

**COMMITTEE OF THE WHOLE MINUTES  
APRIL 12, 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, April 12, 2021, in Building E, Room E100.01/Virtual.

**1. Call to Order by Presiding Officer**

Chair Redmer called the meeting to order at 3:02 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, Dr. McCreary, Mr. Nowak, Dr. Ollayos and Student Trustee, Ms. Vitacco  
Mr. Duffy attended virtually. All other trustees participated in-person.

*Trustees absent:* None.

*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 April 2, 2021 Governor J B Pritzker extended by 30 days, through May 1, 2021, the disaster proclamation relating to COVID -19 (Executive Order 2021-06). With the current mitigation status, this meeting will be conducted in-person. Since attendance at this meeting location is not feasible due to mitigation restrictions and limited seating due to social distancing requirements because of the COVID-19 disaster, members of the public may virtually attend 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. Dr. Sam and Mr. Vazquez are in attendance at the meeting place.*
- 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, March 8, 2021**

Chair Redmer requested approval of the minutes of March 8, 2021.

**Motion:** Trustee Nowak moved to approve the minutes as presented.

**Second:** Trustee Rakow seconded the motion.

**Roll-Call Vote:** Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Vitacco, aye; motion carried.

**5. Presentations**

**A. Athletics**

Dr. Robinson and Mr. Payne reviewed the proposal for National Junior College Athletic Association (NJCAA) Division II participation and potential scholarships for athletes. ECC moved from Division II to Division III during the state budget crisis. Most Illinois Skyway Collegiate Conference (ISCC) institutions participate as Division II. As a Division III school our athletic programs are losing players and the ability to field teams. The suggested scholarship allowance was reviewed and follows previous ECC athletic scholarship parameters, with an added accountability component for students benefitting from a scholarship. Trustees inquired about timing and funding. Institutional funds will be allocated and the proposed implementation is fall 2021.

**B. Youth Leadership Academy (YLA)**

Ms. Pegues provided an update on the Youth Leadership Academy (YLA). She outlined the local impact, current enrollment data and retention data. She reviewed the cadet involvement and parental involvement as well as new partnerships YLA has secured. Several questions were brought forward by trustees; including ethnicity breakouts, the application and enrollment process, and numbers of full-time and part-time mentors and staff. Twenty-five students are chosen to participate each year.

**C. Employee Handbook**

Mr. Ray highlighted the new employee handbook, which will be sent electronically to trustees. He reviewed the contents and main areas that needed to be strengthened, noting the need to capture processes and procedures in one place, as well as the importance of the handbook for transparency. He also mentioned the College had not provided employee handbooks since prior to 1993. The handbook will be revised annually, in March or April. Trustee McCreary inquired about distribution to employees. Mr. Ray stated that initially, electronic copies will be provided, and employees will need to acknowledge receipt. A link on eNet will direct employees to the handbook, and paper copies will be available.

**6. Review Board Actions on the April 13, 2021 Regular Board Meeting Agenda**

**A. Purchases**

**1. Choral Riser Purchase (Board Action No. 154-X-21)**

Trustee Meyer inquired as to whether a transfer into the auxiliary fund will need to be made for this purchase. No fund transfer is required as auxiliary funds are being used.

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**2. Cube Van Purchase (Board Action No. 155-B-21)**

There were no questions or comments regarding this purchase.

**3. Data Warehouse Purchase (Board Action No. 156-T-21)**

Trustee Meyer asked if all three phases included in the purchase will be completed within the three-year period; and he also requested clarification on the maintenance fee. Dr. Garber and Mr. Rudden explained the three-year implementation plan, noting phases one and two will be completed in year one; and phase three will be completed in years two and three. Ms. Tait stated the expectation is that the maintenance fees will be similar, but may possibly increase slightly due to industry standards. Dr. Garber indicated the data warehouse purchase will provide an additional layer to what Ellucian provides, resulting in reduced administrative costs over time by gaining efficiency.

**4. Dual Credit Management Software (Board Action No. 157-T-21)**

Trustee Meyer asked for clarification as to why the lower bid was not pursued. Dr. Perkins indicated there are only two vendors in the marketplace that provide this service and provide transparency. Integration with Ellucian was also part of the consideration. The selected vendor is endorsed by the national organization that accredits dual credit programs.

**5. Skid Steer Purchase (Board Action No. 158-B-21)**

Trustee Meyer indicated he will request that this action be pulled for individual consideration at the April 13 regular meeting.

**6. Surface Grinder Purchase (Board Action No. 159-I-21)**

There were no questions or comments regarding this purchase.

**B. Other Agenda Items**

There were no questions or comments regarding other agenda items.

**7. Audience Wishing to Address the Board**

There were no audience members wishing to address the Board.

**8. Old Business**

There was no old business reported.

**9. New Business**

**A. Items of Professional Growth**

**1. Board Re-Organization / Special Meeting Date**

Ms. Kerruish noted the last day to canvass the vote is May 4. The Board agreed a re-organization meeting would be held on May 3.

**2. ACCT Trustee Advisory Committee**

Trustee Ollayos stated she was asked to serve as an ACCT Trustee Advisory Committee. A letter of support has been drafted.

**Motion:** Trustee Duffy moved to approve participation on the ACCT board by Trustee Ollayos, noting it is an honor to be asked to serve.

**Second:** Trustee Nowak seconded the motion.

**Roll-Call Vote:** Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Vitacco, aye; motion carried.

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**3. Board Goals**

Trustee Rakow asked that feedback on board goals be submitted to the president's office.

**4. Board Annual Retreat**

Trustee Rakow stated that September seems to be the best option for the annual retreat. She requested feedback on the facilitator, noting Ms. Kolbusz has submitted a contract. There were no objections to the facilitator or the retreat being held in September; possibly September 21 and 22. Trustee Meyer stated he does not feel two full days are needed for the retreat this year.

**B. President's Remarks**

There were no comments made by Dr. Sam.

**C. Chair's Remarks**

Chair Redmer thanked Ms. Vitacco for her excellent service on the Board as Student Trustee during the past year, which provided many challenges. She wished Ms. Vitacco well at Northern Illinois University and welcomed Mr. Allen, new Student Trustee. Chair Redmer urged everyone to attend the upcoming virtual graduation event. Congratulations were extended to Trustee Meyer and to Chair Redmer on their re-elections to the Board. As this is her last meeting as Board Chair, Dr. Redmer thanked everyone for their support.

**D. Announcements**

Trustee Duffy mentioned the ICCTA convention on June 4 and 5 in Normal, IL. Ms. Kerruish will send details to trustees via email.

**E. Issues for Next Month's Agenda**

No issues were brought forward for next month's agenda.

**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...
- 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 Meyer 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 4:51 p.m. Virtual connections were confirmed and the closed-session began at 4:56 p.m.


**11. Reconvene Open Session**

The closed session concluded at 6:19 p.m. The board reconvened in open session at 6:19 p.m.

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**Adjournment**

**Motion:** Trustee Nowak moved to adjourn the meeting.  
**Second:** Trustee Meyer 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 6:20 p.m.

  
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Jeffrey Meyer, JD, Board Secretary  
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Diane Kerruish, Board Recorder