

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 January 23, 2024 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 5:04 pm.</p> <p>Trustees Present at roll call: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Mr. Virgilio and Student Trustee Blaine Trustees Absent at roll call: Ms. Barbato and 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. 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 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><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 and 7.6 on pages 46 and 47 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...”</li> <li>• There will be action taken after the closed meeting.</li> </ul> <p><b>It was moved</b> by Trustee Newsome 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, Virgilio Nays: None The vote being (5) 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. 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><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</u></b></p> <p>Chair Shroka invited trustees to briefly comment on any significant events. Trustees offered comments regarding the following:</p> <ul style="list-style-type: none"> <li>• Various affinity group graduation celebrations and the nursing pinning ceremony</li> <li>• Mid-Year Commencement – December 14, 2023</li> <li>• All-College Kickoff Session – January 11, 2024</li> <li>• MLK Jr. Dreamers Breakfast – January 16, 2024</li> </ul>

<p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p><b><u>Board Liaison Updates</u></b></p> <p><b><u>CLC Foundation</u></b></p> <ul style="list-style-type: none"> <li>• Implementing Financial Edge, a new financial management software package by the end of FY2024.</li> <li>• Coordinating with the college on the implementation of the Workday ERP system.</li> <li>• Implementing Thank View, a new software package to produce creative, catered communication with donors.</li> <li>• Save the Date: The Annual Scholarship Brunch will be held on Sunday, April 14, 2024.</li> <li>• Urban Farm information session was well attended and a reminder to trustees to assist in building a network to support the project.</li> </ul> <p><b><u>ICCTA/ACCT</u></b></p> <ul style="list-style-type: none"> <li>• ICCTA sent out a request for nominations for the various recognition awards.</li> <li>• Reorganizing in ICCTA for regional positions.</li> <li>• ACCT recently conducted a survey on DEI.</li> </ul> <p><b><u>University Center of Lake County (UCLC)</u></b></p> <ul style="list-style-type: none"> <li>• Art and Wine Scholarship fundraiser will be held on Friday, March 8, 2024.</li> <li>• UCLC will be hosting 633 middle school students from Grayslake Middle School for several weeks while the Grayslake facilities are repaired.</li> </ul> <p><b><u>Board Retreat Follow-up</u></b></p> <p>Chair Shroka mentioned that in follow-up to the board’s retreat, a draft of board goals was placed at each trustee’s place. She requested that trustees review the draft and provide feedback to her by Thursday, February 8, 2024.</p> <p><b>Student Trustee Report</b></p> <ul style="list-style-type: none"> <li>• Enjoyed attending the MLK Jr. Dreamers Breakfast.</li> <li>• Acknowledged that the College of Lake County has been named one of the nation’s most environmentally responsible colleges.</li> <li>• Wished the student body the best of luck on a successful semester.</li> </ul> <p><b>President’s Report</b></p> <p>Dr. Suddick provided the following updates and shared slides showing data for student success metrics:</p> <ul style="list-style-type: none"> <li>• The second quarter report for FY2024 president’s priorities was provided in the board meeting materials. Noted that employee retention for the quarter was 97.58%, exceeding the board’s target, and that the quarter showed the highest number of employees ever at the College (866).</li> <li>• Student success: CLC achieved another record three-year graduation rate for the May 2023 graduating class (Fall 2020 cohort). The Fall 2015 cohort achieved 29% three-year graduation rate for first-time full-time cohort, and the Fall 2020 cohort achieved 38%.</li> <li>• Data also shows the graduation plus transfer rate increased from 52% (Fall 2017 cohort) to 57% (Fall 2020 cohort).</li> <li>• Momentum Metric: Fall to Fall retention is flat. Continued focus and strategy to impact improved retention rates for fall to spring and fall to fall is imperative to continuing the graduation rate improvements.</li> </ul>
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Discussion: An inquiry was made as to how the College is measuring those students who receive Pell grants and those who are not. It was offered that additional data regarding Pell would be provided.

- FY2025 Budget and Planning Process: Currently in the second phase of the Planning and Budget Timeline using the FY2025 Budget Framework. Board Financial Retreat will be held on February 13, 2024.

***FY2023 Audit Report***

The RSM Audit Team—John George, Partner, and Kelly Kirkman, Partner—were introduced. An overview of the entire audit process was provided.

Financial Audit Results:

- Services performed: Audit of the June 30, 2023 financial statements, report on supplementary information in the financial statements, Single audit as of June 30, 2023, audit and examination of ICCB grants received and schedules of enrollment data.
- All audit opinions were unmodified, clean audit opinion.
- New section Emphasis of Matter paragraph for the implementation of GASB 96 – subscription-based technology arrangements.
- A separate audit performed on the College of Lake County Foundation – audit opinion was unmodified, clean audit.

Financial Highlights:

Operating Funds - Education and Operating & Maintenance Fund

- Total Revenue increased – mainly in property taxes and student fees.
- Total Expenditures increased.
- Overall operating funds continued with a healthy fund balance.

Auxiliary Fund

- Revenue decreased but expenses stayed the same.

Net Position

- Large increase in net investment in capital assets, primarily due to the College receiving the State’s portion of the Lakeshore Student Center project.

GASB 96

- Adoption of GASB 96 requires the review of any technology arrangements being paid monthly are reported as assets.
- No significant or unusual transactions, no significant issues.
- One audit adjustment related to the implementation of GASB 96. Net impact was approximately \$1M.

Required Communications:

- – Report to the BOT- Outlines RSM responsibilities for the audit and high-level snapshot of audit outcomes.

Single Audit (Federal Funds review)

- Unmodified opinions under GAS and Uniform Grant Guidance
- Two federal grant programs tested: Education Stabilization Fund and Student Financial Assistance Cluster
- Three single audit findings identified:
  - 2023-002 COVID-19 Education Stabilization Fund: Higher Education Emergency Relief Fund Reporting
  - 2023-003 COVID-19 Education Stabilization Fund: Higher Education Emergency Relief Fund Period of Performance
  - 2023-004 Gramm-Leach Bliley Act (GLBA): Finalize Full Compliance with GLBA

Foundation – clean opinion, no control deficiencies, no material weaknesses.

Discussion:

Trustees inquired when the audit began and how long RSM has provided audit services to the college. Response: Preliminary audit began in July 2023. RSM has been the auditor for 12 years and the contract will sunset with this audit.

Student Trustee Blaine stepped out of the meeting at 5:49 pm and returned at 6:00 pm.

**Advanced Technology Center (ATC) and Manufacturing Alliance**

Dr. O’Brien provided an update on the status of this FY2024 priority.

ATC Enrollment (Fall 2022 to Fall 2023)

- Industrial Technology program experienced an increase from 78 credit hours to 258 credit hours delivered.
- Welding and Fabrication enrollment also increased, with 871 credits delivered.
- Apprenticeship has grown, fueled by scholarships and support from businesses.
- Ripple effect from the ATC launch and new programs has lifted enrollments in many other manufacturing programs, with a 92% increase in credit hours delivered fall to fall.

Apprenticeships

Examples of companies hosting apprentices include: Abbott, Fisher Paper Products, JST Corporation, Ludlow, and National Gypsum.

Advanced Technology Scholarships

Gabe Schoenhoft was the first student to be awarded a scholarship from the Department of Labor grant, supported by Congressman Schneider.

Community & Business Engagement

The ATC is actively hosting advisory committee meetings, employer and student tours, and many cosponsored events. Some data points shared regarding ATC visitors included: 60 middle school students, 514 high school students, 45 high school teachers, 172 high school counselors and administrators, 37 higher education personnel, and 438 people from external organizations.

Dr. O’Brien introduced Jon Hardbarger to share an overview of key events hosted at the ATC:

	<ul style="list-style-type: none"> <li>• Industry: The ATC became a designated Amatrol regional training site in July 2023 and has hosted train-the-trainer sessions and industry training.</li> <li>• Welding Showcase, August 2023 – showcased the Electric Vehicle and productions from the welding and fabrication programs.</li> <li>• Open House, October 2023 – access to high schools, businesses and community members to learn about new manufacturing technologies.</li> <li>• VEX Robotic Competition, November 2023 – sponsored by Mundelein High School and Vex Robotics. Featured 42 teams of middle school and high school students.</li> <li>• Metallica Scholarship Gathering, November 2023 – over 25 colleges from around the nation gathered with American Association of Community College and All Within My Hands representatives to focus on Metallica Scholarship initiatives. CLC awarded 30 scholarships in FY2023 and 20 in FY2024.</li> <li>• Congressman Schneider Manufacturing Roundtable, November 2023.</li> </ul> <p>ATC Phase 2.0 Planning is in progress. The identification of viable programs to be housed at the ATC that are in alignment with the current and emerging industry needs is underway. The objectives in this effort are to maximize the ATC’s impact as a source for skills development and innovation, continue to positively influence perceptions of the manufacturing industry, and establish a corresponding fundraising plan for Phase 2.0.</p> <p>Manufacturing Alliance Overview and Progress</p> <ul style="list-style-type: none"> <li>• Regional effort to positively impact manufacturing sector.</li> <li>• Employer-led model with CLC as convener and resource connector.</li> <li>• Collaborative solution development for building talent pipelines, leveraging resources collectively and adopting Industry 4.0 technologies.</li> <li>• Start-up funding through Schneider’s Community Projects Department of Labor Grant.</li> </ul> <p>Progress:</p> <p>In Fall 2023, a small group of employers, economic and workforce development representatives convened to obtain input on ideal characteristics for the Alliance Director position. In Spring 2024, the objective is to onboard a Director, hold an inaugural advisory board meeting and begin formal member recruitment. 2026 Goal: Achieve 50 members committed to join the Alliance.</p> <p>Discussion: Inquiries were made around the Alliance membership and whether it includes companies with apprentices. Inquiry was also made regarding the curriculum of Welding and Fabrication and Industrial Technology and whether these were two tracks. Responses: The Alliance is open to all manufacturing and manufacturing-related industries and all employee types. The Welding and Fabrication and Industrial Technology programs have stackable certificates that lead to an associate in applied science degree with industry-relevant certifications embedded in the curriculum. These are two separate program areas.</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. Discussion points: none</p> <p>Chair Shroka inquired if there were any other items that trustees would like removed from Section 5 - Consent Agenda. Items removed: None</p>

	<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 Student Trustee Blaine 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: Griffin, Howland, Newsome, Shroka, Virgilio          Nays: None          The vote being (5) Ayes 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. Videography Services</b>  <b>It was moved</b> by Trustee Griffin 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: Griffin, Howland, Newsome, Shroka, Virgilio          Nays: None          The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p><b>7.2. Illinois Community College Board (ICCB) FY2024 Rev Up EV Community College Initiative Grant</b>  <b>It was moved</b> by Student Trustee Blaine and seconded by Trustee Howland 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: Griffin, Howland, Newsome, Shroka, Virgilio          Nays: None          The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p><b>7.3. Naming of the Dr. Phillip J. Carrigan Reference Desk at the Lakeshore Campus Student Center</b>  <b>It was moved</b> by Trustee Newsome and seconded by Trustee Griffin for approval of item 7.3 as presented.</p> <p>Discussion: Several trustees noted Dr. Carrigan’s service on the CLC Board of Trustees, his commitment to the Waukegan community and the Lakeshore Campus, noting that they were pleased to see this tribute being made.</p>

	<p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p><b>7.4. Naming of the Ralph and Evelyn Smith Memorial Garden at the Lakeshore Campus Student Center</b>  <u><b>It was moved</b></u> by Trustee Howland and seconded by Student Trustee Blaine 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: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p><b>7.5. Separation Agreement</b>  Held until after Closed Session.</p> <p><b>7.6. Separation Agreement</b>  Held until after Closed Session</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><b>It was moved</b></u> by Trustee Howland and seconded by Student Trustee Blaine to move into a Closed Session.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 6:41 pm.</p>
<p><i>Items held until after Closed Session</i></p>	<p><b>7.5. Separation Agreement (p. 46)</b>  Chair Shroka asked for a motion to ratify the Resignation Agreement and Release between the College and Faculty Member, Dr. Jack Taha.</p> <p><u><b>It was moved</b></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: Griffin, Howland, Newsome, Shroka, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p><b>7.6. Separation of Employment (p. 47)</b>  Chair Shroka asked for a motion to approve the termination of Benny Arroyo Trinidad, effective January 23, 2024.  <b>It was moved</b> by Student Trustee Blaine and seconded by Trustee Howland for approval of item 7.6 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, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<p>None this month.</p>
<p><i>10. Adjournment</i></p>	<p>Chair Shroka called for adjournment at 6:43 pm.  <b>It was moved</b> by Student Trustee Blaine and seconded by Trustee Newsome that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Griffin, Howland, Newsome, Shroka, Virgilio  Nays: None  The vote being (5) Ayes and (0) Nays, the motion carried.</p>

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Julie Shroka, Chair

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Paul Virgilio, Secretary