

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 December 12, 2023 at 5:00 pm

<p><i>1. Call to Order and Roll Call</i></p>	<p>Board Chair Shroka called the meeting to order at 5:06 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio Trustees Absent at roll call: Student Trustee Blaine</p> <p>Others Present: Dr. Lori Suddick, President; Kevin Appleton, Vice President of Business Services and Finance; Sue Fay, Chief Human Resources Officer; Dr. Derrick Harden, Vice President of Strategic Advancement; Dr. Kristen Jones, Vice President of Educational Affairs; Greg Kozak, Chief Information Officer; Dr. Ali O'Brien, Vice President of Community Workforce and Partnerships; Allison Porterfield-Woods, Chief Information Officer; Carol Dikelsky, Director of Communications and Engagement; Laura Laba, Executive Assistant to the President &amp; Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p><i>2. 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>• Item 7.3 on page 28 will be held for a vote until after the Closed Session.</li> <li>• 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..." and Section 2(c)(11): "Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court..."</li> <li>• There will be action taken after the closed meeting.</li> </ul> <p><b>It was moved</b> 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: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>3. 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 1 request to address the Board.</p> <p>Emily Martinson – member of the Student Government Association (SGA), brought attention to a communication issue with students. Resources to students are not being advertised as well as they should. For example, the information regarding student clubs and organizations is outdated on the website. SGA has reached out to student activities staff; however, communication has proven difficult, with students not sure who to contact to get assistance. Some students and staff have expressed interest in having an internal communications director for student information.</p> <p>Chair Shroka acknowledged this student's comments and asked if any other individuals present wished to address the Board; no additional audience members requested to speak.</p>

<p>4. Reports</p> <p><u>Acronyms:</u></p> <p>ACCT – Association of Community College Trustees</p> <p>DEI – Diversity, Equity and Inclusion</p> <p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p><b>Chair’s Report –</b></p> <p>Chair Shroka invited Lincolnshire Police Chief Joseph Leonis to the podium. Chief Leonis from the Illinois Association of Chiefs presented an Illinois Law Enforcement Accreditation Program (ILEAP) plaque to CLC’s Chief of Police Brian Henry.</p> <p>Chief Leonis talked about ILEAP and the criteria for accreditation. The CLC Police Department has achieved Tier 1 status by meeting or exceeding 69 important standards set forth by ILEAP. Four areas of the policies and procedures were reviewed: administration, training, operations, and personnel.</p> <p>Only 70 police departments have achieved this accreditation since the program was launched. The CLC Police Department is one of nine police departments serving colleges and universities to be accredited in Illinois. Congratulations to Chief Henry and the CLC Police.</p> <p>Chair Shroka invited trustees to share updates:</p> <p><b><u>Board Activities</u></b></p> <ul style="list-style-type: none"> <li>• The Annual Board Holiday Dinner, held at the newly completed Prairie at Brae Loch and featuring CLC’s Hospitality and Culinary Management students and faculty, was well attended by Trustees, Foundation Board members, and representatives from Lake County Forest Preserves and the Lake County Board.</li> <li>• Trustees attended several of the student affinity graduation celebrations over the past week.</li> <li>• ACCT public policy committee recently met – there is movement on workforce Pell Grant Bill #HR6585, as well as possible movement on 12 appropriation bills that have been sitting for a year. The plan is to bifurcate into two groups; the first four items will be voted on January 19, and the remaining eight bills will be voted on February 2.</li> </ul> <p><b><u>Board Liaison Updates</u></b></p> <p><u>University Center of Lake County (UCLC)</u></p> <p>Meeting is later this week; however, there is good news that UCLC has received a full-service grant for \$2.9M per year for five years. UCLC is one of 10 organizations in Illinois that received the multi-district grant.</p> <p><u>CLC Foundation</u></p> <p>Updates are focused on the Urban Farm Center:</p> <ul style="list-style-type: none"> <li>• Vision is to construct a 24,000 sq ft facility at the Lakeshore campus. Total fundraising goal is \$15M, the full cost of the facility. Currently, the Foundation has raised \$3M, with a goal this fiscal year to raise \$8.25M, to reach the \$11.25M threshold needed to break ground.</li> <li>• Trustees were asked to review their networks and share suggestions with Kurt Peterson and the Foundation to reach the ambitious fundraising goal this fiscal year.</li> </ul> <p><u>ICCTA</u></p> <p>ACCT Governance Leadership Institute (GLI) was recently held; it was the second time the GLI was held specifically for Illinois. Presentations included topics of board management, parliamentary procedures, and topics to deal with as a team. All trustees should consider attending GLI when it is offered, even if you have attended in the past.</p>
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**Student Trustee Report** – Student Trustee Daniel Blaine could not attend the meeting, but a written report was given to each trustee.

**President’s Report** – Dr. Suddick provided the following updates:

- A new student video was shared to inspire students as they onboard into the College.
- The Government Finance Officers Association (GFOA) awarded CLC the Certificate of Achievement for Excellence in Financial Reporting for the FY2022 Annual Comprehensive Financial Report. Congratulations to Kevin Appleton and the Finance Team.
- Introduced CLC’s new Chief Information Officer, Allison Porterfield-Woods.

**LancerNext Update**

Transform CLC’s people structure, improving processes, improving student experience, how CLC manages and uses data so that students will have good experiences with technology.

The Why:

- Improve the student and employee experience.
- Ability to leverage data better than competitors.
- PeopleSoft product neglect and end of life.

Mr. Kozak introduced the project’s core team, as well as representative from Alchemy, Workday, and SharperPoint, three organizations assisting CLC with this project.

When: This project began in 2021 and will run through 2027.

Discussion: Trustees requested to be kept updated on the project and finances. Response: The team has committed to providing monthly written board updates.

**Diversity, Equity and Inclusion (DEI) Plan Update**

Student success definition: Achieving educational attainment for every student by providing personalized, culturally relevant student learning experiences, grounded in equitable practice in an inclusive student-ready environment.

- A priority is to enact CLC’s Diversity Equity and inclusion Plan.
- In addition to increased diversity in Lake County, there are inequities by race and ethnicity in terms of college credential attainment that CLC aims to eliminate.
- An overview of Lake County’s and CLC students’ race/ethnicity demographic data was presented.

In 2021, 633 of 10,832 students who were invited responded to Race and Ethnicity questions as part of the Community College Student Survey for Engagement. Three questions related specifically to racism: Do you believe racism exists at this college? During the current academic year at this college, how often have you witnessed racism? How often has racism been directed toward you?

- 50% of the responding students indicated yes, they believed racism exists at the College.
- 41% indicated they had witnessed racism.
- 19.8% racism was directed at them.

	<p>Racial Equity Leadership Academy (RELA) is offered through a partnership between Achieving the Dream (ATD) and the University of Southern California’s Race and Equity Center (USC REC). CLC is one of nine colleges accepted into the second cohort of the RELA program, a 1-year intensive experience designed to support leaders to implement actionable change efforts at their institutions.</p> <p>RELA College Core Team: Dr. Suddick, Dr. Harden, Dr. Jones, Lorri Scott and Jesse Morales. Many other leaders have been included in training. The team, since kickoff in February 2023, has actively participated in in virtual and in-person professional learning, identified a racial equity change effort (RECE) under the guidance of the assigned coaches and developed a long-range vision that will guide CLC’s identified RECE.</p> <p>The long-range climate vision is to cultivate an accessible, inclusive and equitable climate in which students, faculty and staff believe they can thrive. The campus climate monitoring process is made up of five components: campus climate survey, professional development, inclusive excellence plans, a monitoring and tracking tool, and a bias reporting tool.</p> <p>To support this vision, the Office of DEI has launched a four-phase project to implement a campus climate monitoring process at CLC.</p> <ul style="list-style-type: none"> <li>• Phase 1 – June 2023-February 2024: Build DEIA capacity of through professional learning. Conduct Climate Survey. Begin design of monitoring tool.</li> <li>• Phase 2 – February-May 2024: Receive and present Climate quantitative results, facilitate focus groups, and begin research phase of Bias reporting tool.</li> <li>• Phase 3 – May-September 2024: Compile quantitative and qualitative results, develop Inclusive Excellence Plans, and conduct training on campus climate monitoring process.</li> <li>• Phase 4 – Starting September 2024: Implement monitoring tool to track goals from Inclusive Excellence Plans, begin planning the review process for the campus climate monitoring process, and continue training.</li> </ul> <p>Discussion: Robust dialogue on the promotion methods for completing surveys, participation rates, responses, data collection and analysis, as well as general discussion related to DEIA efforts.</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: Trustee Songer inquired if 5.1.2 and 5.1.3 could be pulled from the consent agenda, as Trustee Songer was not at the last meeting and would like to abstain from voting on those items only. Response: yes, those items can be pulled from the agenda and voted on separately.</p> <p>An inquiry was made regarding how an Academic Operations Manager fits into the department? Response: The Academic Operations Manager is responsible for scheduling and supporting faculty load processes – there is an Academic Operations Manager for each division. The position was created in 2014 to be embedded in the academic units.</p> <p>Chair Shroka inquired if there were any other items that trustees would like removed from the Consent Agenda. Items removed:</p>

	<ul style="list-style-type: none"> <li>• 5.1.2 Regular meeting minutes of November 7, 2023</li> <li>• 5.1.3 Closed meeting minutes of November 7, 2023</li> </ul> <p>Chair Shroka asked for a motion to approve all remaining items in the consent agenda. <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland to approve all items in the Consent Agenda except 5.1.2 and 5.1.3.</p> <p>Discussion: None.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Chair Shroka requested a motion to approve the items removed from the consent agenda 5.1.2 and 5.1.3. <b>It was moved</b> by Trustee Griffin and seconded by Trustee Barbato to approve both 5.1.2 and 5.1.3 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Virgilio          Abstain: Songer          Nays: None          The vote being (6) Ayes, (1) Abstain and (0) Nays, the motion carried.</p>
<p>6. Presentment of Board Policies and Objectives</p>	<p>None</p>
<p>7. New Business</p>	<p><b>7.1. Personnel and Position Changes</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Griffin 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: None          Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>

**7.2. Approval of Programs**

**It was moved** by Trustee Howland and seconded by Trustee Griffin for approval of item 7.2 as presented.

Discussion: A suggestion was made to offer leadership and management courses for individuals in trades programs so they can start their own businesses.

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

**7.3. Memorandum of Understanding with Legat Architects, Inc.**

To be held until after Closed Session.

**7.4. Temporary Staffing Vendors**

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

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

**7.5. Cisco SmartNet Service Agreement**

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

Discussion: It was noted that two court cases associated with the proposed vendor were found in an online search. A request was made that there is diligence in evaluating backgrounds of vendors selected to work with the college to ensure integrity of partners. Response to concern: Cisco has been recognized as a leader in the industry with a strong focus on security – regarding the technical skills and integrity of Cisco Systems, their products are above any other vendor in the industry. Attorney Locallo added that the first case is a patent and infringement case that was filed last month in Texas – there has not been service on that case, and the other case is from several years ago pertaining to a government settlement with alleged claims but no admission of wrongdoing. Discussion on how financing is handled and the benefit of financing through Cisco. Response: It was clarified that hardware is bought through CDW, and the maintenance package is bought directly from Cisco. The benefit to the College is the ability to spread payments across three years at 0% interest.

	<p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Virgilio Nays: Songer The vote being (6) Ayes and (1) Nay, the motion carried.</p> <p><b>7.6. Cybersecurity Monitoring Services</b> <b>It was moved</b> by Trustee Griffin and seconded by Trustee Newsome for approval of item 7.6 as presented.</p> <p>Discussion: Trustees inquired why approval is being requested if legal counsel hasn't yet approved. Response: Clarification was provided that legal counsel has reviewed, and the contract is ready to be signed. At the time the board book was being published, this item was still pending review but the process has since concluded. Trustees requested the item be amended to reflect that legal counsel has reviewed the agreement and the recommendation is to approve the 3-year agreement with Sentinel Technologies, Inc.</p> <p>Trustee Howland motioned to amend the Cybersecurity Monitoring Services contract that will be approved, to strike the words "subject to review by the College's legal counsel" and proceed with the rest of the recommendation. Trustee Griffin seconded the motion.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Legal counsel note: As the additional motion was a "friendly" amendment, another vote is not needed.</p> <p><b>7.7. Insurance Program Premiums</b> <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland for approval of item 7.7 as presented.</p> <p>Discussion: Trustees inquired where the largest increases were occurring. Response: The largest increase is in property. Notably, the cybersecurity premium is down this year due to the proactive efforts underway.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>
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**7.8. Resolution Adopting 2023 Tax Levy**

**It was moved** by Trustee Griffin and seconded by Trustee Howland for approval of item 7.8 as presented.

Discussion: Trustees commented on the value proposition of the College is for the community's investment. An explanation was provided regarding the various aspects of the property tax levy:

- Property tax levy are based on the estimates approved at the November 2023 Board meeting. The estimate was based on PTELL limits capped at 5% or CPI, whichever is less. The combined operating and special levy amount are estimated at \$85,158,712 or an increase of 4.864%. The tax levy will be submitted to the Lake County Clerk to get the final determination of actual property taxes after December 2023.
- Resolution 7.9 abates the supplemental levy for the Series 2017 and Series 2021A Alternate Revenue Bonds. The College has determined that the debt service levy for these bonds can be eliminated since the pledged revenues will be available to pay principal and interest. The Debt Reform Act provides that the Limited Bonds are payable from the debt service extension base of the district. The College has the authority based on state statute to adopt a supplemental levy to pay principal and interest on limited bonds.
- Resolution 7.10 authorizes a supplemental property tax levy to capture the inflationary increase in the College's debt service extension base for Series 2021C Bonds (General Obligation Bonds).

The value proposition of CLC is that it is the primary resource for the workforce pipeline.

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

**7.9. Resolution Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017, and Taxable General Obligation Bonds (Alternate Revenue Source), Series 2021A**

**It was moved** by Trustee Griffin and seconded by Trustee Howland for approval of item 7.9 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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



	<p><b>7.10. Resolution Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on Certain Outstanding Limited Bonds</b>  <b>It was moved</b> by Trustee Griffin and seconded by Trustee Howland for approval of item 7.10 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) 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) and 2(c)(11) of the Open Meetings Act.  <b>It was moved</b> by Trustee Howland and seconded by Trustee Barbato to move into a Closed Session.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:34 pm.</p>
<p><i>Item held until after Closed Session</i></p>	<p><b>7.3. Memorandum of Understanding with Legat Architects, Inc.</b>  <b>It was moved</b> by Trustee Howland and seconded by Trustee Barbato for approval of item 7.3 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: None  Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio  Nays: None  The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<p>Trustee Songer asked that when issues before the Board relate to public health and safety, that background information be provided to the Board prior to taking votes for approval.</p>

<p>10. <i>Adjournment</i></p>	<p>Chair Shroka called for adjournment at 8:37 pm. <b><u>It was moved</u></b> 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: None Ayes: Barbato, Griffin, Howland, Newsome, Shroka, Songer, Virgilio 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