

**COMMITTEE OF THE WHOLE MINUTES
JANUARY 25, 2021**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, held a meeting of the Committee of the Whole on Monday, January 25, 2021, in Building E, Room E100.01/Virtual.

1. Call to Order by Presiding Officer

Chair Redmer called the meeting to order at 3:01 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Meyer, Mr. Duffy, Mr. Nowak, and Student Trustee, Ms. Vitacco.
All trustees participated virtually.

Trustees absent: Dr. McCreary joined at 3:08 p.m. and Dr. Ollayos joined at 3:42 p.m.

ECC Staff present: Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning and Student Development; Dr. Wagner, VP Business & Finance; Dr. Garber, VP Planning, Institutional Effectiveness and Technology; Ms. Kerruish, Recorder; ECC staff members and visitors.

2. Statement from the Chair regarding COVID-19 Disaster:

On January 8, 2021 Governor J B Pritzker extended by 30 days, until February 6, 2021, the disaster proclamation relating to COVID -19. Since attendance at this meeting location is not practical or prudent because of the COVID-19 disaster, this meeting is being conducted virtually. Members of the public may virtually attend this meeting. There is no in-person attendance for this meeting.

On June 12, 2020, the Governor signed Public Act 101-0640 into law. This new law amends the Open Meetings Act to authorize public bodies to meet remotely without the otherwise required quorum present at the meeting place.

- 1. This authorization is only effective when the Governor has issued a disaster declaration that covers the jurisdiction of the public body.*
- 2. The head of the public body must make a determination that an in-person meeting is not practical or prudent due to a disaster. Our agenda states that there is a virtual component to this meeting as we adhere to the restrictions of the Phase 4 Recovery Plan.*
- 3. Roll Call will determine whether a trustee is attending in-person or virtually and confirm that all are able to hear each other during the meeting.*
- 4. Members of the public are welcome to attend in-person or virtually.*
- 5. One member of the public body or the chief administrative officer or the chief legal officer must be present at the meeting place. Since attendance at this meeting is not practical or prudent there is no in-person attendance for this meeting.*
- 6. All votes must be by roll call.*
- 7. Notification has been provided in accordance with the Open Meetings Act.*
- 8. Both Open and Closed sessions of a virtual meeting of the public body must be recorded.*

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3. Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Duffy.

4. Approval of Meeting Minutes of the Committee of the Whole, December 7, 2020

Chair Redmer requested approval of the minutes of December 7, 2020.

Motion: Trustee Duffy moved to approve the minutes as presented.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 5; Redmer, Rakow, Meyer, Duffy, Nowak; nay, 0; Student Trustee Vitacco, aye; motion carried.

5. Presentations

A. FY2020 Single Audit Report

A representative from Sikich, LLC provided a review of the Single Audit Report. Elgin Community College received a clean audit; there were no findings. Staff members were commended for their efforts.

B. TRIO Talent Search Grant Update

Dr. Perkins provided background information on the new grant application for the upcoming TRIO talent search. Areas highlighted include 2021 TRIO grant program, application, process and improvements; services provided and schools served. Next steps in the process were outlined. Trustee Rakow requested clarification on program location, which will take place at local schools instead of at ECC; however, workshops and events will be held at the College. Chair Redmer asked how the program will be presented at the sites. Dr. Perkins explained that school data will determine eligibility, counseling staff will provide outreach through assemblies, and various other methods will be utilized. Trustee Duffy requested a larger copy of the holistic model of support graph, which will be provided to trustees.

C. Cybersecurity Video

Mr. Chahino provided a synopsis of the status of the College's cybersecurity situation. He thanked the Board for approving the purchase of tools needed to minimize risks; and he explained that, since the weakest link is the user, the goal is to provide mandatory security awareness training for all ECC employees in the near future. Mr. Forg presented a video highlighting a potential training module, and a video on phishing. He noted there has been some employee training, however, not all employees participated. He reviewed a 'fake' email test that has been sent to employees. Dr. Sam added that the College will work on providing additional training and increasing participation, with a plan for mandatory training to be implemented in the future.

D. Marketing & Communications Year-End Video

Dr. Webb will send a link to a video which provides a year-end review highlighting the Marketing & Communications department. (The video was not able to be shown during the meeting.) As an additional update; a live-chat feature in registration has been created and has been very well received.

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6. Review Board Actions on the January 26, 2021 Regular Board Meeting Agenda

A. Purchases

1. Architectural Fees-Building H Renovation-Phase 2 (Board Action No. 116-B-21)

Trustee Meyer inquired about the Building H renovations outlined in Actions 116-B-21 and 120-B-21. Dr. Wagner indicated that these actions are part of the overall capital project plan previously presented to the Board. These expenses were listed for FY22 and are for classroom and infrastructure repairs.

2. Architectural Fees-Demolition and Property Restoration (Board Action No. 117-B-21)

Trustee Meyer requested that the presented action be separated into two actions as it covers two different items; architectural services pertaining to demolition of the building recently purchased at the entrance to the College and the architectural services for Building L.

3. Architectural Fees-Truck Driving and Building B (Board Action No. 118-B-21)

Several questions were raised regarding the action related to the truck driving mobile units currently on-site. The professional service contract will review and provide options to replace the current mobile units. They are in disrepair and do not have sewer or storm sewer utilities. Trustee discussed possible locations for temporary use. Options will include a new permanent structure as well as temporary options which will be provided to the Board for review.

4. Building O Chiller Repairs (Board Action No. 119-B-21)

No questions were raised.

5. Construction Management Fees-Building H Renovation-Phase 2 (Board Action No. 120-B-21)

Concerns were addressed with the discussion that occurred in number 1, previously.

6. Data Center Server Room HVAC Project (Board Action No. 121-B-21)

Trustee Meyer asked for some clarification regarding long-term use and location of servers on campus versus off-campus. Dr. Garber provided an overview.

7. Desktop Milling Machines Purchase (Board Action No. 122-I-21)

No questions were raised.

8. Donor Relationship Management Software (Board Action No. 123-A-21)

No questions were raised.

9. Tractor Purchase (Board Action No. 124-B-21)

No questions were raised.

10. Transcript Services (Board Action No. 125-A-21)

It was confirmed that the current no fee for transcripts practice will continue.

B. Other Agenda Items

There were no questions or comments on other agenda items.

7. Audience Wishing to Address the Board

There were no audience members wishing to address the board.

The board recessed from 4:42 – 4:47 p.m.

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8. Old Business

There was no old business reported.

9. New Business

A. Items of Professional Growth

1. ACCT National Legislative Summit, February 7-10, 2021 (Virtual)

Trustee McCreary indicated she will participate in the Finance Committee meeting prior to the ACCT Summit. Trustee Ollayos noted that ACCT has just released information with details on the Legislative Summit, which is fully virtual. Registration is \$299 per person. Ms. Kerruish will forward the information to the Board, and trustees are asked to respond by the January 26 regular meeting, whether or not they are planning on participating. Trustee Rakow stated she and Dr. Blacksmith will participate at some level. Trustees Meyer and Nowak indicated they will not be attending.

B. President's Remarks

There were no remarks made by Dr. Sam.

C. Chair's Remarks

- Chair Redmer participated in the Foundation's retreat on January 22. Trustees Ollayos and Meyer, as well as Dr. Sam, also attended.
- The College's Convocation took place on January 14. There were 433 people logged in to this virtual event at peak time. Paul Grossman, featured speaker, gave an excellent presentation on diversity and disabilities, which was very well received. Dr. Sam noted disability issues that need to be addressed are being worked on.
- Chair Redmer has accepted an invitation to speak at the student government meeting on January 27, and the topic will be Emotional Intelligence.
- Chair Redmer announced that she is funding an endowed scholarship in her late daughter's name.

D. Announcements

- A special board meeting focusing on parliamentary procedures is tentatively scheduled for February 8, 2021 at 5:00 p.m. Trustee Rakow noted this meeting will assist in accomplishing the Board's goals.
- Trustee Meyer stated that Kane County will be joining other counties in moving into Tier 1 effective January 26, 2021. Based on this, he questioned whether it is appropriate at this point to consider if the Board should meet in person going forward. In addition, Trustee Meyer would like future instruction delivery methods to be considered at this time, including athletics.

E. Issues for Next Month's Agenda

Any updates regarding the Athletics program/Skyway Conference will be shared at next month's meeting.

10. Recess to Closed Session

- A. To discuss minutes of meetings lawfully closed under this Act...
- B. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college...
- C. To discuss litigation, when an action...has been filed...or when the public body finds that an action is probable or imminent...

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D. To consider collective negotiation matters...for one or more classes of employees... all pursuant to Chapter 5 of the *Illinois Compiled Statutes* Sections 120/2 (c) (21, 1, 11 and 2 respectively).

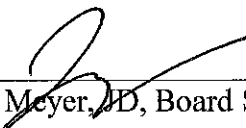
Motion: Trustee Nowak moved to recess to closed session.
Second: Trustee Ollayos seconded the motion.
Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; Nay, 0; Student Trustee Vitacco, aye. Motion carried at 5:12 p.m. Virtual connections were confirmed and the closed-session began at 5:17 p.m.

11. Reconvene Open Session

The closed session concluded at 6:08 p.m. The board reconvened in open session at 6:11 p.m.

Adjournment

Motion: Trustee Ollayos moved to adjourn the meeting.
Second: Trustee Rakow seconded the motion.
Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; Nay, 0; Student Trustee Vitacco, aye.
The meeting was adjourned at 6:12 p.m.



Jeffrey Meyer, JD, Board Secretary



Diane Kerruish, Board Recorder