

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 August 27, 2024 at 5:00 pm

<p><i>1. Call to Order and Roll Call</i></p>	<p>Board Chair Newsome called the meeting to order at 5:01 pm.</p> <p>Trustees Present at roll call: Dr. Griffin, Ms. Howland, Mr. Newsome, Ms. Shroka, Ms. Songer, Mr. Virgilio and Student Trustee Teruel</p> <p>Trustees Absent at roll call: Ms. Barbato</p> <p>Others Present: Dr. Lori Suddick, President; Dr. Derrick Harden, Vice President of Strategic Advancement; Dr. Kristen Jones, Vice President of Education; Dr. Ali O’Brien, Vice President of Community Workforce and Partnerships; Allison Porterfield-Woods, Chief Information Officer; Katie Sweeney, Director of Human Resources; Carol Dikelsky, Director of Communications and Engagement; Laura Laba, Executive Assistant to the President/Recording Secretary; Catie Locallo, Legal Counsel, Robbins Schwartz; other guests.</p>
<p><i>2. Approval of the Agenda</i></p>	<p>Chair Newsome welcomed everyone who joined the meeting in person or via livestream.</p> <p>Trustee Barbato arrived at 5:03 pm.</p> <p>Trustee Songer requested that when it is necessary to group New Business agenda items in the future that prior notice is given. Chair Newsome acknowledged that due to June’s agenda having more items with no July meeting, the items were grouped and affirmed there is not an intent to do this on a regular basis. He affirmed that if there is a need for grouping items in the future, notice can be provided.</p> <p>Trustee Songer inquired about when a discussion on the development of policy language for the Responsible Bidder Ordinance would occur and what the next steps will be. Chair Newsome clarified that the Board took action to create a committee to study the Responsible Bidder Ordinance, not to develop language, and that when asked in June whether there was desire to have a discussion, trustees had declined and he was awaiting recommendations on next steps from the group. Chair Newsome noted that he would invite discussion on the formation of a committee and next steps during the Other Matters for Discussion section of the meeting.</p> <p>Trustee Songer inquired about further action and discussion on her recommendations for revision of the CLC Anti-Racist Statement. Chair Newsome restated the information that he had shared at the June meeting regarding the importance of this work within the College’s shared governance, including the Diversity Council. Chair Newsome noted that he would invite discussion on this topic during the Other Matters for Discussion section of the meeting.</p> <p>Chair Newsome continued the meeting reading the CLC value of Excellence and made the following announcements:</p> <ul style="list-style-type: none"> • Agenda item 5.1.2, Closed Meeting Minutes of June 25, 2024, will be removed from this agenda and brought forward for action at the September Board meeting. • No closed meeting is requested for this meeting. <p><u>It was moved</u> by Trustee Howland and seconded by Trustee Virgilio 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, Griffin, Barbato Nays: None The vote being (6) Ayes and (0) Nays, the motion carried.</p>
<p>3. Receipt of Notices, Communications, Hearings, and Petitions</p>	<p>Chair Newsome announced the public comment portion of the meeting and noted that no requests to address the Board were received by the President’s office. Chair Newsome asked if any individuals present wished to address the Board. Hearing no requests, Chair Newsome moved to the next agenda item.</p>
<p>4. Reports</p> <p><i>Acronyms:</i> ACCT – Association of Community College Trustees</p> <p>ICCB – Illinois Community College Board</p> <p>ICCCP – Illinois Council of Community College Presidents</p> <p>ICCTA – Illinois Community College Trustees Association</p> <p>SGA – Student Government Association</p>	<p>4.1 Chair’s Report <u>Board Liaison Appointments and Updates</u> <u>University Center:</u> No report this month.</p> <p><u>Foundation</u></p> <ul style="list-style-type: none"> • Executive Director/Chief Development Officer search has moved to semi-finalist stage, with on-campus interviews for finalists targeted for late September. Goal is a recommended hire in October. • A total of 579 students were awarded \$1,042,656 in scholarship funds with an average award of \$961 in FY24. This is an 8% increase from FY23. <p>CLC Annual Golf Classic will be held on September 16.</p> <p><u>ICCTA/ACCT</u></p> <ul style="list-style-type: none"> • Next meeting will be held on September 13-14, in Springfield. • Administrative meeting for ACCT was held on July 16-21 in Harlan, IA. Topics included: <ul style="list-style-type: none"> ○ Discussion on DEI guidelines and ○ ○ ACCT membership is growing. ○ Board approved contract extension for Jee Hang Lee as President and CEO. <p><u>Board Activities</u></p> <p>Chair Newsome invited trustees to comment on significant events since last meeting. Trustees offered comments regarding:</p> <ul style="list-style-type: none"> • Faculty Welcome and Orientation • Board of Trustees, Foundation Board and Donor Luncheon with Dr. Karen Stout, CEO of Achieving the Dream • All-College Kickoff – Special guests J. Ivy and Dr. Karen Stout <p>Chair Newsome reminded Trustees that the FY25 Board Retreat will be held on October 5.</p> <p>4.2 Student Trustee Report</p> <ul style="list-style-type: none"> • Reflected on the motivational and insightful presentation by Dr. Stout during Kickoff Week community-focused luncheon. • Spoke about the energetic and enthusiastic All-College Kickoff session, and expressed gratitude for the honor of being part of the group that read the “Dream Big” poem. • Attended SGA Clubs and Organizations Retreat to discuss and learn about plans for the Fall semester.

4.3 President’s Report

FY24 Annual Pre-Audit Presentation

Annual audit will be performed by a team from Crowe LLP, led by Christine Torres, Engagement Partner, and including Hollis Hanson-Pollock, Senior Manager; Chelby Nystrom, On-site Audit Manager; and Haley Daggett, Audit Senior Staff.

Engagement Objectives

- To express an unmodified opinion that financial statements are in accordance with accepted accounting principles.
- Standards require that the audit obtain reasonable, rather than absolute, assurance about whether the financial statement is free of material misstatement whether caused by error or fraud.
- Consider internal controls over financial reporting;

Scope and Deliverables

- Independent Auditor’s Reports
- Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- Management Comment Letter, if applicable

The audit timeline was shared. Planning and initial risk assessment underway in July and August. Testing and substantive audit procedures will occur in August and September. October and November will include the Foundation report, College reports and recommendations to administration. Board presentation is planned for December.

New Auditing Standards

Statement of Auditing Standards (SAS) require additional documentation and control corroborations under the following new standards:

- SAS 143 – Auditing Accounting Estimates and Related Disclosures
- SAS 144 – Amendments Related to Use of Specialists and Use of Pricing Information Obtained from External information
- SAS145 – Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement

The new auditing standards do not change any of the amounts or disclosures in the financial statements this year.

Trustees were encouraged to reach out to the auditors with any questions or concerns at any time during this process. Updates to the Board will occur at the end of the audit process, unless there is a need to address a significant issue prior to that time.

Announcements and Acknowledgements

Dr. Suddick noted the many achievements spotlighted on the scrolling slides at the beginning of the meeting, and highlighted the following:

- LancerNexT group achieved 95% completion for testing; This is a significant milestone and recognition of the great work of the LancerNext team was shared.

	<ul style="list-style-type: none"> • Thank you to the HVAC Team working at the Lakeshore Campus today to repair air conditioning issues. • FY25 Q1 Employee Milestone Celebration will be held on September 18 in Café Willow. Several employees will celebrate 10-, 15-, 20- and 25-year milestones. Dr. Suddick referenced the handout provided to all trustees that lists the many employees celebrating their anniversary with CLC. • Dr. Suddick shared that she is a member of two state taskforces convened over the summer and continuing this fall. <ul style="list-style-type: none"> ○ ICCB Adequacy and Equity in Community College Funding Work Group ○ ICCTA/ICCCP Business Equity Program (BEP) Task Force <p><u>FY2025 President’s Priorities and Monitoring Plan</u></p> <p>Dr. Suddick provided an overview of the FY25 President’s Priorities, including the process for development, the methods and schedule for the Board’s monitoring and updates, and emphasized the president’s priorities are embedded within the approved FY25 College Plan and Budget. The President’s Priorities focus on goals that have the most significant impact on fiscal sustainability, engagement of the Board, student and employee success outcomes, or key strategic investments in current year budget.</p> <p>Dr. Suddick noted that the FY24 President’s Priorities completed on June 30 and the status of outcomes are summarized in the Q4 report distributed to the Board and available in BoardBook Premier.</p>
<p>5. Consent Agenda</p>	<p>Chair Newsome inquired whether there were any discussion points related to items listed in Section 5. No items were brought forward.</p> <p>Chair Newsome inquired if trustees had a request to remove any items from Section 5.</p> <ul style="list-style-type: none"> • Item removed: 5.4.6 Resignations and Retirements • As previously announced, Item 5.4.2. Closed Meeting Minutes of June 25, 2024 is being held. <p>Chair Newsome asked for a motion to approve all items in Section 5 with the exception of 5.4.6 Resignations and Retirements (and 5.1.2. Closed Meeting Minutes of June 25, 2024).</p> <p><u>It was moved</u> by Trustee Howland and seconded by Trustee Shroka to approve all remaining items 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>Chair Newsome requested a motion for the approval of the removed item 5.4.6 Resignations and Retirements.</p> <p><u>It was moved</u> by Trustee Songer and seconded by Trustee Griffin to approve 5.4.6 as presented.</p>

	<p>Discussion: There were 11 resignations. Reasons for resignations vary, including leaving to pursue new opportunities and family circumstances. Employees have an opportunity to respond to an exit survey, but they are not obligated to include the reason.</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>None</p>
<p>7. New Business</p>	<p>7.1 Personnel and Position Changes - Reorganization <u>It was moved</u> by Trustee Griffin and seconded by Trustee Virgilio for approval for Item 7.1 as presented.</p> <p>An inquiry was made as to whether the reason an employee may choose to leave the College is known. It was shared that in some cases, employees will share the reason in their letter of resignation, which can include a number of reasons, but employees are not required to divulge this information. In some cases, the reasons are confidential in nature.</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>7.2 Acceptance of the Illinois Clean Jobs Workforce Network Program Grant <u>It was moved</u> by Trustee Howland and seconded by Trustee Shroka for approval for Item 7.2 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>7.3 Acceptance of the FY25 Federal Postsecondary Perkins Basic Grant – Career and Technical Education <u>It was moved</u> by Trustee Griffin and seconded by Trustee Howland for approval for Item 7.3 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>

7.4 Construction Manager at Risk for Urban Farm Center

It was moved by Trustee Shroka and seconded by Trustee Virgilio for approval for Item 7.4 as presented.

Discussion: The purpose of a manger “at-risk” is to proactively mitigate risks during complex construction projects. The College successfully used this model during the Advanced Technology Center project.

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.

7.5 Lakeshore Campus Children’s Learning Center Playground

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

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.

7.6 Grayslake Campus Outdoor Sports Complex and Roundabout

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

Discussion: The roundabout will be at the intersection of Washington Street and Lancer Lane, where traffic converges for CLC, the University Center of Lake County, and the Lake County Tech Campus. The Sports Complex is a budgeted project as part of the Board-approved master plan. The Roundabout is funded through surplus.

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.

7.7 Grayslake Campus Greenhouse Renovation

It was moved by Trustee Howland and seconded by Trustee Barbato for approval for Item 7.7 as presented.

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.

7.8 Grayslake Campus Parking Lot 2 Rehabilitation

It was moved by Trustee Griffin and seconded by Trustee Shroka for approval for Item 7.8 as presented.

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.

7.9 Service Agreement for Copiers and Printers

It was moved by Trustee Howland and seconded by Trustee Barbato for approval for Item 7.9 as presented.

Discussion: All copiers and printers are leased and are currently being refreshed.

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.

7.10 Elevator Maintenance Services

It was moved by Trustee Griffin and seconded by Trustee Barbato for approval for Item 7.10 as presented.

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.

7.11 FY25 Priorities of the President

It was moved by Trustee Shroka and seconded by Trustee Virgilio for approval for Item 7.11 as presented.

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.

7.12 Illinois Community College Board’s Pipeline for the Advancement of the Healthcare Workforce Grant

It was moved by Trustee Howland and seconded by Trustee Barbato for approval for Item 7.12 as presented.

	<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>8. <i>Executive Session (Closed)</i></p>	<p>None</p>
<p>9. <i>Other Matters for Information or Discussion</i></p>	<p>Chair Newsome opened the discussion on Trustee Songer’s inquiry about the next steps on the Anti-Racism statement. Dr. Derrick Harden provided an overview of the full scope of work that will be completed as part of the strategic plan development, including a review of the associated policies, evaluation of data, and a review of the diversity, equity, inclusion and anti-racism statements through an inclusive comprehensive approach. President Suddick affirmed that all documents received would be shared with the Diversity Council as a part of the process.</p> <p>Chair Newsome opened the discussion on next steps regarding the Board’s prior action to form a committee to study the Responsible Bidder Ordinance (RBO). Brief comments were shared by several trustees regarding the make-up of a committee. President Suddick shared that administration has provided all data that has been requested previously and a letter of opinion has been provided by legal counsel. After comments were shared, Chair Newsome indicated he would consult with the trustee making the original motion and bring a recommendation to the group in an effort to form consensus on next steps at the September meeting. Attorney Locallo reminded trustees that the board committee would need to comply with the Open Meetings Act.</p> <p>An inquiry on enrollment status for the fall semester was made by a trustee. It was shared that an issue with the data system is being corrected so un updated is unavailable today. The fall census report will be shared in the future.</p>
<p>10. <i>Adjournment</i></p>	<p>Chair Newsome called for adjournment at 6:22 pm. It was moved by Trustee Shroka 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: Howland, Newsome, Shroka, Songer, Virgilio, Barbato, Griffin Nays: None The vote being (7) Ayes and (0) Nays, the motion carried.</p>

Torrie Newsome, Chair

Allena Barbato, Secretary