarding the cost of implementing a new system in relation to other project commitments. It was clarified that the capital projects outlined in the Resource Allocation Management Program (RAMP) document are not current projects, nor are resources being requested. The RAMP document is a required compliance document that is submitted to ICCB in June each year. The submission of the document does not obligate resources, nor require the projects to occur, but provides the opportunity for the college to receive state resources. Confirmation was given that there were other companies that bid along with Alchemy.</p>
<p>5. <i>Consent Agenda</i></p>	<p>Chair Shroka inquired whether there were any requests to remove or discuss items from Section 5.</p> <p>Trustee Songer requested to pull out 5.B and 5.C to provide separate votes for each group. Student Trustee Blaine requested to pull 5.C.11 out for a separate vote. Chair Shroka asked for a motion to approve all items in the Consent Agenda except 5.B, 5.C. and 5.C.11. <b><u>It was moved</u></b> by Trustee Howland and seconded by Student Trustee Blaine to approve the Consent Agenda except 5.B, 5.C., and 5.C.11.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Attorney Knoll asked for a motion to approve all items under Consent Agenda item 5.B. <b><u>It was moved</u></b> by Trustee Howland and seconded by Trustee Griffin to approve all items under Consent Agenda item 5.B.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato          Nays: Songer          The vote being (6) Ayes and (1) Nays, the motion carried.</p> <p>Chair Shroka asked for a motion to approve all items under Consent Agenda item 5.C with the exception of 5.C.11. <b><u>It was moved</u></b> by Trustee Howland and seconded by Trustee Griffin to approve all items under the Consent Agenda except 5.C.11.</p> <p>Discussion: None</p>

	<p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  Nays: Songer  The vote being (6) Ayes and (1) Nays, the motion carried.</p> <p>Chair Shroka asked for a motion to approve item 5.C.11 from the Consent Agenda.  <b>It was moved</b> by Trustee Howland and seconded by Trustee Virgilio to approve item 5.C.11 from the Consent Agenda.</p> <p>Discussion: Inquiry about the exclusive agreement with Pepsi and a concern was shared that students might prefer more options than a single vendor.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Nay  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  Nays: Songer  The vote being (6) Ayes and (1) Nays, the motion carried.</p>
<p>6. Presentment of Board Policies and Objectives</p>	<p>None this month.</p>
<p>7. New Business</p>	<p><b>A. Personnel and Position Changes – Reorganizations; and</b>  <b>B. Personnel and Position Changes</b>  <b>It was moved</b> by Trustee Griffin and seconded by Student Trustee Blaine for approval of items A and B as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>C. Contract: Vice President of Strategic Advancement/Chief of Staff</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Blaine for approval of the contract as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>

**D. Contract: Vice President of Community and Workforce Partnerships**

**It was moved** by Trustee Newsome and seconded by Trustee Howland for approval of the contract as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

**E. Resolution Adopting Fiscal Year 2024 Budget**

**It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of the resolution as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato

Nays: Songer

The vote being (6) Ayes and (1) Nays, the motion carried.

**F. Resolution Authorizing Transfer of Funds to the Operations and Maintenance Fund (Restricted) for Fiscal Year 2024 Project Priorities**

**It was moved** by Trustee Howland and seconded by Student Trustee Blaine for approval of the resolution as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato

Nays: Songer

The vote being (6) Ayes and (1) Nays, the motion carried.

**G. Enterprise Resource Planning (ERP) Implementation Partner (Incline Alchemy, Inc.)**

**It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of item as presented.

Discussion: Comment made that this represents \$9M in addition to what was presented earlier in the evening as part of the FY2024 budget proposal. Response: A confirmation was provided that the \$9M is included in the FY2024 budget plan and not an additional item.

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Nays: Songer  
The vote being (6) Ayes and (1) Nays, the motion carried.

**H. EAB Navigate Technology Platform (EAB Global, Inc.)**  
**It was moved** by Trustee Griffin and seconded by Student Trustee Blaine for approval of item as presented.

Discussion: Clarification sought to confirm if this item is new or a renewal. Response: Confirmation that it is a renewal

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Abstain: Songer  
Nays: None  
The vote being (6) Ayes, (1) Abstain and (0) Nays, the motion carried.

**I. IT Software, Licensing, Maintenance and Subscription Agreement (Various Vendors);  
J. Library Database Fees, Research Materials and Hosting Fees (Various Vendors); and  
K. Course Materials and Digital Content (Various Vendors)**  
**It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of items I, J and K as presented.

Discussion: None

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Abstain: Songer  
Nays: None  
The vote being (6) Ayes, (1) Abstain and (0) Nays, the motion carried.

**L. Annual Postage (United States Postal Service)**  
**It was moved** by Trustee Howland and seconded by Student Trustee Blaine for approval of item as presented.

Discussion: None

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Abstain: Songer  
Nays: None  
The vote being (6) Ayes, (1) Abstain and (0) Nays, the motion carried.



**M. Food Service Management (Aladdin Food Management Services, LLC)**  
**It was moved** by Trustee Howland and seconded by Trustee Newsome for approval of item as presented.

Discussion: Clarification about whether students were included in the process for choosing this vendor. Response: The current contract is a renewal of an existing contract. Before this contract expires, CLC will use the RFP process to get bids for a new vendor and student representatives will be engaged in the process.

Upon roll call, the vote was as follows:  
Student Advisory Vote: Nay  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Nays: Songer  
The vote being (6) Ayes and (1) Nays, the motion carried.

**N. Workforce & Professional Development Institute (WPDI) Independent Contractors (Various Vendors); and**  
**O. Judicial Services Contractors (Various Vendors)**  
**It was moved** by Trustee Griffin and seconded by Student Trustee Blaine for approval of items N and O as presented.

Discussion: None

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Nays: Songer  
The vote being (6) Ayes and (1) Nays, the motion carried.

**P. Project Management Services (Cotter Consulting, Inc.)**  
**Q. Main Entrance Upgrade (Maneval Construction Company Inc.)**  
**It was moved** by Trustee Howland and seconded by Student Trustee Blaine for approval of item as presented.

Discussion: Request for clarification on what projects Cotter is currently working on. Clarification was provided that under the contract Cotter is assigned specific projects and their work is coordinated through the Capital Projects/Facilities departments. A list of currently assigned projects will be provided to trustees.

Upon roll call, the vote was as follows:  
Student Advisory Vote: Aye  
Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato  
Nays: Songer  
The vote being (6) Ayes and (1) Nays, the motion carried.

**R. Urban Farm Center Architectural Services (Demonica Kemper Architects)**  
**It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of item as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato

Abstain: Songer

Nays: None

The vote being (6) Ayes (1) Abstain and (0) Nays, the motion carried.

**S. Resolution Authorizing the Submittal of the Fiscal Year 2025 Resource Allocation Management Plan (RAMP)**

**It was moved** by Trustee Newsome and seconded by Trustee Howland for approval of the resolution as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Virgilio, Barbato

Abstain: Songer

Nays: None

The vote being (6) Ayes (1) Abstain and (0) Nays, the motion carried.

**T. Appointment Legal Counsel and Authorization to Approve Legal Services Agreement**

**It was moved** by Trustee Newsome and seconded by Trustee Griffin for approval of the appointment as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

**U. Fiscal Year 2024 Priorities of the President**

**It was moved** by Trustee Newsome and seconded by Trustee Griffin for approval of item as presented.

Discussion: Expressions of support for the priorities and that these guide the work of the president.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato

Nays: None

The vote being (7) Ayes and (0) Nays, the motion carried.

	<p><b>V. 2023-2024 Annual Base Salary Increase: President</b>  <u>It was moved</u> by Trustee Newsome and seconded by Trustee Griffin for approval of item as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>8. Executive Session (Closed Meeting)</i></p>	<p>No closed session was requested for this meeting.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<p>Trustees were invited all to attend Wine, Women and Shoes event benefitting A Safe Place, on Friday, July 14 at the Marriott in Lincolnshire.</p> <p>Comments about the importance of trustees following Policy 132 Governing Principles in their interactions.</p> <p>The importance of providing public comment for employees, students and community members was recognized.</p>
<p><i>10. Adjournment</i></p>	<p>Chair Shroka called for adjournment.  <u>It was moved</u> by Trustee Griffin seconded by Student Trustee Blaine that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Griffin, Howland, Newsome, Shroka, Songer, Virgilio, Barbato          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>

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 Julie Shroka, Chair

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 Paul Virgilio, Secretary