

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 May 21, 2024 at 5:00 pm

<p>1. <i>Call to Order and Roll Call</i></p>	<p>Board Chair Newsome called the meeting to order at 5:08 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Dr. Griffin, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio, and Student Trustee Teruel Absent at start of meeting: Ms. Howland</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; Carol Dikelsky, Director of Communications and Engagement; Laura Laba, Executive Assistant to the President/Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; and other guests.</p>
<p>2. <i>Approval of the Agenda</i></p>	<p>Chair Newsome welcomed everyone who joined the meeting in person or via livestream and made the following announcements:</p> <ul style="list-style-type: none"> <li>• Agenda item 7.1 from New Business was renumbered as 3a, action will be taken immediately following Agenda Item 3, Receipt of Notices, Communication, Hearings and Petitions.</li> <li>• Agenda Item 2b was added to approve the virtual attendance of a trustee.</li> <li>• Agenda item 5.2.3, the date of the public notice of the posting of the tentative FY2025 Budget should state May 24, 2024, in accordance with the budget timeline.</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 no action taken after the closed meeting.</li> </ul> <p><b><u>It was moved</u></b> by Trustee Barbato and seconded by Trustee Shroka 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: Barbato, Griffin, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p><b>2b. Trustee attending Meeting Via Videoconference</b> Chair Newsome asked for a motion to allow Trustee Amanda Howland to attend via videoconference for reasons permitted by the Open Meetings Act and Board Policy 129. <b><u>It was moved</u></b> by Trustee Griffin and seconded by Trustee Barbato for approval of virtual attendance by Trustee Howland.</p> <p>Discussion: None</p>

	<p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Barbato, Griffin, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>It was determined to move forward with Section 3, the public comment section, while waiting for Trustee Howland to connect via zoom.</p>
<p><i>3. Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Newsome 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.</p> <p>The office received one request – Pete Olson, Lake County Building Trades – Mr. Olson discussed the importance of a Responsible Bidder Ordinance (RBO); the requirements in the Lake County RBO; language that can be added to an RBO; project labor agreements; and prevailing wage</p> <p>Chair Newsome asked if any individuals present wished to address the Board.</p> <p>Mike Mavis – the Glaziers, Local 27, glass workers union – supported the development of RBO language in policy and discussed the greenhouse repairs by an out-of-state company.</p> <p>No further audience members came forward for comment.</p> <p>Amanda Howland joined the meeting at 5:18 pm.</p> <p><b>2.2 Roll Call with Virtual Attendee</b>          Chair Newsome welcomed Trustee Howland to the meeting and asked for a roll call.</p> <p>Trustees Present: Ms. Barbato, Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio, Student Trustee Teruel.</p> <p><b>3b. Whether to Direct Administration to Prepare and Present to the Board and Amended Procurement Policy Inclusive of a Responsible Bidder Ordinance.</b>  <u>It was moved</u> by Trustee Griffin and seconded by Trustee Songer for approval of 3b as presented.</p> <p>Discussion: Trustees discussed various factors associated with responsible bidder ordinance language, the Lake County Board policy and whether RBO language would be appropriate and beneficial for the College. Perceived concerns and benefits were discussed.</p> <p>Trustees also discussed amending the motion to form a committee and look at language for an RBO.</p> <p>Specific points of discussion included what elements of RBO language were already included in the College’s procurement policy, including prevailing wage and the requirement for a certificate of insurance. It was noted that the Science building was built with a project labor agreement, which is an available option under current policy. A concern was raised regarding</p>

	<p>the potential limitations for qualified workers that would result from the addition of language specific to a DOL registered apprenticeship requirement. It was noted that only one community college in Illinois has adopted DOL registered apprenticeship requirements into its procurement policy.</p> <p>Legal counsel offered the following clarifications: Under current policy, the College establishes qualification criteria for every project during the bidding process and when awarding construction contracts. The College verifies that the vendor is responsible and qualified before moving forward for accepting a bid. All bidders must provide certificates of insurance, comply with the Illinois prevailing wage act, and provide names of subcontractors. Additionally, the vendor must comply with all state and federal laws. The addition of registered apprenticeship language to the present procurement policy would mean that any bidder must present satisfactory evidence that it participates in an apprenticeship program approved and registered with the Department of Labor.</p> <p>Discussion occurred regarding whether the motion should be amended to form a committee to investigate the impact of responsible bidder ordinance language on minority, women-owned and veteran-owned businesses in the community prior to a decision on policy change. Discussion also focused on whether the committee would be a Board committee or an assignment to Administration.</p> <p>Based on the Board’s discussion, Attorney Locallo provided suggested language for an amended motion. Rather than the current motion, which included whether Administration should be directed to prepare and present an amended procurement policy inclusive of a responsible bidder ordinance, the motion would focus on the formation of a committee to study the effects of an RBO, project labor agreement and current policy.</p> <p><b>It was moved</b> by Trustee Griffin and seconded by Trustee Songer for approval to form a committee to study the effects of a responsible bidder ordinance, including project labor agreements and current policy.</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Barbato, Griffin, Howland, Songer          Nays: Newsome, Shroka, Virgilio          The vote being (4) Ayes and (3) Nays, the motion carried.          Following the vote, Attorney Locallo recommended that there is discussion at the next meeting as to what the expectations are for Administration and a timeline.</p>
<p>4. Reports</p>	<p><b>4.1 Chair’s Report</b></p> <p><b><u>Board Liaison Appointments and Updates</u></b></p> <p><u>University Center</u>          Appointment: Trustee Songer will remain Liaison, Trustee Shroka will be the alternate.</p> <ul style="list-style-type: none"> <li>No update at this time.</li> </ul>

Acronyms:

ACCT – Association of  
Community College  
Trustees

ICCTA – Illinois  
Community College  
Trustees Association

SGA – Student  
Government  
Association

Foundation

Appointment: Trustee Virgilio will remain Liaison, Trustee Barbato will be the alternate.

- Urban Farm Center Capital Campaign:
  1. Steady progress toward the \$11M FY24 goal needed for ground-breaking with the Margot Pritzker naming of observation deck at Urban Farm Center (\$500K gift) and the closing of two generous \$1M gifts.
  2. With CLC’s FY25 planned investment (\$1.5M), an additional \$1.2M is needed for groundbreaking.
  3. Foundation will continue capital campaign into FY25 with the aim toward the original total of \$15M to complete the project.
- Lancer Emergency Assistance Fund (LEAF) – a \$100K donation received late April.
- CLC Foundation Golf Classic will be Monday, September 16, 2024.

ICCTA/ACCT

Appointment: Trustee Howland will remain Liaison, Trustee Shroka is the alternate.

- Met with several legislators during Lobby Days – Illinois State Senator Mary Edly-Allen is very interested in things that are happening at CLC.
- Explored potential funding with the Black Caucus for the Urban Farm.
- Trustees are encouraged to sign up for ACCT’s Connect site. Trustee Howland will be attending the ACCT Board Retreat.

Board Activities

Chair Newsome invited trustees to comment on any significant events since the last meeting. Trustees offered comments regarding all the graduation celebrations and commencement.

Trustee Howland left the meeting at 6:00 pm

**4.2 Student Trustee Report**

- Reflected on the many events that were attended – Lancer Fest; Recycle, Represent, Runway Sustainable Fashion show; CAPs Fresh Check Day; Lavender Celebration, Latinx Celebration, Commencement; Leadership banquet and Alicia Hernandez Banquet.
- Brought attention to the work that Staff, SGA and the Student Trustee will be involved in to improve advertisement of Student Events. With the goal of increasing student engagement.

**4.3 President’s Report**

**Third Quarter Fiscal Accountability Report and Investment Report**

An overview of the third quarter investment report was provided.

- CLC’s Investment Portfolio of \$112.1M provides stability for its Aaa bond rating and short-term operational flexibility.
- The College maintains a diversified portfolio of fixed assets.
- The CLC bond proceeds are temporarily invested and over time are removed as spending occurs on projects.
- Short-term and long-term portfolio performance have exceeded benchmark for all periods presented.

- The third quarter fiscal accountability report for the FY2024 Budget was as follows:
- As of March 31, 2024, the budget is on plan with revenues (\$85.1M) exceeding expenses (\$82M).
  - Student enrollment reflected 102 percent of the tuition revenue.
  - Current enrollment is trending well, with summer credit hours up 12.8% overall and College-level credit hours up 9.9%. Fall credit hours are also trending well, with overall credit hours up 7.5% and College-level up 7.4%.
  - The FY2025 budget proposal includes a 2% enrollment increase.

**FY2025 Annual Budget and Plan Proposal**

The executive team provided an overview of the FY2025 budget and plan proposal. Highlights of the presentation included:

- Demographics of College of Lake County students and community were shared.
- FY2025 will be the sunset year for the 2024 Strategic Plan. The FY2025 plan includes strategic planning process with a goal to approve a new plan by July 1, 2025.

**Highlights and Outcomes of Budget Development**

- FY2025 framework guided the decisions on the prioritization of items requested in the budget.
- Context: The College navigated multiple years of solving budget gaps in response to the pandemic impact on enrollment and operations while experiencing historic inflationary increases. Despite those impacts the College has maintained Aaa bond rating, a 30% fund balance, maintained high value benefits for employees, sustained cyclical market wage reviews across the board wage increases at CIP levels and improved student outcomes with historic graduation rates increases.
- Based on FY2025 budget forecasts and estimates, there was no gap to solve. However, critical structural components of the budget required attention following the multi-year reallocation and gap challenges.
- Priority was given to addressing risk management, critical safety, compliance and contractual obligations and strengthening the operational contingency budget. Resource allocation priorities included advancing faculty and staff retention and success outcomes and advancing equity in student access, retention and success outcomes.

An overview of the LancerNext project funding was provided. This is a 10-year project spanning from 2021 to 2031. Total project amount is \$21.3M for non-PeopleSoft elements. Initial funding for the project occurred in May 2021 (\$3M); the second phase of funding was in May 2023 (\$4M). The FY2025 budget includes \$4M in funding for a cumulative total funding of \$11M of the original estimate of \$21.3M. A handout and slide were provided to detail the funding over time and the components included in the funding for the project.

**FY2025 Operating Fund Budget Summary**

- Aligns to board policy with balanced revenue and expenditures totaling \$130.1M; an operating increase of 5.1%.
- Revenues include: Local Tax revenue at 63.9%; Student Tuition at 23.46%; and ICCB Funding at 8.19%.

	<ul style="list-style-type: none"> <li>• Salary and benefits for employees is 76.6% of the operating expense with an increase of 6.7% in personnel expenditures.</li> <li>• Non-personnel expenditures remain flat at \$30.37M.</li> <li>• Increase of 6.4% for health insurance and employee benefits expenditures.</li> <li>• The budget maintains the \$3M reserve for one-time expenses.</li> <li>• Operating contingency was increased by \$400K.</li> <li>• Debt service decreases with the payoff of Series 2013A bond.</li> </ul> <p>The FY2025 College Plan Priorities, aligned under the six strategic pillars, were presented.</p> <p>Discussion: Trustees inquired if a report showing the numbers for all of the funds, total expenses for the College, could be provided. Response: The Budget Book details the definitions of each fund and provides the detailed budgets by fund and by unit. The Budget Book will be provided to trustees by the end of the week and posted for public viewing.</p> <p>Reorganizations and Personnel Changes Each executive leader presented the new positions, changed positions and reorganization plan for their units.</p> <p>FY2025 Planned Capital Fund Surplus The proposed planned surplus allocation (beyond the 30% fund balance requirement) is \$7.4M. Of the \$7.4M, \$1.4M is from remaining surplus in prior years and \$6M is from estimated FY2024 planned surplus.</p> <p>Th Capital and Master Plan Phase 0 projects that continue to the FY2025 budget and plan were provided in the presentation. It was noted that all of these projects are currently funded with no additional resources being requested at this time.</p> <p>Next steps: The draft budget book will be posted for public review as of Friday, May 24. President’s priorities will be brought forward at the June meeting.</p>
<p>5. <i>Consent Agenda</i></p>	<p>Chair Newsome inquired whether there were any discussion points related to items listed in Section 5 - Consent Agenda.</p> <p>Discussion: An inquiry was made regarding 5.3.3 Web-Based English as a Second Language Instructional Program and 5.3.4 Testing for English as a Second Language (ESL) Instructional Program. Specifically, questions regarding the process in deciding what program was going to be used, whether it was piloted, and what feedback was received from faculty. A response was shared as follows: The CASAS test is federally mandated for pre- and post-testing and came as a direction from ICCB. This aligns with the integrated English literacy and civics education the College implements in the ESL program. Faculty are positive about the implementation as the program allows students to utilize their speaking and listening skills. It is a one-year contract.</p> <p>Chair Newsome inquired if there were any items that trustees would like removed from Section 5 - Consent Agenda.</p>

Trustee Griffin requested that 5.3.2 College Foundation Executive Search Consulting be removed and taken up separately.

Chair Newsome asked for a motion to approve all items in Section 5 Consent Agenda with the exception of 5.3.2.

**It was moved** by Trustee Shroka and seconded by Trustee Songer to approve all items as presented with exception of 5.3.2.

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

The vote being (6) Ayes and (0) Nays, the motion carried.

Chair Newsome requested a motion for the approval of the removed item 5.3.2 College Foundation Executive Search Consulting.

**It was moved** by Trustee Shroka and seconded by Trustee Songer to approve 5.3.2 as presented.

Discussion: An inquiry was made as to whether this contract had already been executed.

Response: The contract has been signed and this item is coming forward as a ratification, which was communicated to trustees in the April Board update to give forewarning of the necessity to proceed as quickly as possible to fill this position given the lack of interim capacity and the significant fundraising agenda of the Foundation underway. The development of the recruitment materials and timeline are underway.

A concern was expressed that the contract was signed without Board authorization and an inquiry was made as to why Human Resources could not handle the search process.

Response: Given the staffing capacity of Human Resources and the volume of general recruiting underway, as well as the LancerNext project demands, the Human Resource department does not have the capacity to run an executive search. At this level, recruitment of top talent nationwide, it is advisable to use a recruitment firm, which has been a standard used by the College. The College previously used this vendor in 2017 when recruiting the previous Executive Director, and the vendor recently conducted the feasibility study for the Foundation. With that successful experience, the College moved forward with enlisting the same vendor, notifying all trustees of the intent in the April update. Having received no concerns and under the general standards of practice, a ratification is being requested.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

Ayes: Barbato, Newsome, Shroka, Virgilio

Nays: Griffin, Songer

The vote being (4) Ayes and (2) Nays, the motion carried.

<p>6. <i>Presentment of Board Policies and Objectives</i></p>	<p><b>6.1 Policy 940 – Recruitment, Promotion and Transfer – Revised – First Reading</b></p> <p>Discussion: Comments regarding the “highly qualified workforce” and the term “high-performing” were shared. Specifically, inquiry as to the criteria for performance, who determines the quality of performance, what input do employees have regarding meeting the performance criteria. Performance is subjective, whereas qualifications are objective. A comment was also shared regarding market-based pay and transfers relative to paygrade.</p> <p><b>6.2 Policy 941 – Departmental/Interdepartmental Reorganization – Revised – First Reading</b></p> <p>Discussion: Comments regarding reorganizations as potentially disruptive and that the policy may lead to random or arbitrary decision making.</p> <p>Comments regarding in the last paragraph that reads “any compensation adjustments resulting from a reorganization shall require approval by the President and the Board of Trustees during the annual budgeting process or off-budget cycle at the sole discretion of the College” were offered and inquiry about whether this includes the trustees. Response: Yes, the policy includes the approval of the Board.</p> <p>A question arose on the meaning of reduction in force. Response: Reduction in Force is defined as when the College, for financial reasons, may need to eliminate positions and/or lay off employees.</p>
<p>7. <i>New Business</i></p>	<p><b>7.1 Whether to Direct Administration to Prepare and Present to the Board an Amended Procurement Policy Inclusive of a Responsible Bidder Ordinance</b></p> <p>This item was moved to Section 3b, and action was taken at that time.</p> <p><b>7.2 Policy 108 – Reimbursement – Revised – Second Reading</b></p> <p><b><u>It was moved</u></b> by Trustee Shroka and seconded by Trustee Barbato for approval for Item 7.2 as presented.</p> <p>Discussion: None</p> <p>Upon roll call, the vote was as follows:          Student Advisory Vote: Aye          Ayes: Barbato, Griffin, Newsome, Shroka, Songer, Virgilio          Nays: None          The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p><b>7.3 Policy 960 – Reimbursement of Travel, Meal and Lodging Expenses – Revised – Second Reading</b></p> <p><b><u>It was moved</u></b> by Trustee Shroka and seconded by Trustee Songer for approval for Item 7.3 as presented.</p> <p>Discussion: Clarification was requested on non-compliance and who determines a trustee’s dismissal, or if that is a legal issue. Response: Legal counsel offered that the language in the</p>



policy is specific to employees and not trustees. A trustee cannot be removed by administration or another trustee from the board.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

The vote being (6) Ayes and (0) Nays, the motion carried.

**7.4 Naming the Margot Pritzker Observation Deck at the Lakeshore Campus Urban Farm**  
**It was moved** by Trustee Songer and seconded by Trustee Shroka for approval for Item 7.4 as presented.

Discussion: There was an inquiry on whether this policy is up for review and whether the Foundation Board has naming rights. Response: The policy will come forward for the review of the Grants section. The Foundation Board does not have naming rights. The policy specifies the College Board of Trustees as exclusive approvers of naming of College facilities under two specifications: donations and recognition of significant contribution of service.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

The vote being (6) Ayes and (0) Nays, the motion carried.

**7.5 Advertising Services**

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

Discussion: None

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

Nays: None

The vote being (6) Ayes and (0) Nays, the motion carried.

**7.6 Nursing Examination Preparation Software**

**It was moved** by Trustee Griffin and seconded by Trustee Songer for approval for Item 7.6 as presented.

Discussion: A comment was shared that some students prefer books over software. An inquiry whether books will still be available. Response: Yes, hard copies are still available, with the option of using the software.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye

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

	<p>Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p><i>8. Executive Session (Closed Meeting)</i></p>	<p>Chair Newsome asked for a motion to go into Closed Session under the Illinois Compiled Statues 5ILCS 120 pursuant to 2(c)(1) of the Open Meetings Act. <b>It was moved</b> by Trustee Barbato and seconded by Trustee Shroka 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: Barbato, Griffin, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 8:14 pm.</p>
<p><i>12. Other Matters for Information or Discussion</i></p>	<p>A trustee remarked about the student at commencement who had a Palestinian flag, expressed concerns about the escalation of issues such as those being experienced at other campuses and requested that the DEI policy is put on the next agenda for consideration of adding language about anti-Semitism.</p> <p>Chair Newsome indicated that he would consider that request, but was not prepared to respond at the moment.</p> <p>A video regarding CLC’s Workforce Equity Initiative (WEI) video was shared with the Trustees.</p> <p>Additional comments were shared about how the College has Title VI and Title VII policies that address harassment and discrimination in place that help to address situations such as this as well. Administration offered clarification that the College does not have a DEI policy, but rather there are statements for diversity, equity and inclusion. It was encouraged that work on modification to the statements would occur through the shared governance system within the College.</p> <p>Comments were offered regarding the previous RBO committee discussion with a suggestion that the work should be done as a subcommittee of the Board and a concern about this committee taking up time of Administration.</p>

<p>13. <i>Adjournment</i></p>	<p>Chair Newsome called for adjournment at 8:25 pm. <b><u>It was moved</u></b> by Trustee Songer and seconded by Trustee Barbato that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Barbato, Griffin, Newsome, Shroka, Songer, Virgilio Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
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Torrie Newsome, Chair

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Allena Barbato, Secretary