

<p>1. Call to Order and Roll Call</p>	<p>Board Chair Shroka called the meeting to order at 5:03 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio, Student Trustee Blaine Trustees Absent: Dr. Griffin, Ms. Howland</p> <p>Others Present: Dr. Lori Suddick, President; Kevin Appleton, Vice President of Business Services and Finance; Sue Fay, 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; Greg Kozak, Chief Information Officer; Dr. Ali O'Brien, Vice President of Community and Workforce Partnerships; Carol Dikelsky, Director of Communications and Engagement, Laura Laba, Executive Assistant to the President & Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p>2. Approval of the Agenda</p>	<p>Chair Shroka welcomed everyone who joined the meeting and asked for a motion to approve the agenda. It was moved by Trustee Barbato and seconded by Trustee Newsome for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Barbato, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.</p>
<p>3. Receipt of Notices, Communications, Hearings, and Petitions</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>No requests were received. Chair Shroka asked if there was anyone present that would like to address the Board. No requests were made.</p>
<p>4. Employee Retention and Success</p>	<p>Employee Retention and Success</p> <p>Context and framing were provided through sharing of trends that will influence current and future workforce and enrollment. Demographic shifts have created a battle for employees and students. There is a multigenerational workforce with– Baby Boomers, Generation X, Millennials and Generation Z. The College has employees from all of these groups. The job market is seeing 10,000 Baby Boomers retiring daily, accelerated retirements post pandemic, declining working-age population and a high school cliff. Between 2019 and 2037, there will be a 24% decline in high school graduates in Illinois. All factors will challenge CLC talent acquisition, retention and student enrollment requiring new strategies for success.</p> <p>Fiscal Sustainability: Expense Trend Considerations</p> <ul style="list-style-type: none"> • FY2020 Salaries and Benefits made up 74.7% or \$82.9M of the Operating Budget Expenditures. • FY2024 Salaries and Benefits increased to 76% or \$93.4M of the Operating Budget Expenditures. <ul style="list-style-type: none"> ○ Increased: salary, fixed and cost of services/goods

- Reduced: materials/supplies
- Flat: conference/meeting

Fiscal Sustainability: Revenue Trend Considerations

- Increased share covered by local tax revenue
- Reduced shared covered by student tuition and fees
- Increased revenue from Illinois Community College Board (ICCB) (state)
- Increased revenue from external donors/grants (cannot always count on this revenue)

Overview of Employee Retention and Success Metrics Dashboard

The dashboard serves as a monitoring tool to track outcomes of strategic efforts in employee retention and success through data/metrics. The dashboard is aligned and designed to model the Employee Success Framework:

- Recruitment to Hire – New Hire Diversity
- Onboarding & Retention – New Employee Retention by milestones, length of service
- Career Progression – Internal promotions, internal job transfers
- Diversity –overall employee demographic data, job family data

Overview of Non-Bargaining Staff Demographic Data

Race/Ethnicity: 60.75% White, 21.13% Hispanic/Latinx, 9.06% Black/African American, 6.42% Asian, .94% American Indian. 66.98% female and 33.02% male.

Age: 37% of Administrators are age 55+ years; 71% of Specialists are under age 55 and 48% are under 45 with 31.7% are 55+ (retirement eligible). In 5 years, 42.8% will be 55 or older.

Employee Success Framework Link Metrics

New Hire Diversity: In FY 2023 the College saw 90 new hires of which 39 (43%) were Black, Indigenous, and People of Color (BIPOC). Compared to FY2019 data of 73 new hires of which 28 (38%) were BIPOC. This data illustrates the trend toward a more racially diverse staff through the hiring process.

Length of Service: Overall 49.4% of CLC employees have less than 5 years of service, 83% have less than 15 years of service.

Employee Retention/Turnover: CLC consistently exceeds CUPA-HR aggregate annual turnover benchmark data. The average turnover rate pre-pandemic was 10.65%. The turnover rate dropped during the pandemic, but increased in FY2022 to 15.12% as the nation experienced the great resignation. FY2023 had an improved turnover rate at 12.65%, with FY2024 with improved first quarter rates. Types of turnover were discussed as being healthy (involuntary, probation, retirement) or unhealthy (resignations).

Internal Promotions by employee group:

An overview was provided related to internal promotions. A promotion is defined as an internal employee who applies for and is selected to a posted position above their current job grade. An internal job transfer is defined as an internal employee who applies for and is selected for a position at or below their current job grade.

From FY2019 to FY2023, 339 non-bargaining employees were promoted internally with the majority from the specialist (193) and classified (103) employee groups.

Board Discussion

Does the Board support or have alternative recommendations for aggregate metrics to be included in the employee retention and success metrics dashboard? Discussion: Trustees listed metrics such as satisfaction rate, cost of vacancies, and number of employees taking advantage of professional development. Trustees offered to share additional recommended items with Dr. Suddick.

Policy 939 Non-Bargaining Employees’ Employment, Compensation and Benefits

CLC’s policy review process includes seeking and aligning with Board guidance and facilitating an inclusive input process within the College community, through shared governance groups impacted by the policy and using the equity-based policy review process.

Objectives:

Ensure fiscal sustainability of the College of Lake County

Ensure compliance with current federal and state regulations

Achieve high-performing outcomes in employee recruitment, retention and success through alignment with the Total Rewards Philosophy.

Policy 939 Components

Salary: No recommended changes

- Salary Range – Board Review
- Placement on Staff Salary Schedule (band and job grade). The Board supported continuation with market benchmarking of job grades with CUPA HR data at 70th percentile as mid-point and a salary range with a 50 percent width. The Board supported the recommendation to develop pay grades for vice president/chief officer level positions.

The Board supported continuing across-the-board increase ineligibility for staff hired or promoted after April 1 for the following fiscal year.

Policy clean-up recommendation

- Remove discretionary allowance language

Insurance:

- Medical Insurance
- Group Term Life/Accidental Death and Dismemberment Benefits
- Long-Term Disability Insurance
- Cafeteria Plan

Recommendation:

- Add separate sections for existing insurance benefits not currently noted in the policy, including Dental Insurance, Vision Insurance and Voluntary Insurance Plan
- Rename Cafeteria Plan to Flexible Spending Account Plans

Personal Leave: No recommended changes

- Holidays
- Health Leave

	<p>Recommendation: Update personal leave with reference to compliance with the Illinois Paid Leave for All Workers Act (PLFAWA), effective January 1, 2024.</p> <p>Paid Time-off: Vacation Leave – 3b on guidance questions</p> <ul style="list-style-type: none"> • Transition the summer floating holiday to a year-round personal leave day effective January 1, 2025 to align with the Paid Leave for all Workers’ Act? Board supported this recommendation. • Consolidate to one equal vacation schedule that applies to all Board-appointed employees regardless of job family? Recommendation: Implement a two-tiered vacation schedule for all non-bargaining staff. Board supported this recommendation. • Consolidate to one equal vacation carry-over total, resulting in reduced vacation payout expense and College liability? Recommendation: Increase cap for classified/specialist by 5 days; decrease cap for administrative/professional by 5 days to prevent unsustainable expense at vacation payout and liability to the College. This recommendation received mixed response from Board. Further evaluation of financial impact will be completed and further discussion with Board at a future meeting. • Supplemental Health Leave Recommendation: Expand Supplemental Health Leave to Supplemental Health/Parental Leave. Board supported this recommendation. <p>Bereavement Leave Recommendation: Add separate section to define Bereavement Leave with reference to compliance with the Illinois Family Bereavement Leave Act, which was effective January 1, 2023. Board supported this recommendation.</p> <p>Policies 940, 941 and 942 Given time constraints, these policies were not addressed and it was recommended that these policy presentations are added to an upcoming Board meeting.</p> <p>Student Trustee Blaine left the meeting at 6:56 pm and returned at 7:01 pm.</p>
<p>5. <i>Adjournment</i></p>	<p>Chair Shroka called for adjournment at 7:35 pm. <u>It was moved</u> by Trustee Newsome seconded by Trustee Barbato that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Barbato, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.</p>

Julie Shroka, Chair

Paul Virgilio, Secretary