

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, 19351 W. Washington, Grayslake, Illinois on November 14, 2023 at 5:00 pm

<p>1. <i>Call to Order and Roll Call</i></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, Mr. Virgilio and Student Trustee Blaine Trustees Absent at roll call: Ms. Songer</p> <p>Others Present: Dr. Lori Suddick, President; Kevin Appleton, Vice President of Business Services and Finance; Sue Fay, Chief Human Resources Officer; Dr. Kristen Jones, Vice President of Educational Affairs; Greg Kozak, Chief Information Officer; 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. <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"> • Item 7.6 under New Business – Separation of Employment, Classified Personnel will be held for action after the closed meeting. • A closed meeting was requested under exception under Statute 5 ILCS 120, Section 2 c (1) “The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body...” • There will be action taken after the closed meeting. <p><u>It was moved</u> by Trustee Barbato and seconded by Student Trustee Blaine for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</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. The President’s office received no requests to address the Board. Chair Shroka asked if any individuals present wished to address the Board; no audience members requested to speak.</p>
<p>4. <i>Reports</i></p> <p><u>Acronyms:</u></p> <p>ACCT – Association of Community College Trustees</p> <p>DEI – Diversity, Equity and Inclusion</p>	<p>Chair’s Report – Chair Shroka invited trustees to share the following updates:</p> <p><u>Board Activities</u></p> <ul style="list-style-type: none"> • Several trustees attended the All Within My Hands Foundation and the Metallica Scholars Initiative Reception and Dinner convened at the Advanced Technology Center. • Trustees attended ICCTA meetings in Schaumburg, participated in roundtable discussion, engaged in topics including DEI and “How Do You Elect Your Board Leadership,” artificial intelligence (AI), and an award presentation to Governor JB Pritzker. • CLC was well represented at the ACCT Leadership Congress in Las Vegas. Trustee Howland was elected Director at Large and Regional Coordinator.

<p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<ul style="list-style-type: none"> • Congressman Brad Schneider hosted the Veteran’s Day Breakfast on the Grayslake Campus. Attended a Business After Hours event, with six chambers of commerce participating, held at the ATC. <p><u>Board Liaison Updates</u></p> <p><u>University Center of Lake County (UCLC)</u> – Deferred report to December meeting</p> <p><u>CLC Foundation</u></p> <p>Key funding priorities are listed below; the Foundation invites input and networking from trustees:</p> <ul style="list-style-type: none"> • Urban Farm Center capital campaign launches this week. • A funders’ gathering will be held on November 15 at the Lakeshore Campus Student Center. Foundation staff, Urban Farm Center staff, and President Suddick will host key partners, donors and representatives of local family foundations to engage in this project and share a case statement. • The Foundation quarterly meeting will be held on November 16 at Grayslake Campus • The CLC Board of Trustees and CLC Foundation Board annual holiday dinner is on November 28 at the Prairie at Brae Loch restaurant. <p>Student Trustee Report – Daniel Blaine provided the following updates:</p> <ul style="list-style-type: none"> • Reminded students to continue to use the tutoring center and other student resources through finals. • Recounted experience of participating on the Student Panel at the Illinois Equity in Attainment (ILEA) Initiative Fall conference held at the Grayslake campus. • Thanked professors, trustees, administration and others for the assistance he has received at CLC. • Working on a new contract for student trustees. • Organizing the next Donuts with Dan event. <p>President’s Report – Dr. Suddick provided the following updates:</p> <ul style="list-style-type: none"> • Prairie at Brae Loch in process to receive the building occupancy permit. • Website launch is on track to go live on November 27. • LancerNext team is working on the design of the CLC Workday system. • Welcome to Lia Summers, CLC’s new organizational change manager, who is working to support the CLC community through LancerNext project. • Initial Workday tenant build is targeted for mid-November. This will be the first time that CLC data will be manipulated in the system as a test. Alignment sessions will continue through December. • 2024 Strategic Plan – CLC is focused on four key industry sectors, one of which is manufacturing. Launching the ATC and the Manufacturing Alliance are ways CLC is engaging the local community and ecosystem. CLC is also engaged in regional work through the Northern Illinois Consortium, as well as building a statewide focus, through the creation of the Illinois Manufacturing Ecosystem. • Community college presidents convened in Elgin to discuss this work, aiming to deliver members of the workforce to the manufacturing sector in a way that engages statewide standardized curriculum.
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- Nationally, the Society for Manufacturing Engineers (SME) reached out to 25 colleges across the nation, with CLC being one of the colleges. This is an excellent opportunity for CLC to position itself nationally and receive resources to advance the program.
- Metallica Scholars Initiative highlight: The student who spoke at the event was a 2021 Metallica Scholarship recipient, a CLC graduate who is now a mentor to current students.
- Climate Survey has launched to receive responses from students, faculty and staff, to help obtain perceptions on the campus climate at CLC.

Urban Farm Case Statement

- Reviewed the Urban Farm Center capital fundraising project. The case statement includes an effort to focus around partnerships. The Urban Farm Center will be 24,000 square feet dedicated to health and wellness, education, a food ecosystem, jobs and building the community.
- CLC has become a convener in the community – creating a unified food system.
- Goal - to place CLC as a regionally significant and nationally recognized hub with indoor growing space, utilizing hydroponics, aquaponics and a greenhouse.
- Timeline: Completion date will depend on capital fundraising results. Currently CLC has raised \$3M, with additional \$2.5M in soft commitments. \$11.25M is needed by June 2024 to begin construction process. Goal is to complete the project in 2025.

Discussion: What is the staffing model for the Urban Farm? Currently there is an Urban Farm Director in place and a program coordinator will be hired soon. Funded through donor resources.

Student Trustee Blaine left the meeting at 5:25 pm and returned at 5:30 pm.

Enrollment Strategy

Illinois community college enrollment is up for the second consecutive year, as indicated in the ICCB Annual Fall Report, with headcount at 5.7%, and full-time credit hours increased by 5.2% over the previous year. The Fall 2022 to Fall 2023 increase of 5.7% is the second largest in the last 30 years.

- Currently, College of Lake County is the second largest college based on full-time equivalent students.
- Lake County high school population is decreasing, and the median age of Lake County residents is increasing.
- Of the approximately 483,000 residents of Lake County 25 years or older, 46% do not have a college credential.
- CLC2019 Cohort: first-time, full-time credential seeking 3-year cohort outcomes: 34% graduated from CLC, 17% transferred with credits but not a credential, and 37% discontinued and 11% are still enrolled.

Enrollment Pipelines: College Career Navigators (CCNs) are embedded in local high schools, high school dual credit, adult education transferring to the credit courses.

Enrollment Strategy Framework: The Integrated Marketing and Enrollment Commission is a cross-functional team from Student Development, Educational Affairs and Strategic Advancement units.

	<p>The Working Theory of Change and the strategy for enrollment is centered around creating a sense of belonging and building metrics in all strategies associated with enrollment pipelines.</p> <p>FY2024 Enrollment Target and Current Status: Annual credit hour target: 201,711. Spring 2024 is trending up by 2.7% over annual target.</p> <p>Strategic Marketing: New statewide branding campaign for community colleges:</p> <ul style="list-style-type: none"> • On our campuses, everyone belongs. • We are outcomes driven. • We open up access to more rewarding futures. • We’re flexible, innovative and agile. • We’re dedicated and accountable to our communities. <p>CLC’s Fall 2023 “Got IT!” marketing campaign will continue with three mailers a year. CLC ads are geo-tagged to the 10 apps. Fall 2023 sub-campaigns included promoting programs in Live Entertainment, Early Childhood Education, PATH Grant, as well as grassroots tactics.</p> <p>Enrollment Initiatives</p> <ul style="list-style-type: none"> • Disaggregating data across target pipeline groups • Strengthening faculty-student engagement • Reinforcing academic pathways and curriculum maps • Using evidenced-based success initiatives • Removing enrollment barriers • Leveraging technology <p>Discussion: Trustees discussed the improvements to the waitlist process for classes that the presenters described, agreeing this will be beneficial for students and for CLC.</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: Regarding Agenda item 5.3.1, Dr. Griffin inquired: How does WIDS system help with curriculum development? Response: WIDS system includes both consulting and software. Consulting uses a DACUM (Developing A Curriculum) process, highlighting what skills are necessary for the field, identifying learning outcomes, developing curriculum maps and more. The software will assist with containing the information in one application. The project is resourced through Perkins grant funding.</p> <p>Chair Shroka inquired if there were any items that trustees would like removed from the Consent Agenda.</p> <p>Items removed: None</p> <p><u>It was moved</u> by Trustee Griffin and seconded by Trustee Newsome to approve all items in the Consent Agenda.</p>

	<p>Discussion: None.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) 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>1. Personnel and Position Changes <u>It was moved</u> by Trustee Howland 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: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>2. Curriculum Scheduling Software <u>It was moved</u> by Trustee Griffin and seconded by Student Trustee Blaine 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: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>3. Agreement with the Society of Manufacturing Engineers <u>It was moved</u> by Trustee Howland and seconded by Student Trustee Blaine for approval of item 7.3 as presented.</p> <p>Discussion: Trustees inquired as to the location of the Society of Manufacturing Engineers. Response: It is a national association, headquartered in Southfield, Michigan.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>

	<p>4. Resolution Estimating Amounts Necessary to be Levied for the Year 2023 <u>It was moved</u> by Trustee Newsome and seconded by Trustee Virgilio for approval of item 7.4 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Abstain Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>5. Acceptance of the Certified Alcohol and Drug Counselor (CADC) Workforce Expansion Program Grant <u>It was moved</u> by Trustee Howland and seconded by Student Trustee Blaine for approval of item 7.5 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p><i>8. Executive Session (Closed Meeting)</i></p>	<p>Chair Shroka asked for a motion to go into Closed Session under the Illinois Compiled Statutes 5ILCS 120 pursuant to 2 c (1) of the Open Meetings Act. <u>It was moved</u> by Trustee Howland 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: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:27 pm.</p>
<p><i>Item held until after Closed Session</i></p>	<p>7.6. Separation of Employment – Classified Personnel <u>It was moved</u> by Trustee Newsome and seconded by Trustee Virgilio for approval of item 7.6 Separation of Employment – Classified Personnel, to terminate the employment of Denise Cervantes, effective November 14, 2023, as presented.</p> <p>Discussion: None.</p>

	<p>Upon roll call, the vote was as follows: Student Advisory Vote: Abstain Ayes: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<ul style="list-style-type: none">• Reminder of the ACCT Governing Leadership Institute• Reminder of the affinity group graduation celebrations
<p><i>10. Adjournment</i></p>	<p>Chair Shroka called for adjournment at 8:30 pm. <u>It was moved</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: Virgilio, Barbato, Griffin, Howland, Newsome, Shroka Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>

Julie Shroka, Chair

Paul Virgilio, Secretary