

**COMMITTEE OF THE WHOLE MINUTES  
SEPTEMBER 13, 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, September 13, 2021, in Building E, Room E100.01/Virtual.

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

Chair Rakow called the meeting to order at 3:00 p.m., indicated that a quorum was present, and asked the recorder to call roll.

*Trustees present:* Ms. Rakow, Mr. Meyer, Mr. Duffy, Dr. Redmer, Dr. McCreary, Mr. Nowak, Dr. Ollayos and Student Trustee, Mr. Allen.  
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. Franck, Recorder; ECC staff members and visitors.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Redmer. A moment of silence was held honoring the victims and heroes of September 11, 2001.

**3. Approval of Meeting Minutes of the Committee of the Whole, August 9, 2021**

Chair Rakow requested approval of the minutes of August 9, 2021.

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

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

Trustee Meyer indicated he believed Trustee Nowak voted nay (as opposed to aye, as indicated in the minutes on page three/roll call) regarding the reconsideration of original motion action. Trustee Nowak agreed he voted nay on this action.

**Roll-Call Vote to approve the minutes with the above revision noted:**

Aye, 7; Rakow, Duffy, Meyer, Redmer, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried.

**4. Presentations**

**A. ECC Foundation Development Study Results**

Mr. Davin introduced Leslie Mollsen, CEO, American City Bureau (ACB), Inc., who provided a virtual presentation to the Board of an executive summary, highlighting the results of a development study conducted by ACB to test from a targeted number of donors, board members, faculty, staff members and alumni their interest and potential support of a campaign to assist at-risk students. Ms. Mollsen outlined the case for support, the campaign dollar goal tested, interviews conducted, and strengths and challenges facing ECC. Trustees provided feedback following the presentation, which will be sent via email to the Board.

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**B. Lundstrom Insurance: Cyber Security Review**

Craig Flynn, President of Lundstrom Insurance, provided a virtual presentation reviewing cyber security risks, noting ransomware has increased by 30 times recently. As more and more people work remotely due to the pandemic, the risk to networks, personal equipment, etc., has resulted in a severity of losses and an increase in cyber insurance, and a dire need for a proper risk management program. The College has some MFA (two-factor authentication) in place for security enhancement, but not in all areas. There are steps which need to be taken immediately, including multi-factor authentication for Webmail (with the use of Duo Mobile). Mr. Forg provided tokens to trustees, and he will be available during the upcoming Board retreat to review set-up instructions. Dr. Sam distributed an article relative to the presentation on how MFA works; and he reiterated the critical need for immediate action. Questions and comments were given by trustees.

*There was a technical error with the virtual connection, causing the need to re-boot the system. The Board recessed from 3:40 – 3:44 p.m.*

**C. Advancing Equity Through the Assessment of Student Learning Quality Initiative**

Ms. Schopen presented information on Advancing Equity Through the Assessment of Student Learning; and she introduced Dr. Kellen Bolt, Assistant Professor I of English, who addressed the Board virtually on this topic. An overview of what the Higher Learning Commission (HLC) provided was given. Ms. Schopen explained the HLC's Quality Initiative Project (QIP). Information on what is done with data was given by Dr. Bolt. Discussion items included: Assessment Strategy Team; Student Learning Outcomes Assessment Strategy; Example of Strategy in Practice; and Advancing Equity through the Assessment of Student Learning Quality Initiative. Trustees commended Dr. Bolt's presentation. Trustee Meyer inquired about criteria used to evaluate the measurement of equity gaps, and it was noted that race and ethnicity are the biggest areas. In addition, age, gender, PELL status, veteran status, part-time/full-time status, and socio-economic status are other areas that are reviewed. Further discussion about criteria and data measurement followed.

*There was a technical error with the virtual connection, causing the need to re-boot the system. The Board recessed from 4:15 – 4:17 p.m.*

**5. Review Board Actions on the September 14, 2021 Regular Board Meeting Agenda**

**A. Purchases**

**1. Annual Heating, Ventilation and Air Conditioning Equipment Maintenance (Board Action No. 031-B-22)**

There were no questions or comments regarding this purchase.

**2. Building Demolition Project (Board Action No. 032-B-22)**

Trustee Meyer indicated he will vote No on the building demolition board action.

**3. Building O Chiller Repairs (Board Action No. 033-B-22)**

There were no questions or comments regarding this purchase.

**4. Eight (8) Passenger Vans Purchase (Board Action No. 034-X-22)**

Chair Rakow pointed out a discrepancy with the bid amounts provided. It was noted there was a clerical error in the original action. A revised board action for the passenger vans purchase was distributed and updated on the College's website.

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**5. Google Workspace for Education Plus (Board Action No. 035-T-22)**

There were no questions or comments regarding this purchase.

**6. Patient Simulator (Mannequin) (Board Action No. 036-I-22)**

There were no questions or comments regarding this purchase

**7. Phase 2 Building H Renovation – HVAC and Electrical (Board Action No. 037-B-22)**

There were no questions or comments regarding this purchase.

**B. Other Agenda Items**

**New Hire, Dean of Workforce Development and Continuing Education, Dr. Gina Marie De rosier-Cook (Board Action No. 038-P-22)**

Trustee McCreary pointed out that information on Dr. De rosier-Cook is not located on the confidential personnel report.

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

Kim Tarver, ECCFA president, addressed the Board regarding the vendor selected in the bid for the Building Demolition Project (Board Action No. 032-B-22).

Trustee Ollayos inquired about follow-up information regarding the comments made related to Board Action No. 032-B-22, Building Demolition Project. The issue noted will be researched and the agenda item will be pulled for discussion at the September 14 regular meeting.

**7. Old Business**

**A. Video Recorded Board Meetings Uploaded to Website Follow-up**

Dr. Sam updated the Board on the status of video recorded board meetings being uploaded for public viewing. Going forward, meetings will be uploaded within 48 hours; and the format will be YouTube based. It was noted that the comments section will be turned off/not viewable. Trustee Nowak asked if past meetings can also be added for public viewing; and Dr. Sam stated he will look into this. Trustee Duffy expressed concern about the possibility of video recorded meetings being tampered with. Dr. Sam indicated the recordings will be under the College's name and will not be able to be changed; however, we have no control of what is published that is not under ECC's name.

**B. Covid-19 Mitigation Protocols Update**

Dr. Wagner and Dr. Heinrich updated the Board on the status of steps being taken to comply with the mandate. On-site testing in Building K, through Vitality Urgent Care, began on September 7, and 62 people were tested there in a discreet area. The cost for testing, hourly rate for employees administering the tests, etc., was \$9,440. We have signed a contract with Shield IL and an operations partner has been assigned to the College; however testing through Shield may not begin for five or six weeks. Trustees' questions and comments included various topics related to the mandate, i.e. objections under the Right of Conscience Act, and effect on enrollment. Dr. Sam addressed their questions and concerns, and provided additional information on the College's vaccination clinics and mitigation protocols.

**8. New Business**

**A. Items of Professional Growth**

**1. Board Annual Retreat**

Trustee McCreary reminded the Board that the retreat will be held on September 21, beginning at 8:00 a.m. until about 5:00 p.m., and September 22 from 8:00 a.m. until



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about noon. (It was noted that Trustee Meyer is unable to attend on September 22.) It appears some trustees have not yet been contacted by Ms. Kolbusz for phone interviews, and Dr. McCreary will look into this.

**2. ACCT Leadership Congress Voting Delegate and Alternate**

Trustee McCreary was scheduled to attend the ACCT Congress, but she has cancelled due to safety concerns. Trustees Ollayos and Duffy will attend. Dr. Ollayos will act as voting delegate; and Mr. Duffy will act as alternate.

Trustee Ollayos participated in a committee phone call last week, which included a discussion about first-time ACCT participants and the voting process. ACCT's new president and CEO is Jee Hang Lee.

**B. Upcoming Board Presentation Schedule**

Dr. Sam distributed a draft of a schedule for upcoming board presentations and asked trustees for their feedback. Following a discussion about priority of items on the schedule, it was determined that the following topics will be presented in October: Workout Center & Culinary; Burlington Campus; Performance Report; and Strategic Planning Outline. Topics for presentation in November include: Equity, Diversity & Inclusion Report / Overview; Community Outreach; and HR Department Report. Topics for presentation in December include: Sabbatical Report / Dan Kernler; Sabbatical Report / Alison Douglas; Sabbatical Report / Lori Clark; and eNet Upgrade. Trustee Meyer requested that all presenters be notified that there will be a maximum of 15 minutes allowed per presentation, and that this be adhered to.

**C. Proposed 2022 Board Meeting Dates**

The schedule of proposed 2022 board meeting dates was discussed, then approved as presented.

**D. President's Remarks**

There were no comments given by Dr. Sam.

**E. Chair's Remarks**

- Chair Rakow and Trustee Redmer will meet with Student Trustee Allen to review the Board's handbook, as this is a standard procedure.
- On September 14, Chair Rakow, Trustee Redmer, Dr Sam and Dr. Blacksmith will meet virtually with Senator Castro to provide updates on the status of the manufacturing center.
- Chair Rakow reminded the Board of the Foundation's Gala on September 18 at the Q Center, noting there is also a virtual component for those who cannot attend in person.
- Chair Rakow reviewed details for the September 14 regular meeting schedule. Dinner will be held at 5:00 p.m. in room E106; and there will be a Town Hall meeting at 6:00 p.m. in the dining room. Dr. Sam will provide opening remarks at the Town Hall, which trustees may join briefly prior to the start of the regular meeting at 6:30 p.m.

**F. Announcements**

There were no announcements.

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

There were no issues brought forward for next month's agenda.

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**9. 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 Ollayos moved to recess to closed session.

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

**Roll-Call Vote:** Aye, 7; Rakow, Duffy, Meyer, Redmer, McCreary, Nowak, Ollayos; Nay, 0; Student Trustee Allen, aye. Motion carried at 5:21p.m. Virtual connections were confirmed and the closed-session began at 5:21 p.m.

**10. Reconvene Open Session**

The closed session concluded at 5:35 p.m. The board reconvened in open session at 5:35 p.m.

**Adjournment**

**Motion:** Trustee Ollayos moved to adjourn the meeting.

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

**Roll-Call Vote:** Aye, 7; Rakow, Meyer, Duffy, Ollayos, Redmer, McCreary, Nowak; Nay, 0; Student Trustee Allen, aye.  
The meeting was adjourned at 5:36 p.m.



Donna Redmer, EdD, Board Secretary



Susan Franck, Board Recorder