

<p><i>1. Call to Order and Roll Call</i></p>	<p>Chair Shroka called the Committee of the Whole meeting to order at 5:01 pm.</p> <p>Trustees Present: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio and Student Trustee Blaine Trustees Not Present at Start of Meeting: Ms. Barbato</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; 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 joining the meeting and made the following agenda announcements:</p> <ul style="list-style-type: none"> <li>• Requested a Closed Meeting under the Illinois Compiled Statutes 5 ILCS 120 for the following reason: Section 2 c (1) and Section 2 c (2)</li> <li>• No action will be taken at this meeting.</li> </ul> <p>Chair Shroka called for a motion to approve the agenda. <b>It was moved</b> by Trustee Howland and seconded by Student Trustee Blaine for approval of the agenda 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, Songer, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p><i>3. Public Participation</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><i>4. FY2025 Budget Development (Discussion Only)</i></p>	<p>Dr. Suddick welcomed Trustees to the Financial Planning Retreat. Dr. Suddick shared a video and provided an overview of Lake County and CLC student data as context to topics of the meeting. Lake County Data 2023: 46% of residents hold less than an Associate’s degree.</p> <p><u>FY2025 Budget Development</u> The current timeline and a brief reminder of the Framework, Resource Allocation Priorities and Levers was provided.</p> <p><u>Current and Future Realities for Budget and Planning Context</u> Significant demographic changes effect workforce supply, economic growth and higher education enrollments. Key highlights: 10,000 baby boomers retiring daily, declining working age population, and the “High School Cliff” is approaching. With birth rate declines it is</p>

expected that from 2026 to 2037 there will be a projected 34% decrease of high school graduates in Illinois.

Two strategies underway to combat these challenges:

Enrollment Pipeline Expansion Strategy – design clear pathways and touchpoints for increased enrollment and conversion rates across all target groups.

Retention Imperative – Increase momentum metric outcomes through equity in retention strategy.

Fiscally, CLC has maintained a Aaa bond rating, a 30% fund balance, high value benefits for employees, equitable market wage reviews, across-the-board wage increases that exceed market and achieved historic graduation rates while navigating through multi-year pandemic impacts and historic inflationary increases.

An overview of the FY2025 budget preliminary forecast was provided.

Revenue highlights: enrollment will be budgeted with slight increase over prior year, ICCB revenue projected as flat and interest earnings increased to reflect changed interest rate environment.

Expense highlights: benefits renewal projected at 5% increase currently, service contracts, supplies, materials and travel planned with 3% increase.

#### Tuition and Comprehensive Fee Proposal

A detailed overview of the three factors considered within the proposal was provided.

- Use of the consumer price index. December 2023 CPI was 3.4%. Multiple scenarios were evaluated using a percentage of CPI. The FY2025 recommendation is to use 20% of December 2023 CPI, a .68% change in tuition, which is a \$1 increase in tuition.
- Evaluation of comprehensive fees for necessary adjustments to address the increasing costs of associate expenses. The fee revenues cover approximately 20% to 25% of total expenses. The FY2024 budget includes small increases in fees to technology (.55), facilities (.44) and student support (.55). The FY2025 recommendation is to increase instructional equipment fees by \$1.50.
- Address structural issue in fees by integrating the existing online fee of \$8.00 with the existing comprehensive technology fee to streamline the fee. Both fees will be held flat.

Discussion: Trustees discussed the proposed increase in comprehensive fees and tuition. The Student Trustee gave his perspective, support and offered to assist in bringing the information for discussion to the Student Government Association.

The proposal will be brought forward at the February Board Meeting.

<p>5. FY2024 Board Policy Review (Discussion Only)</p>	<p><b>Policy Updates</b> Several data points were shared regarding the non-bargaining staff full-time and part-time who are represented within the policies under revision.</p> <p>The objectives of the Policy 939 and Policy 942 revisions include:</p> <ul style="list-style-type: none"><li>• Fiscal Sustainability</li><li>• Compliance</li><li>• Employee recruitment, retention and success through alignment with the Total Rewards Philosophy<ul style="list-style-type: none"><li>○ Competitive (market-based) pay and benefits within budgetary capacity</li><li>○ Health and wellness</li><li>○ Competitive, consistent paid time off benefits</li></ul></li></ul> <p>Process and timeline of work:</p> <ul style="list-style-type: none"><li>• October 2023 – staff input through senates</li><li>• November 2023 – Board input at Employee Success and Retention COTW, as well as College Leadership Team (CLT) input</li><li>• January 2024 – Feedback drafted, reviewed by CLT, HR and staff senates</li><li>• February 2024 – Governance Coordinating Council draft policy overview, overview presented to CLC community, staff feedback and presentment to the board</li></ul> <p>An overview of Policy 939 proposed revisions was provided and Board input was collected. Discussion highlights:</p> <ul style="list-style-type: none"><li>• Structure and Compensation – removes procedures, provides clarification, aligns format and references applicable regulations when necessary.</li><li>• Compensation - staff pay schedule, placement on pay schedule and pay increases.</li><li>• Insurance: references all existing insurance plans (dental, vision, voluntary plans)</li><li>• Flexible Spending Accounts Plans – clarifies existing cafeteria plan</li><li>• Holidays – Clarifies winter holidays</li></ul> <p>Trustees inquired when the policy will be implemented. Response: Following the standard first and second read, once approved by the Board, the policy is effective July 1. A concern was expressed regarding a mid-year implementation for faculty. It was clarified that faculty are not guided under Policy 939.</p> <p>Personal Leave was modified in response to the Paid Leave for All Workers Act. (PLAWA). Increased from 32 to 40 hours per fiscal year, shift summer floating holiday to personal leave (previously only FT benefit).</p> <p>Personal leave can be used for any reason. While supervisors have discretion as to whether personal leave can be taken when requested, they should not ask for a reason when approving personal leave.</p> <p>A key shift in the policy language is to support equal benefits for all staff in vacation and health leave earned time off. Vacation Leave – Earned time off</p>
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- Equal benefit for all staff 20 or 22 days based on service. Increase for:
  - Administration and professions with 10 years of service.
  - Classified and Specialist with 0-5 year of service and 10 years of service.
- The earned benefit is the same for all other staff.

#### Vacation – Maximum carry-over

- Equal maximum for all staff: 25 days (0-9) and 30 days (10 years & up)
  - Increase for Classified and Specialists with 0-5 years of service, 10 years of service and 11 years of service or greater.
  - Same for Classified and Specialist with 6 – 9 years of service.
  - Decrease: All administrators and Professionals.

#### Health Leave – Earned time off

- Equal benefits for all staff: 20-24 days based on service
  - Increase for Administrators and Professionals with 10 years of service or greater and Classified and Specialist 0-19 years of service.
  - Same for Classified and Specialist with 20 years of service or more.
  - Decrease for Administrator and Professionals with 0-9 years of service.

#### Health Leave – Maximum Bank/Cap

- Equal maximum for all staff: 390 days/career
- Decrease for all classified and specialists of 45 days/career
- New maximum for all Administrator and Professionals where no maximum currently exists.

#### Supplemental Health Leave

Expands access for staff to request and use supplemental health to include care for family and parental needs. There is no proposed change to eligibility or the total of 160 hours/career.

#### Bereavement Leave – defines time off (not a new paid leave benefit)

Added to policy to define who, when and what leave is available due to loss.

#### Policy 942 Stipends for Temporary Assignments

Provides definition of role labels: interim (position vacant) or acting (incumbent in interim role). Approval is at the CLT level.

Stipend amount will be modified to eliminate inequities in the current policy language.

Rather than specific a specific percentage, a new market-based option that uses a 3-pronged approach to achieve an optimal stipend, including greater of flat percentage, minimum of the job grade or minimum of the market grade.

Trustees inquired if staff are required to accept a full temporary assignment, and if they were required, would they get 6%? Response: No employee would be required to accept a temporary assignment. An employee is provided the opportunity, but may decline. Compensation would follow the policy as described.

<p>6. <i>FY2025 Strategic Planning Process (Discussion Only)</i></p>	<p><b><u>Strategic Plan Refresh</u></b>  A brief overview of the process and timeline for the development of the new strategic plan was provided. The goal is to bring forward a plan for approval and launch by July 1, 2025.</p> <p>Discussion: Trustees inquired whether there will be any policy changes the board should be aware of. Response: Data will be reviewed and a broad input process will assist in determining whether any policies may need to be revised.</p>
<p>7. <i>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)(2) of the Open Meetings Act.  <b><u>It was moved</u></b> 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: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio  Nays: None  The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:10 pm.</p>
<p>8. <i>Adjournment</i></p>	<p>Chair Shroka called for a motion to adjourn.  <b><u>It was moved</u></b> by Trustee Howland, seconded by Student Trustee Blaine and unanimously carried that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows:  Student Advisory Vote: Aye  Ayes: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio  Nays: None  The vote being (6) Ayes and (0) Nays, the motion carried.</p>

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Julie Shroka, Chair

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Paul Virgilio, Secretary