

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 Grayslake Campus, Conference Center (A013), 19351 W. Washington, Grayslake, Illinois on September 26, 2023 at 5:00 pm

<p><b>1. Call to Order and Roll Call</b></p>	<p>Board Chair Shroka called the meeting to order at 5:00 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio and Student Trustee Blaine</p> <p>Others Present: Dr. Lori Suddick, President; Kevin Appleton, Vice President of Business Services and Finance; Sue Fay, Executive Chief Human Resources Officers; Dr. Derrick Harden, Vice President of Strategic Advancement; Karen Hlavin, Vice President of Student Development; Dr. Kristen Jones, Vice President of Educational Affairs; Dr. Ali O’Brien, Vice President of Community and Workforce Partnerships; Carol Dikelsky, Director of Communications and Development, Laura Laba, Executive Assistant to the President &amp; Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p><b>2. Approval of the Agenda</b></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>• Item 7.5 – Policy 913 – Sale of Computer Software and Services – Deletion: This item is being presented as a first reading and waiver of second reading.</li> <li>• There will be no closed meeting.</li> </ul> <p><b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><b>3. Receipt of Notices, Communications, Hearings, and Petitions</b></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. No requests were submitted to address the Board. Chair Shroka asked if any individuals present wished to address the Board; CLC employee Tony Porreca, Groundsperson, requested to speak.</p> <p>Mr. Porreca spoke about the employee visioning and input sessions he participated in, brought attention to the limited storage space for grounds equipment at the Advanced Technology Center (ATC) and limited resources for grounds and facilities teams in general across all campuses.</p>
<p><b>4. Reports</b></p> <p><u>Acronyms:</u></p> <p>ACCT – Association of Community College Trustees</p> <p>DEI – Diversity, Equity and Inclusion</p>	<p><b>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.</p> <ul style="list-style-type: none"> <li>• 2023 CLC Foundation Scholarship Golf Classic was a great success. Great opportunity to build relationships with community partners.</li> <li>• Trustees attended the September ICCTA Meetings; many important topics were discussed. Student Trustee Blaine was featured in the Illinois Community College Trustees Association (ICCTA) Board highlights newsletter. There is a big push to get</li> </ul>

<p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p>students involved. Trustees were encouraged to attend future ICCTA meetings. Trustee Newsome was appointed to the ICCTA Social Media Committee.</p> <p><b><u>Board Liaison Updates</u></b></p> <p><b><u>University Center of Lake County (UCLC)</u></b></p> <ul style="list-style-type: none"><li>• There are 63 classes scheduled this semester.</li><li>• New programs are being offered through University of Illinois Springfield, Southern Illinois University Carbondale and Oak Point University.</li><li>• Updates have been made to UCLC’s Policy Manual and Emergency Preparedness Manual.</li><li>• October Events (listed on website): Literacy Education Program Information Session, Fall Open House, Information Session with National Louis University.</li></ul> <p><b><u>CLC Foundation</u></b></p> <ul style="list-style-type: none"><li>• Golf Classic raised over \$135,000 gross revenue toward student scholarships.</li><li>• Support from 25 sponsors, with the top five: Demonica Kemper, R.J. Galla Company, Inc., Liam Connell of Lake Forest, Legat Architects and Robbins Schwartz.</li><li>• The Foundation is raising the gross revenue goal for next year to \$175,000. New format and locations will be explored to include up to 200 golfers.</li></ul> <p><b>Student Trustee Report</b></p> <ul style="list-style-type: none"><li>• Lancer Engage has 2,100 Lancers registered to use this new app. Currently there is a 36% engagement rate among CLC students, much higher compared to other colleges with typical engagement rate of 13% within the first month of using Lancer Engage.</li><li>• The Lake County Suicide Prevention Task Force’s suicide prevention 5K walk, hosted by CLC Counseling and Psychological Services (CAPS) team, with over 100 participants.</li><li>• The Latinx Heritage Month kickoff event and the welcome assemblies for various student affinity groups are underway.</li><li>• Was elected president of the CLC Black Student Union.</li></ul> <p><b>President’s Report</b></p> <p>Dr. Suddick provide the following updates:</p> <ul style="list-style-type: none"><li>• Chief Information Officer (CIO) search process is underway, with 4 finalists selected for on-site interviews. Invitations will be sent to trustees to join or view the candidate open forums.</li><li>• 2023 State of the College event will be held at the Eleanor Murkey Community Center at the Lakeshore Campus Student Center on October 4.</li><li>• The Automotive Show is returning after 5 years. It will be held on October 7 – 10 am-3 pm on Parking Lot 8.</li><li>• CLC is hosting meetings with the Racial Equity Leadership Academy (RELA) coaches on October 16 and 17. A dinner is being coordinated for Trustees and the RELA coaches.</li><li>• In November, CLC will host the American Association of Community Colleges (AACC) and the All Within My Hands (AWMH) Foundation Metallica Scholars Initiative Fall 2023 Gathering at the ATC. Attendees will be representing 42 community colleges.</li></ul>
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- On November 3: CLC will host two events: Illinois League for Nursing Fall Conference, and the Illinois Equity in Attainment (ILEA) Summit.
- Recently attended the Workday Board customer appreciation dinner. CLC was the only community college representative from Illinois in the room. Representatives from many industries in both corporate and education attended from organizations that have already successfully implemented Workday software.

**Digital Redesign: New Website and Student Portal**

Dr. Derrick Harden introduced members of the digital redesign team (Anne O’Connell, Edith Perez, Carmen Lowry) to present the update on the public website and the student portal. These projects are underway to create a user-friendly experience that supports student success.

- A key goal of the digital redesign was to create clear purposes for both the public website and the student portal. Previews of each digital transformation were shared with trustees.
- The refreshed public website is designed to meet the needs of new or future students and community members. The website will feature visually appealing, concise, reader-friendly information and will launch on November 27.
- The purpose of the new Student Portal is multi-faceted to help current students use key resources, successfully access onboarding guidance, understand milestones to complete at specific points during each semester to continue their path to completion of their credential, and know how and when to take part in campus activities. student portal was launched in August 2023 and has already received positive feedback from students.
- Post-launch initiatives include ongoing evaluation and adjustments, content building, and training for Employees.

**Unit-Focused Employee Engagement & Collaborative Culture Plans**

Dr. Suddick introduced the presentation, providing background about how the Great Colleges to Work For survey data (last administered Spring 2022) informed the FY2023 goal of facilitating 66 unit-focused visioning sessions with 436 participants that led to the FY2024 goal of as well as unit plans that are currently under development or underway.

During the FY2023 visioning sessions used the same three questions across every unit to build context to quantitative data through employee input. The input was synthesized into themes for each unit and the themes differed by unit. Each unit empowered and engaged employees in designing the unit-focused action plans with the goal of improved employee engagement and culture.

Discussion: Trustees asked questions to get clarification on the data presented and the differences in themes. Clarification was provided on the slide with a table comparing each unit’s three key areas of focus leading to the rationale for plans contextualized to each unit.

- Each member of the College Leadership Team presented the critical themes from their unit and the collaborative unit-based approach used to develop the plan of action and the status of the unit’s work, the goals and intended outcomes.

Discussion: A discussion regarding the importance of different ways to recognize employee contributions that are meaningful to each individual followed. Other points of discussion included the importance of employees having the tools they need to do their work, managing

	<p>an environment that may have vacancies that need to be covered, and how student fee revenue is connected to budget resources for key areas such as facilities and how surplus allocations for capital needs are determined.</p>
<p>5. <i>Consent Agenda</i></p>	<p>Chair Shroka inquired whether there were any discussion points related to items listed in Section 5 - Consent Agenda.</p> <p>Discussion points:</p> <p>Catering for Children’s Learning Center (5.3.1) – An inquiry regarding the quality of meals being provided by the vendor was made and a request to see a menu. It was noted that a sample menu was provided at each trustee’s place before the meeting.</p> <p>Employment Recruiting Advertising Services (5.3.2)– An inquiry regarding a lawsuit on this vendor and whether there was a resolution. Legal counsel shared that litigation was filed in August 2014 in the northern district of Georgia; the court dismissed it in September 2014 with an opportunity to refile, however, the lawsuit was never refiled.</p> <p>Architectural and Engineering Services (5.3.5) – A request for clarification on the number of bids received was made. It was confirmed that only two bids were received.</p> <p>P-Wing and C-Wing Lighting Retrofit (5.3.3) – Trustee Barbato requested a reconsideration of BA Solutions (a local, women-owned business) over the recommended vendor. A discussion followed regarding the current requirements of Policy 712 Procurement and Illinois Statutes associated with administration’s process for decision-making and recommendations to the Board. Current Policy and Law requires the College to use the lowest responsive and responsible bidder. The policy identifies selecting disadvantaged business enterprises as a priority, but the policy does not supersede the legal obligation to go with the lowest bidder. The policy directs that in the case of a tie, a Lake County business should be selected. An inquiry was made as to whether a company that is not selected can change their bid. Legal counsel clarified that a vendor cannot change a bid once it is accepted. A vendor can make a FOIA request for the bid documents that were submitted. This gives vendors the opportunity to learn what other companies are doing and consider making adjustments when they bid on future projects.</p> <p>Chair Shroka inquired if there were any items that trustees would like removed from the Consent Agenda.</p> <p>Student Trustee Blaine asked for 5.3.3 to be removed from consent agenda and hold for a separate vote.</p> <p><b>It was moved</b> by Trustee Howland and seconded by Trustee Griffin to approve all items in the Consent Agenda with the exception of 5.3.3.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome</p>

	<p>Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Chair Shroka asked for a motion to approve item 5.3.3 – P-Wing and C-Wing Lighting Retrofit, attorney Catie Locallo qualified the motion is to approve a contract with STL LED, LLC in the amount of \$54,618.51 and a 10% contingency of \$5,461.85 in a not-to-exceed amount of \$60,080.36.</p> <p><b><u>It was moved</u></b> by Trustee Newsome and seconded by Trustee Virgilio to approve item 5.3.3-P-Wing and C-Wing Lighting Retrofit.</p> <p>Discussion: No further discussion.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p>6. <i>Presentment of Board Policies and Objectives</i></p>	<p>No items this month</p>
<p>7. <i>New Business</i></p>	<p><b>1. Electronic Door Locks</b> <b><u>It was moved</u></b> by Trustee Newsome and seconded by Student Trustee Blaine for approval of item 7.1 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>2. Tenure Employment Status of Faculty for 2023-2024</b> <b><u>It was moved</u></b> by Trustee Griffin and seconded by Trustee Newsome for approval of item 7.2 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>

**3. Employment Status of Faculty for Spring-Fall 2023-2024**

**It was moved** by Trustee Newsome and seconded by Trustee Howland for approval of item 7.3 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

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

**4. Policy 129 – Remote Attendance at Board of Trustees Meeting – Revised – First Reading and Waiver of Second Reading**

**It was moved** by Trustee Newsome and seconded by Student Trustee Blaine for approval of item 7.4 as presented.

Discussion: Clarification regarding the definition of a “family member” was requested and provided. Legal counsel confirmed the definition as a trustee’s child, adopted child, foster child to enact this exception. It was also noted that there is already another exception in place that would allow remote attendance if there is a family emergency.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

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

**5. Policy 913 – Sale of Computer Software and Services – Deletion – First Reading and Waiver of Second Reading**

**It was moved** by Trustee Newsome and seconded by Trustee Barbato for approval of item 7.5 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

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

**6. Policy 914 – Sale of Fixed Assets – Deletion – First Reading and Waiver of Second Reading**

**It was moved** by Trustee Newsome and seconded by Trustee Howland for approval of item 7.6 as presented.

Discussion: Clarification was sought on whether the current disposal process meets the standards of the sale of fixed assets policy. It was confirmed that in the current Disposal

	<p>policy and process those items are upheld and the information was provided in a quarterly report to the Board.</p> <p>Upon roll call, the vote was as follows:                  Student Advisory Vote: Aye                  Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome                  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 Meeting this month.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<ul style="list-style-type: none"> <li>• Dr. Suddick reiterated that follow-up will be done related to the concerns expressed during public comment.</li> <li>• Announcement – The annual Board Development Retreat is this Saturday, September 30, at the University of St. Mary of the Lake; please return your assessment to Laura Laba before leaving tonight.</li> <li>• A Committee of the Whole meeting for the purpose of discussion and guidance related to Policy 939 will be held on November 7 at 5 pm at the Grayslake Campus.</li> </ul>
<p><i>10. Adjournment</i></p>	<p>Chair Shroka called for adjournment at 7:54 pm.  <u><b>It was moved</b></u> by Trustee Newsome seconded by Trustee Griffin that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows:                  Student Advisory Vote: Aye                  Ayes: Shroka, Songer, Virgilio, Barbato, Griffin, Howland, Newsome                  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