

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 Southlake Campus, Room V340, 1120 S. Milwaukee Ave., Vernon Hills, Illinois on March 26, 2024 at 5:00 pm

<p>1. Call to Order and Roll Call</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</p> <p>Trustees Absent at roll call: Mr. 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. Karen Hlavin, Vice President Student Development; Dr. Kristen Jones, Vice President of Education; Dr. Ali O'Brien, Vice President of Community Workforce and Partnerships; Allison Porterfield-Woods, Chief Information Officer; Tracey Seiller, Events and Engagement Specialist and Acting Recording Secretary; Howard Metz, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p>2. Approval of the Agenda</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"> • 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 2(c)(2): "Collective negotiating matters between the public body and its employees or their representatives..." • There will be action taken after the closed meeting. <p>It was moved by Trustee Howland 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: None Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Discussion: An inquiry was made as to why the RBO wasn't listed as an action item for the agenda. Response: Chair Shroka shared that the discussion of the Board at the February meeting, and the subsequent communication sent to trustees, indicated that the RBO item would be included on the April agenda to allow for ample time to review all documentation.</p>
<p>3. Receipt of Notices, Communications, Hearings, and Petitions</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. No requests were received. Chair Shroka asked if any individuals present wished to address the Board; no audience members requested to speak.</p>
<p>4. Reports</p>	<p>Chair's Report</p> <p><u>Board Activities</u> Chair Shroka invited trustees to briefly comment on any significant events. Trustees offered comments regarding the following:</p>

<p><u>Acronyms:</u> ACCT – Association of Community College Trustees</p> <p>AI – Artificial intelligence</p> <p>ATD: Achieving the Dream</p> <p>FAFSA – Free Application for Federal Student Aid</p> <p>FYE – First-Year Experience</p> <p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<ul style="list-style-type: none"> • Art-in-Architecture Event: Dedication of Phase 1 art installation, invitation to participate in Phase 2, and one-year anniversary of the Lakeshore Campus Student Center. • ACCT Parliamentary Procedures webinar <p><u>Board Liaison Updates</u></p> <p><u>ICCTA/ACCT</u></p> <ul style="list-style-type: none"> • AI in Higher Education presentation at ICCTA • ACCT Government Affairs discussion on the bipartisan Pell Act • New FAFSA forms are delayed until December • Title IX, Fair Labor Standard Act, Overtime Rule that is due in April is still pending • Gainful Employment and Transparency rules <p>Further updates on Title IX given: New proposed regulations have been moved forward and expected to be published by May or June. A reminder that August is Sexual Assault Awareness Month.</p> <p><u>University Center</u></p> <ul style="list-style-type: none"> • Spring Open House will be held on April 25 from 6 PM – 8 PM • FAFSA Workshop will be held on April 13 and 14 from 9 AM – 4 PM and April 20 from 9 AM – 12 PM • Art and Wine Fundraiser successfully raised over \$45,000 for scholarships. • Grayslake Middle School students will continue to attend school at the UCLC until April. <p><u>CLC Foundation</u></p> <ul style="list-style-type: none"> • Scholarship Brunch will be held on April 14 in Willow Café on the Grayslake Campus. • CLC Annual Golf Outing is scheduled for Monday, September 16. Please save the date. • Urban Farm Center fundraising: \$5.3M raised with \$1M in pipeline toward the \$11M target. Th “public phase” of the funding campaign will begin this summer. • The new accounting and stewardship software transition, PeopleSoft to Financial Edge, is expected to be complete by the end of fiscal year 2024. <p>Student Trustee Report Student Trustee was not present due to unexpected circumstances. Chair Shroka invited Trustee Barbato to read the report on behalf of Student Trustee Blaine.</p> <ul style="list-style-type: none"> • Acknowledged the ICCTA March meetings in Kankakee and emphasized the importance of the student voice • Participated in student lunch interviews with the candidates for the Dean of Student Affairs position • Announced his successor, Sulma Teruel, will be seated at the April Board meeting as the Student Trustee. Sulma was elected by the CLC student body. <p>President’s Report</p> <ul style="list-style-type: none"> • Congratulated Dave Wooten as Dual Credit Teacher of the Year, Jay Wiltshire, Outstanding Full-Time Faculty of the Year and Nancy Sheeber, Outstanding Adjunct Faculty of the Year
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- Congratulated Sulma Teruel as the new Student Trustee
- Reminded Trustees of the many graduation celebrations and events
- Early enrollment looking positive for Summer and Fall.

Southlake Campus Update - Dean Viki Cvitkovic

A Southlake mission statement has been updated to reflect the College’s pledge to equitable student success. Visioning sessions were held throughout the year, resulting in the newly adopted vision statement.

Academic Programs at Southlake:

- Pharmacy Technician – boasts 93% national exam pass rate with 94% of CLC graduates employed upon graduation.
- Nurse Assisting – Current students are recipients of the PATH Grant; program has a 94% pass rate on the Illinois Department of Public Health state exam.
- Health & Wellness Promotion – 15 years since the opening of Southlake Center. CLC is the first community college to earn National Board for Health and Wellness Coaching accreditation.
- Massage Therapy – 34 cohorts have successfully graduated, and in the last 5 years, 1,100+ appointments at the therapeutic massage clinic.

Southlake updates:

- Three-Year Enrollment trend by credit hour shows the work Southlake has done to increase in-person enrollment since the pandemic, but the campus is not yet back to pre-pandemic levels.
- Enrollment: a majority of students are enrolled in college-level credit courses, followed by Adult Education, ESL then Vocational.
- Race/Ethnicity demographics – 34% LatinX reflective of CLC’s Hispanic-serving designation.
- Age demographics –18-20 and 21-24 year old age groups make up the majority of students.
- 70% Part-Time and 30% Full-time enrollment.
- Featured High School Partnerships: Stevenson and Highland Park.

Discussion: Trustees inquired how many students were enrolled in the Pharmacy Technician program. Response: The current cohort is 14 students.

Student Retention Strategy – Dr. Kristen Jones

This effort is an FY2024 priority of the Board and the College. The goal is to increase Fall-to-Spring and Fall-to-Fall retention.

The Why: Fall-to-Spring Retention rate of first-time, credential-seeking cohorts has remained flat, ranging from 78% to 82%. The current target is 84% to support the College’s overall graduation target of 45%. Fall-to-Spring retention rates disaggregated by race/ethnicity for Fall 2023 shows the gap is closing across all groups; however, remains short of the 84% target. Full-time student retention exceeds part-time student retention.

	<p>Fall-to-Fall Retention of first-time, credential-seeking cohorts remains flat and below Fall to-Spring rates at 65% to 67% with a target of 74%.</p> <p>Input on design: The Retention strategy design has been developed through participation in the ATD Equity in Retention Academy, the ATD Teaching and Learning Academy and guidance of CLC’s Lancer Success Council and the Retention taskforce.</p> <p>The Retention strategy is designed within the Lancer Success Framework to ensure a systemic implementation. Key strategies include student meetings with a College Career Navigator pre-enrollment, Academic Success Advisor each semester, attending convocation, and engagement in holistic supports. Data was shared regarding the impact of the components of the FYE Onboarding experience. The model is informed through an equity lens to value the unique aspects of each student’s journey.</p> <p>Discussion: Trustees inquired how they can assist and support in the retention strategy. Response: Trustees continued support for faculty and staff in implementing data-informed strategies and professional learning.</p> <p>Final thoughts from Dr. Suddick: Thanked Dr. Jones and the team for building a comprehensive data informed strategy, leveraging immediacy and patience via data-driven practices The Board’s support of transformative change, such as the FYE and Onboarding Redesign is critical to improving retention outcomes.</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: Comments were shared by a trustee about the reimbursement of travel, and it was confirmed that these represent trustee travel expenses. Clarification regarding 5.3.1 was also made that it is related to college-wide catering and the item is to allow authorization beyond the current approval as demand for catering has increased.</p> <p>Chair Shroka inquired if there were any items that trustees would like removed from Section 5 - Consent Agenda.</p> <p>A request was made to remove 5.3.5 – Enrollment and Retention Consulting Services.</p> <p>Chair Shroka asked for a motion to approve all items in Section 5 Consent Agenda with the exception of 5.3.5.</p> <p>It was moved by Trustee Griffin and seconded by Trustee Newsome to approve all items as presented with exception of 5.3.5.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland</p>

	<p>Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Chair Shroka requested a motion for the approval of item 5.3.5 Enrollment and Retention Consulting Services. It was moved by Trustee Songer and seconded by Trustee Griffin to approve 5.3.5 as presented.</p> <p>Discussion: Inquiry about whether this \$80,000 contract was required to be bid. Response: It was confirmed by legal counsel and administration that as a professional service this item is exempt from public bidding. Inquiry about why this work could not be done by internal staff was made. Response: The team is at full-capacity, and is leveraging the expertise of the vendor to accelerate the completion of this work. The project has been on the list of projects for five years and needs to be completed. The project assists in discovery and design in preparation for the Workday setup for the student project. The vendor will assist designing a structure based on input of the staff across multiple units of the college involved in student engagement and then it will be integrated and sustained by designing it into the Workday system. As a professional service, it is exempt from the public bidding process.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Virgilio, Barbato, Griffin, Howland Nays: Songer The vote being (6) Ayes and (1) Nays, the motion carried.</p>
<p><i>6. Presentment of Board Policies and Objectives</i></p>	<p>6.1 Board of Trustee Goals FY24-25 – First reading Purpose: Establishment of goals and best practices as set forth in the September 2023 Board retreat. Process: The goals development has gone through consultation and review by ACCT, other Community College Board and review and input by CLC Trustees over an extended period of time. The goals align with existing board policies and establish a focus for the remainder of FY2024 and FY2025. No action to be taken at this meeting.</p> <p>Discussion: Trustees discussed the length of the goals list, the need to refine and consolidate with more measurability. Suggestions were made as to how the Board could prioritize goals within each category. The consensus of the discussion was to hold the goals document until the next Board Retreat.</p>
<p><i>7. New Business</i></p>	<p>7.1 Personnel and Position Changes It was moved by Trustee Griffin and seconded by Trustee Howland for approval for Item 7.1 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland</p>

Nays: None
The votes being (7) Ayes and (0) Nays, the motion carried.

7.2 Policy 939 – Non-Bargaining Unit Employees’ Employment, Compensation, and Benefits – Revised – Second reading

It was moved by Trustee Griffin and seconded by Trustee Newsome for approval for Item 7.2 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

7.3 Policy 942 – Stipends for Temporary Assignments – Revised – Second reading

It was moved by Trustee Howland and seconded by Trustee Griffin for approval for Item 7.3 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

7.4 Lease, Delivery and Installation of Copier Machines

It was moved by Trustee Griffin and seconded by Trustee Howland for approval for Item 7.4 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

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

Nays: None

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

7.5 Lakeshore Campus Roofing Replacement

It was moved by Trustee Griffin and seconded by Trustee Newsome for approval for Item 7.5 as presented.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: None

	<p>Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland Nays: None The votes being (7) Ayes and (0) Nays, the motion carried.</p> <p>7.6 Lakeshore Campus Rooftop Air Conditioning Unit Replacement It was moved by Trustee Griffin and seconded by Trustee Howland for approval for item 7.6 as presented.</p> <p>Discussion: Trustees inquired if the HVAC was union labored. Response: It is not known whether union labor is used as that is the determination of the contractor. Per Policy, CLC requires prevailing wage and other requirements for all contractors. Legal Counsel offered the clarification that the College is not allowed by law to require union labor. Whether a business is union or non-union is not a disqualifier to approving as a bidder. All bidding goes through a vetting process to ensure responsive and responsible bidders.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Virgilio, Barbato, Griffin, Howland Nays: Songer The votes being (6) Ayes and (1) Nays, the motion carried.</p> <p>7.7 Separation of Employment 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) and 2(c)(2) of the Open Meetings Act. <u>It was moved</u> by Trustee Griffin and seconded by Trustee Howland 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: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:16 p.m.</p>
<p><i>Items held until after Closed Session</i></p>	<p>7.7 Separation of Employment <u>It was moved</u> by Trustee Barbato and seconded by Trustee Griffin for approval of item 7.7 Separation of Employment for Sharnice Wilson, effective March 26, 2024, as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland</p>

	<p>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>Discussion of the Responsible Bidder Ordinance at the February Board meeting was paused to allow all Trustees an opportunity to review all provided materials, Trustees were given an opportunity to provide additional relevant information to the chair for distribution to the all trustees following the February meeting. No inquiries for additional information, and no new information was received by the deadline.</p> <p>At the April meeting, the Board will consider an action as to whether the Board will direct Administration to revise the procurement policy. Chair Shroka opened the floor for further discussion. No additional discussion was held.</p>
<p><i>10. Adjournment</i></p>	<p>Chair Shroka called for adjournment at 8:18 pm. It was moved by Trustee Newsome and seconded by Trustee Howland that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: None Ayes: Newsome, Shroka, Songer, Virgilio, Barbato, Griffin, Howland Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>

Julie Shroka, Chair

Paul Virgilio, Secretary