

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 February 27, 2024 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, Ms. Songer, Mr. Virgilio and 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; Dr. Ali O’Brien, Vice President of Community Workforce and Partnerships; 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>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"> <li>Item 7.3 on page 48 had a correction, on the first line of the third paragraph. The correction was made in the posted board agenda items, and a blue replacement page with the correction is at each place.</li> <li>Item 7.5 on page 56 will be held until after the Closed Session.</li> <li>A closed meeting was requested under exception under Statute 5 ILCS 120, Section 2(c)(2): “Collective negotiating matters between the public body and its employees or their representatives...” and 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 or administrative tribunal, or when the public body finds that an action is probable or imminent...”</li> <li>There will be action taken after the closed meeting.</li> </ul> <p><b>It was moved</b> by Trustee Howland 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: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin  Nays: None  The vote being (7) 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><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>Salute to Gospel – February 24, 2024</li> </ul>

<p><i>DEI – Diversity, Equity and Inclusion</i></p> <p><i>ICCTA – Illinois Community College Trustees Association</i></p> <p><i>SGA – Student Government Association</i></p>	<p><b><u>Board Liaison Updates</u></b></p> <p><u>University Center of Lake County (UCLC) – Trustee Songer, Liaison</u>  Next meeting is in March, and UCLC will host the annual Wine and Art fundraiser on March 8, 5-9:30 pm.</p> <p><u>CLC Foundation – Trustee Virgilio, Liaison</u></p> <ul style="list-style-type: none"> <li>• CLC Foundation Quarterly Board Meeting was held on Thursday, February 22.</li> <li>• Fundraising priority #1 is the Urban Farm Center. Last week was a “Million Dollar Week.”</li> <li>• Fundraising priority #2 is momentum metrics. For FY24, the Foundation is focusing on donor alignment to student success goals.</li> <li>• Fundraising priority #3 is the Advanced Technology Center (ATC) Phase 2. The Foundation is meeting with ATC staff to develop the plan for moving more programs to the ATC and developing a case statement for further fundraising.</li> </ul> <p><u>ICCTA/ACCT – Trustee Howland, Liaison</u></p> <ul style="list-style-type: none"> <li>• ACCT Board Meeting – discussed dual degrees, bachelor’s degrees, and athletic program funding.</li> <li>• Legislation to support PELL grant funding is anticipated to be voted on this week.</li> <li>• Membership committee and Communications committee met. The legal seminar offered takeaways related to cybersecurity.</li> <li>• Information shared about Title IX – Diversity, Equity, Inclusion and Belonging.</li> <li>• ACCT offers many faculty and staff awards that can be applied for.</li> <li>• Senator Duckworth is looking for interns.</li> <li>• Global Learning is a hot topic, discussed what community colleges can to partner with each other across the nation.</li> </ul> <p><u>Board Retreat Follow-up</u>  An updated draft of board goals is accessible in BoardBook Premier (BBP). The first reading will be in March. Trustees who have not provided comments to Chair Shroka should do so by March 5.</p> <p><b>Student Trustee Report – Student Trustee Blaine</b></p> <ul style="list-style-type: none"> <li>• Discussed Black History Month and named a few of the most influential people in his life. From historical and teachers to mentors on the Board.</li> <li>• Appreciated being part of the ACCT National Legislative Summit where he and the board advocated for increasing PELL grant funding, expanding PELL eligibility, increasing SNAP opportunities and much more. At the joint meeting with College of DuPage’s trustees and student trustee with Illinois Representative Bill Foster, he was encouraged to share his own journey as a college student.</li> <li>• Highlighted the opportunity to teach Grayslake Middle School students about leadership and the opportunities they would find at College of Lake County.</li> <li>• Spotlighted the success of the 39<sup>th</sup> Annual Salute to Gospel Music event.</li> </ul>
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**President’s Report**

Dr. Suddick provided updates and shared slides showing data for student success metrics:

- Thanked Student Trustee Blaine for co-presenting information regarding the tuition increase to the Student Government Association (SGA).
- Thanked the CLC team who attended the 2024 ATD Dream conference and who presented CLC’s story about the reimagined first-year experience and CLC’s experiences related to the Racial Equity Leadership Academy (RELA).
- College-level enrollment up 5.3%, Adult Ed enrollment up 62.9%. and overall enrollment up 10%. This is the first semester that CLC has achieved increased enrollment to levels pre-pandemic.

**CLC Leadership Academy**

The first cohort of the CLC Leadership Academy was introduced to the Board with representation from all college units. Academy representatives presented an overview about their experience, professional learning content and their reflections. The curriculum includes:

- Problem-based learning aligned to college priorities:
  - Group 1: Unit-focused employee engagement/culture efforts
  - Group 2: Optimization of the Capital Projects Process
- Fundamentals of Project Management
- Inclusive Leadership
- A 360-degree individual Leadership Assessments
- Emotional Intelligence and Systems Thinking
- Team-building and relationship-building
- Scenario-based learning experiences.

Discussion: Trustees inquired about the Emotional Intelligence portion of the training, and asked for thoughts on whether emotional and social intelligence should be reviewed together. Response: An external consultant will present to the cohort on both emotional and social intelligence. Trustees inquired about the executive coach. Response: Judith Honesty, an external coach, reviewed the self-assessments with each member. She was also instrumental in the development of the program. Dr. Suddick acknowledged Katie Sweeney and Sophia Wainwright for their work in developing, coordinating and facilitating the Leadership Academy experience.

**Flexible Work Arrangement Policy/Assessment**

An update on Policy 977 – Flexible Work Arrangement for Non-Bargaining Staff was provided

- Since January 2023, 266 employees have requested a flexible work arrangement. 47% of the 535 currently eligible employees have an approved flex work schedule.
- Continued input is sought to determine if the policy is meeting the needs of the college.
- Assessment Strategy – An Employee Survey was sent to 527 full-time and part-time board-appointed staff members, resulting in an over 61% response rate.

**Survey Results**

Of the 323 replies to the survey, the overall response to the Flexible Work Arrangement policy has been positive. Benefits to the College: increased morale, improved work/life balance and retention/recruitment of employees. Benefits to the employee: better work/life balance, increased productivity and travel time/savings.

	<p>Equity: 242 f the 298 responses, identified the policy as being equitable Responses on inequity noted concerns that the policy is not equally applied among coworkers or across departments, and emphasizes remote work options.</p> <p>Key areas of opportunity and next steps were reviewed.</p> <p>Discussion: Trustees inquired when newly hired supervisors are trained on the policy? Response: Training is available as an online professional development module accessible at any time.</p> <p><b><u>Mid-Year Financial Accountability and Investment Report</u></b></p> <p>PFM Asset Management Economic Update was provided. Highlights include job openings at lowest level since March 2021, US inflation continues to cool at 3.4%.</p> <p>Current market themes include an economy characterized by economic resilience and a labor market coming into balance, consumers supporting growth through spending, federal reserve to end rate hiking cycle and lower treasury yields.</p> <p>College of Lake County Investments</p> <ul style="list-style-type: none"> <li>• At \$112 million overall total investments</li> <li>• In compliance with State laws, investment grade corporate bonds.</li> <li>• Second quarter investment report for short-term investments shows that the performance of the portfolio exceeds the benchmark</li> <li>• Mid-year investment report for long-term investments shows actual performance outweighs the benchmark.</li> </ul> <p>Fiscal Performance Report</p> <p>Budget Variance as of December 31, 2023 – Actual revenue exceeded expected revenue. Actual expenses were less than expected. The College is on track with the FY2024 budget plan.</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: There was an inquiry on item5.3.7 Contract for Software and whether there is a probability that Workday can do these functions so this software wouldn't need to be purchased. Response: Currently, Workday does not offer all of the components of this software; however, Workday is evolving and this component may be included in future iterations. CLC's project aims to eliminate duplications of software. This software contract ends when Student functions in Workday will be launching, at which time it will be reevaluated. An inquiry was made regarding 5.3.1 A013 and what chairs will be replaced? Response: The chairs are being purchased for this room as these are temporary chairs.</p> <p>Chair Shroka inquired if trustees would like to remove any other items from Section 5 - Consent Agenda. Items removed: None</p>

	<p>Chair Shroka asked for a motion to approve all items in the consent agenda.  <b>It was moved</b> by Trustee Howland and seconded by Trustee Virgilio 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: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>
<p>6. Presentment of Board Policies and Objectives</p>	<p><b>6.1 Policy 939 – Revised – First Reading</b></p> <p>Discussion: None</p> <p><b>6.2 Policy 942 – Revised – First Reading</b></p> <p>Discussion: None</p>
<p>7. New Business</p>	<p><b>7.1. Sabbatical Leaves of Absence</b>  <b>It was moved</b> 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: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>7.2. Tenure Employment Status</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: Trustees inquired whether 12 tenured faculty is typical. Response: The number is slightly lower than typical. These faculty were hired in 2021.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p>

	<p><b>7.3. Fiscal Year 2025 Tuition and Comprehensive Fees</b>  <u>It was moved</u> by Student Trustee Blaine and seconded by Trustee Newsome for approval of item 7.3 as presented.</p> <p>Discussion: The tuition and fees proposal was shared at the student government meeting. There was robust discussion and many questions; however, the proposal was supported. Trustees discussed the increase and how it will affect students and the status of state funding.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>7.4. Academic Year 2024-2025 Credit Course Fees</b>  <u>It was moved</u> by Trustee Newsome and seconded by Student Trustee Blaine for approval of item 7.4 as presented.</p> <p>Discussion: Trustees discussed the course fees, how they would be allocated and whether the increases would prohibit students from choosing specific programs. Response: Fees are often covered by financial aid. The increases are set well below the board policy. A review of all courses is completed every year and not all courses have increases. The increases do not come without consideration of impact to students.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p><b>7.5. 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)(2) and 2(c)(11) of the Open Meetings Act.  <u>It was moved</u> by Trustee Griffin and seconded by Student Trustee Blaine to move into a Closed Session.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin          Nays: None          The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 7:34 pm.</p>

<p><i>Items held until after Closed Session</i></p>	<p><b>7.5. Part-Time Faculty Bargaining Agreement</b></p> <p><b>It was moved</b> 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: Howland, Newsome, Shroka, Virgilio, Barbato, Griffin          Nays: Songer          The vote being (6) Ayes and (1) Nays, the motion carried.</p>
<p><i>9. Other Matters for Information or Discussion</i></p>	<p>Chair Shroka invited trustees to discuss any additional matters for discussion.</p> <p>Trustee Songer shared information about radon level testing at Elk Grove, District 214. A suggestion was made that CLC consider performing radon testing.</p> <p>Trustee Songer read a statement expressing concerns about the use of unskilled labor on CLC construction projects and emphasized that all bidders should be vetted fully through a policy similar to the one that Lake County implemented. She referenced the Lake County responsible bidder ordinance that was shared with all trustees.</p> <p>Robbins Schwartz attorney Howard Metz offered that a Responsible Bidder Ordinance (RBO) establishes formal qualifications criteria for what is considered to be a responsible bidder. One criterion is having a Department of Labor apprenticeship program. If the College were to adopt a formal RBO policy with that criterion, any contractor that is awarded a contract with CLC would need to comply with that criterion.</p> <p>Mr. Metz explained that currently when a contractor is awarded a contract with CLC, and a low bidder is identified, there is a vetting process to ensure that the contractor being selected is qualified to perform the work and has adequate experience to complete the project. If the College has any concerns, the College is able to disqualify that low bidder.</p> <p>Trustees continued their discussion and debate on the impact, benefit and challenges of formally adopting an RBO.</p> <p>Chair Shroka indicated this discussion would continue at the March meeting.</p>

Continued on next page.

<p>10. <i>Adjournment</i></p>	<p>Chair Shroka called for adjournment. <b>It was moved</b> by Trustee Newsome and seconded by Student Trustee Blaine that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin 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