

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 Lakeshore Campus, Eleanor Murkey Community Center, 34 N. Sheridan, Waukegan, Illinois on October 15, 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 5:00 pm.</p> <p>Trustees Present at roll call: Ms. Barbato, Mr. Newsome, Ms. Shroka, Mr. Virgilio</p> <p>Trustees Absent at roll call: Ms. Griffin, 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; Karen Hlavin, Vice President of 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><i>2. 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"> • A closed meeting was requested under exception under Statute 5 ILCS 120, Section 2c(1), 2c(2), 2c(11). <p><u>It was moved</u> by Trustee Barbato seconded by Trustee Shroka for approval of the agenda as presented.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Virgilio, Barbato, Newsome Nays: None The vote being (4) Ayes and (0) Nays, the motion carried.</p>
<p><i>3. Receipt of Notices, Communications, Hearings, and Petitions</i></p>	<p>Chair Newsome announced the public comment portion of the meeting and noted that no requests 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><i>4. Reports</i></p>	<p>4.1 Chair's Report</p> <ul style="list-style-type: none"> • On October 7, a CLC press release announced a trustee vacancy following Gerri Songer's resignation on October 3. Chair Newsome read the resolution recognizing Ms. Songer's service to the College. All Trustees were in favor of adopting the resolution. • Letters of Interest to fill the vacancy are being accepted until November 8. It is the intent that the Board will make a decision on an appointment at its meeting on November 19. • Reflected on the success of this year's State of the College event. • Participated in the Business Enterprise Program (BEP) Summit at Prairie State College in Chicago Heights with President Suddick and VP/CFO Kevin Appleton. • Attended the Phi Beta Sigma Inc. Nu Lambda Sigma Chapter's Annual Blue and White Scholarship Gala. President Suddick received the 2024 Sapphire Award in the category of Education.

<p><u>Acronyms:</u> ACCT – Association of Community College Trustees ICCTA – Illinois Community College Trustees Association SGA – Student Government Association CCN – College Career Navigator</p>	<p><u>Board Liaison Appointments and Updates</u></p> <p><u>University Center of Lake County</u></p> <ul style="list-style-type: none"> • Development Committee awarded 14 scholarships to University Center students • Majority of the scholarships awarded were to CLC Alumni • Save-the-Date: 20th Anniversary Gala will be on March 14, 2025 • Full-Service Community Schools Grants Program - \$13,960,000 5-Year Grant. Four pillars: Extended learning, Collaborative Leadership, Active Family and Community Engagement and Integrated Student Support. A full team has been hired to work on this grant. <p>Trustee Amanda Howland arrived at 5:09 pm.</p> <p><u>Foundation</u></p> <ul style="list-style-type: none"> • The College is recommending Leigh Ann Jacobson for Executive Director of the Foundation (Consent agenda item 5.4.1). • Dr. Ali O’Brien acknowledged Ms. Jacobson’s attendance; Ms. Jacobson briefly introduced herself. <p><u>ICCTA/ACCT</u></p> <ul style="list-style-type: none"> • Next ICCTA meeting is November 15-16. • Jee Hang Lee, CEO, provided a report of milestones achieved throughout the year. ACCT has increased its membership over prior years. • Next Board meeting will be at the ACCT Annual Leadership Congress in Seattle, October 23-26. <p><u>Board Activities</u></p> <p>Chair Newsome invited Trustees to comment on significant events or activities since the last meeting. Trustees offered comments:</p> <ul style="list-style-type: none"> • Trustee Barbato was invited by the National Diversity Council to present on Women in Higher Ed. <p>4.2 Student Trustee Report</p> <ul style="list-style-type: none"> • Attended the College’s Student Government Association (SGA) meetings. SGA has great plans for Fall and Spring Semesters. • Attended the President’s Roundtable, facilitated by the SGA President. Presidents of all clubs and organization came together to discuss upcoming events and collaborations. • State of the College Address, honored to co-deliver the poem “Dream Big.” Interacted with many community members and celebrated the College’s 55th anniversary. • Reflected on insightful and educational information given at the Board Development Retreat. <p>4.3 President’s Report</p> <p>Highlights of the Quarter 1 Report:</p> <ul style="list-style-type: none"> • Summer 2024 credit-hour enrollment overall increased 8% ; college-level credit hours up by 5%. • Fall is trending flat. 59% of the college-level annual enrollment target has been reached. Summer consistently has more students enrolled in online formats (60%).
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- Achieved highest level of engagement with new students; College Career Navigators (CCNs) met with 93% of all new students. The team is looking to continually improve the onboarding process, use text and email campaigns, and focus efforts on improving high school conversion rates.
- Adult education trend – 2 years of sustained record of enrollment over the past 6 years.
- Increased faculty use of the Navigate system in support of improving retention.
- Retention status headcount is notable in that continuing students in the same major is trending with an increase from 38% to 45%.
- LancerNEXT training has been launched. The Hub site is a good source of information and training. January 1, 2025, is the go live date.
- The Vice President of Student Development position has been posted.
- The Q1 employee retention report shows a slight increase in overall retention rate from 95% to 96%.

Discussion: Convocation is part of the new onboarding and first-year experience for students. Data has shown that students attending convocation have a higher level of retention and success. Convocation is where students are launched into the Lancer Community being welcomed by staff, they meet their advisors, hear from faculty and learn about CLC resources.

4.3.1 Lakeshore Campus Report

Lakeshore Campus programs and areas of focus include: Health and Health Equity; Arts; Business and Technology; Sustainable Urban Agriculture; Workforce Development; Racial and Social Justice; and Student Learning Beyond the Classroom.

Future programs: Cybersecurity, Internet Tech, Digital Media Design and CEJA Programming

FA2019 to FA2024 Enrollment:

- Overall headcount has increased 25% with current semester exceeding 1,200 students.
- College-level enrollment experienced a small decline, from 519 to 500 students, a decrease of 3.6%.
- In contrast, Adult Education experienced a significant increase, from 437 to 709 students, an increase of 62.2%.

Fall 2019 to Fall 2024 Overall:

- Overall Credit Hours increased by 20.7%
- College-Level: 2% increase Fall 2023 to Fall 2024
- Adult Education increased by 58.5%

Student Demographics

- Predominantly Latinx, increasing from 65% in 2019 to 74% this year.
- There is representation across all age categories with the largest group of students aged 18-20 years, making up 21% of the student population at Lakeshore.

Dean Ruiz shared photos of community events held at the Lakeshore Campus, provided an update on deferred maintenance and capital projects (roof 111 N. Genesee, 33 N. Genesee; Children's Learning Center playground renovation; parking garage) and shared that over

	<p>100,000 visitors have been to the Eleanor Murkey Community Center since it opened in January 2023.</p> <p>Year-End Fiscal Accountability and Investment Report FY2024 – Year ending June 30, 2024</p> <p>Fiscal Accountability Report – fiscal performance</p> <ul style="list-style-type: none"> • Actual revenues of \$132.6M exceed the budgeted \$123.8M • Actual expenses of \$123.2M – less than the budgeted \$123.8M • The College is operating within the budget approved by the Board. <p>Investment Report summary provided highlighting the U.S. economic growth following two quarters of strength, inflation is moving toward the Federal Reserve’s 2% target, labor markets continue to show strength and consumer spending is supported by wage growth.</p> <p>Summary of Investment Portfolio as of June 30, 2024:</p> <ul style="list-style-type: none"> • The College’s portfolio is at \$110M invested with PFM Asset Management. Bond proceeds continue to be spent. • Short-term investments are at \$55.4M (outperforming benchmark). • Long-term investments at \$35.3M (outperforming benchmark). <p>CLC portfolios are in compliance with the College’s investment policy, State investment statutes and applicable Federal tax code covenants.</p> <p>Discussion: PFM changes the portfolio on an ongoing basis. As conditions change in the market, the portfolio is adjusted for best performance. The extra revenue at the end of the year contributes to the surplus. The board’s policy is to maintain a 30% fund balance, the surplus comes after the 30%.</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. No items were brought forward for discussion.</p> <p>Chair Newsome inquired if there were any items that Trustees would like removed from Section 5 - Consent Agenda. No items were removed.</p> <p>Chair Newsome asked for a motion to approve all items in Section 5 Consent Agenda. It was moved by Trustee Shroka and seconded by Trustee Barbato to approve all remaining items as presented.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Virgilio, Barbato, Howland, Newsome Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.</p>
<p>6. <i>Presentment of Board Policies and Objectives</i></p>	<p>None</p>

7. <i>New Business</i>	None
8. <i>Executive Session (Closed Meeting)</i>	<p>Chair Newsome asked for a motion to go into Closed Session under the Illinois Compiled Statutes 5ILCS 120 pursuant to 2(c)(1), 2(c)(2), 2(c)(11) of the Open Meetings Act. It was moved by Trustee Howland and seconded by Trustee Shroka to move into a Closed Session.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Virgilio, Barbato, Howland, Newsome Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.</p> <p>Open meeting resumed at 7:39 pm.</p>
9. <i>Other Matters for Information or Discussion</i>	<p>In follow-up to previous responsible bidder ordinance conversations, Chair Newsome is in discussion with Trustee Barbato.</p> <p>A video featuring a student’s and faculty member’s voices was shared, highlighting an event held during Latinx Heritage Month.</p>
10. <i>Adjournment</i>	<p>Chair Newsome called for adjournment at 7:43 pm. It was moved by Trustee Howland and seconded by Trustee Virgilio that the meeting be adjourned.</p> <p>Upon roll call, the vote was as follows: Student Advisory Vote: Aye Ayes: Shroka, Virgilio, Barbato, Howland, Newsome Nays: None The vote being (5) Ayes and (0) Nays, the motion carried.</p>

Torrie Newsome, Chair

Allena Barbato, Secretary