



BOARD OF TRUSTEES AGENDA

MAY 3, 2021



Elgin
Community
College

Bright Choice. Bright Future.

1700 Spartan Drive • Elgin, IL 60123-7193 • 847-697-1000 • elgin.edu

ELGIN COMMUNITY COLLEGE IDENTITY

BOARD PURPOSE

The purpose of the board is to represent the public in determining what programs and services the college will offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

The Board is committed to excellence and accountability in everything the college does, to programs and services of the highest quality, and to making them available to the widest spectrum of appropriate constituencies.

MISSION STATEMENT

The mission of Elgin Community College is to improve people's lives through learning

STRATEGIC GOALS

1. Identify and expand practices to raise academic achievement and completion
2. Strategically build and maintain enrollment and purposeful pathways
3. Advance relationships that benefit the college, students, and partnering organizations
4. Instill a culture of service excellence and collaboration

VISION

We will pursue our Mission by focusing all our efforts on making Elgin Community College a national leader in promoting success for all students. This Vision will be attained through a commitment to provide innovative and affordable learning opportunities for all constituencies and to promote cultural competence and community partnership in our decisions and actions.

PHILOSOPHY ON LEARNING

Learning is the primary driver behind our Mission and Vision. We believe learning is a lifelong process of intellectual and interpersonal growth that occurs when individuals expand their depth of knowledge, skills, and experiences. We further believe that learning empowers individuals to improve their lives and the economic, social, and cultural conditions of local and global communities.

SHARED VALUES

Excellence

Our programs and services strive for the highest level of excellence to successfully achieve our vision. We use research-based methods to strengthen curriculum and deliver high-quality learning-centered instruction and services.

Freedom of Inquiry

We believe learning is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedom to explore new and diverse ideas and to express their interests and attitudes. We strive to create environments where inquiry flourishes and guides innovation.

Equity

We are an inclusive community that provides students, employees, and community members with full access to all resources needed to achieve their individual goals. We commit to creating an environment that is equitable and inclusive to all.

Diversity

We value and honor diversity in all forms and perspectives. To successfully achieve our vision, we provide a safe and inclusive community that promotes and affirms individual growth, social responsibility, and self-worth for success in a global world.

Ethical Practices

We are responsible to carry out our work with honesty and integrity. Our decisions and actions are guided by our vision and not by personal interests, and they will be enacted with a sense of service to students and community members.

Accountability

As a public institution, we commit to make the best use of resources. We strive to be transparent in reporting our decisions and actions and seek feedback from others as we continuously improve our practices.

Collaboration

We are actively committed to serving students, employees, and community members. The decisions and actions we undertake in carrying out our vision derive from working cooperatively with local through global constituencies.

**SPECIAL BOARD MEETING
MAY 3, 2021**

5:30 p.m. Open Meeting

IN-PERSON ATTENDANCE

Building E
Elgin Community College
1700 Spartan Drive
Elgin, IL 60123

Virtual Attendance

<https://elgin-edu.zoom.us/j/91851420121>
Phone: 312-626-6799 / Meeting ID: 918 5142 0121#

With the continued Executive Orders from the Governor and current mitigation status, the May 3, 2021 Special Board Meeting will be conducted in-person, with masks and social distancing requirements observed.

Since attendance at this meeting location is not feasible due to the mitigation restrictions and limited seating due to social distancing requirements because of the COVID-19 disaster, members of the public may virtually attend.

If any member of the public wishes to provide public comment for this meeting, please submit the comment in writing (via email) by 2 p.m. Monday, May 3, 2021 to the Board Recorder, Diane Kerruish (dkerruish@elgin.edu). Please include your full name when submitting your comment. All comments will be provided to trustees and will be reflected in the meeting minutes. Public comments that are appropriate and compliant with Board Policy will be read aloud during the Audience Wishing to Address the Board; public comment agenda item.

AGENDA

Call to Order by Presiding Officer

1. Roll Call

2. Statement from the Chair Regarding COVID-19 Disaster

3. Preliminary Matters

- A. Pledge of Allegiance
- B. Board Purpose

4. President's Comments

5. Audience Wishing to Address the Board

Actions

6. Resolution Adopting Results of Consolidated Election Held April 6, 2021

1

7. Seating of Trustees Elect

8. Affirmation of Service – All Trustees

4

9. Election of Officers

- A. Chair
- B. Secretary
- C. Vice Chair

5

6

7

10. Reorganization of the Board of Trustees

- A. Approval of Chair's Appointments
 - 1. Treasurer 8
 - 2. Auditor 9
 - 3. Legal Counsel 10
 - 4. Committee Representatives and Liaisons 11
- B. Confirmation of 2021 Schedule of Board Meetings 12
- C. Administrative Line of Succession During the President's Absence 13

11. HB 3145

12. Elgin Community College Foundation Golf Outing

13. Recess to Closed Session

- A. To consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the college...
- B. 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) (1 and 2, respectively)

14. Reconvene Open Session

Adjournment

Next regular meeting: 6:30 pm Tuesday, May 11, 2021

**RESOLUTION ADOPTING FINAL RESULTS OF CONSOLIDATED ELECTION
HELD APRIL 6, 2021**

Recommendation

The administration recommends that the Board of Trustees adopts the Resolution Adopting Results of Consolidated Election Held April 6, 2021.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy 2:1, which states,

[The Board of Trustees will] . . . act in accordance with all applicable laws, rules and regulations in carrying out the mission of Elgin Community College and to uphold its statutory duties and powers as stipulated in the Illinois Compiled Statutes.

Also,

All elections held pursuant to this Act shall be governed by the provisions of the general election law. *(Source: P.A. 81-1490.)*
(110 ILCS 805/3-7.1) (from Ch. 122, par. 103-7.1)

- (a) The election of the members of the board of trustees shall be nonpartisan and shall be held at the time and in the manner provided in the general election law.
- (b) Unless otherwise provided in this Act, members shall be elected to serve 6-year terms. The term of members . . . shall be from the date the member is officially determined to be elected to the board by a canvass conducted pursuant to the Election Code, to the date that the winner of the seat is officially determined by the canvass conducted pursuant to the Election Code the next time the seat on the board is to be filled by election.

(110 ILCS 805/3-7) (from Ch. 122, par. 103-7)

Staff Contact: Ms. Diane Kerruish, Board Recorder/Election Official, 847-214-7374

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 509
COUNTIES OF KANE, COOK, DUPAGE, MCHENRY
AND DEKALB, STATE OF ILLINOIS**

**RESOLUTION ADOPTING FINAL RESULTS OF CONSOLIDATED
ELECTION HELD APRIL 6, 2021**

WHEREAS, on the 6th day of April, 2021, there was held by the Board of Trustees (hereinafter referred to as the "board") of Community College District No. 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, and the State of Illinois, in and for such district, an election for the purpose of electing two trustees, each for a six-year full term for said board, and

WHEREAS, said election was regularly called and held as provided by law, and the returns of said election have been certified as canvassed by the Kane County Clerk and filed with the board's recorder/election official, and the returns are now before this board the 3rd day of May, 2021, and have been canvassed by this board, and this board is familiar therewith; now, therefore, be it

RESOLVED that the board finds, from a canvass of the returns of said election, that a total of 38,476 ballots were cast for candidates for six-year terms, with the following list of candidates (presented in ballot order) receiving the number of votes ascribed to each for the six-year terms for trustee:

Candidate for 6-year Term	County					Candidate Totals
	Kane	Cook	DuPage	McHenry	DeKalb	
Jeffrey A. Meyer	7,549	1,352	1,284	596	0	10,781
Donna Redmer	6,925	1,310	1,226	597	1	10,059
Joyce J. Fountain	6,580	1,504	1,244	553	0	9,881
Adriana Barriga-Green	5,117	1,285	917	435	1	7,755

and be it further

RESOLVED that, as a result of said election, the following two candidates were elected to serve as trustees, for six-year terms:

NAME	ADDRESS	CITY / STATE / ZIP
Jeffrey A. Meyer	2965 Marshfield Dr.	Elgin, IL 60124
Donna Redmer	17N203 Ranch Rd.	Dundee, IL 60118

And be it further

RESOLVED that the secretary or the secretary's designee (recorder/election official) transmits copies of this resolution in executed form to each election authority having jurisdiction of Community College District No. 509 and a copy, thereof, to the State Board of Elections, and to take such actions as may be required by law.

ADOPTED this 3rd day of May, 2021, at Elgin, Illinois.

Ayes: _____

Nays: _____

Present: _____

Student Advisory Vote: _____

Chair
Board of Trustees

Diane Kerruish, Board Recorder
Election Official

We, the undersigned, certify that the foregoing Resolution Adopting Results of Consolidated Election Held April 6, 2021, was adopted by the District 509 Board of Trustees this 3rd day of April, 2021.

Trustee

Trustee

Trustee

Trustee

Trustee

Student Trustee

Trustee

ELGIN COMMUNITY COLLEGE BOARD OF TRUSTEES
AFFIRMATION OF SERVICE

It is with the deepest sense of responsibility and conviction, as I assume my office as a Trustee of Elgin Community College, District 509 that I do solemnly affirm:

That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;

That I will exemplify ethical behavior and conduct that is above reproach;

That I will engage in an ongoing process of in-service education and continuous improvement;

That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than advance any special interests, and I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels; and

That I will honor the division of responsibility between the board and the president; and

That I will contribute to creating a spirit of true cooperation and a mutually-supportive relationship in support of our community.

ELECTION OF BOARD CHAIR

Recommendation

The administration recommends that the Board of Trustees elects the board chair for a one-year term.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. David Sam, President, 847-214-7374

ELECTION OF BOARD SECRETARY

Recommendation

The administration recommends that the Board of Trustees elects the board secretary for a one-year term.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. David Sam, President, 847-214-7374

ELECTION OF BOARD VICE CHAIR

Recommendation

The administration recommends that the Board of Trustees elects the board vice chair for a one-year term.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.2, which reads:

The chair shall convene the annual board organizational meeting in April or May, in accordance with current election regulations. The board shall elect a chair, a vice chair and a secretary. The vice chair shall fulfill the duties of the chair in the absence, inability or refusal to act by the chair. The secretary will oversee the appropriate signatory responsibilities of the board

and

. . . At all . . . organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary. The board shall then proceed with its organization under the newly elected board officers

(110 ILCS 805/3-8) (from Ch. 122, par. 103-8)

Staff Contact: Dr. David Sam, President, 847-214-7374

APPOINTMENT OF THE TREASURER

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Dr. Kimberly Wagner as treasurer for a one-year term and affixes her compensation at the rate of \$1 per year.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 4.10, which reads:

. . . The chair will . . . appoint a college treasurer and fix his or her compensation with approval of the board at the annual organizational meeting.

and

. . . Community college boards shall appoint a treasurer to serve at the pleasure of the board. The treasurer may not be a member of the community college board. The board of the community college district shall fix the compensation of the treasurer.

110 ILCS 805/3-18 (from Ch. 122, part 103-18)

Staff Contact: Dr. David Sam, President, 847-214-7374

**APPOINTMENT OF AUDIT FIRM
FISCAL YEAR 2021**

Recommendation

The administration recommends that the Board of Trustees approves the chair's appointment of Sikich LLP to conduct the annual audit for fiscal year 2021. The fee for preparation of the fiscal year 2021 audit and financial statements should not exceed \$83,377.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 4.11, which reads:

[The chair will . . .] Appoint auditors for the college, as recommended by the Finance Committee, with approval by the board at the annual organizational meeting.

and (110 ILCS 805/3-22.1) (from Ch. 122, par. 103-22.1)

[The board shall . . .] cause an audit to be made at of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the board.

Administration solicited proposals for audit services in December 2017, and received and reviewed seven proposals. In-depth interviews were conducted and on January 30, 2018, Board Action No. 111-F-18, Sikich LLP was awarded a three-year contract with the option of two one-year renewals for audit services. The fiscal year 2021 audit will be the first year of the optional two one-year renewals as stated in Sikich's original proposal.

Funding Source: Audit Fund

Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance, 847-214-7728

APPOINTMENT OF LEGAL COUNSEL

Recommendation

The administration recommends the Board of Trustees approves the appointment of law firms to act as legal counsel for the college.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 4.9, which reads,

[The chair will . . .] Appoint legal counsel for the college with approval by the board at the annual organizational meeting.

The chair has appointed the following law firms to act as legal counsel for the college:

Chapman and Cutler LLP

111 W. Monroe Street
Chicago, IL 60603

Early, Tousey, Wlodek, Wong & Early LLP
2400 Big Timber Road, Ste. 201A
Elgin, IL 60124

Franczek PC
300 S. Wacker Drive, Ste. 3400
Chicago, IL 60606

Huck Bouma PC
1755 S. Naperville Road, Suite 200
Wheaton, IL 60189

Hibbs Law LLC .
224 W. Judd Street, Suite 8
Woodstock, IL 60098

Robbins, Schwartz, Nicholas, Lifton, &
Taylor, Ltd.

55 W. Monroe Street, Ste. 800
Chicago, IL 60603

Smith Amundsen
3815 East Main St., Suite A-1
St. Charles, IL 60174

Husch Blackwell LLP
120 S. Riverside Plaza, Suite 2200
Chicago, IL 60606

Littler Mendelson
321 North Clark Street, Suite 1000
Chicago, IL 60654

Staff Contact: Mr. Respicio F. Vazquez, General Counsel, 847-214-7760

**APPOINTMENT OF BOARD
REPRESENTATIVES AND LIAISONS**

Recommendation

The administration recommends that the Board of Trustees approves the board Chair's appointments, as announced, of individual board members as representatives and liaisons to various committees of the college and external organizations.

Committee of the Whole	Entire Board of Trustees
Finance Committee Chair and Two Representatives	Trustee (Chair) Trustees (2)
Legislative Liaison	Trustee
Parliamentarian	Trustee
Elgin Community College Foundation Liaison	Trustee
Retreat Leader	Trustee
Illinois Community College Trustees Association (ICCTA) Representative and Alternate	Trustee Trustee

The administration also recommends that the Board of Trustees *reaffirms* its approval and support of ECC trustee participation through the end of the current term (October, 2021).

ACCT Member Finance and Audit Committee
ACCT Trustee Advisory Committee

Trustee McCreary
Trustee Ollayos



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 5, which reads:

The board may establish committees to help carry out its governing responsibilities and will determine committee goals and limits of committee authority. . . .

and Board Policy GP 8.2, which reads,

. . . The board shall approve . . . board representatives to external organizations and board committees.

Staff Contact: Dr. David Sam, President, 847-214-7374

2021 SCHEDULE OF BOARD MEETINGS, ELGIN COMMUNITY COLLEGE
Regular, Committee of the Whole and Finance Committee

Recommendation

The administration recommends that the Board of Trustees confirms the following schedule of meetings for calendar year 2021, to be held in Building E on the Elgin Community College campus.

REGULAR MEETINGS 6:30 pm Seigle Aud	COMMITTEE OF THE WHOLE* 3:00 pm Rm 100.01	FINANCE COMMITTEE* 2:00 pm Rm 100.01
January 26	January 25	
<i>February [No Meetings]</i>	<i>February [No Meetings]</i>	
March 9	March 8	March 8
April 13	April 12	
May 11	May 10	May 10
June 8	June 7	
<i>July [No Meetings]</i>	<i>July [No Meetings]</i>	
August 10	August 9	
September 14	September 13	
October 12	October 11	October 11
November 9	November 8	
December 14	December 13	December 13

* When the Finance Committee is scheduled to meet (four times per year), the Committee of the Whole will follow. Meeting times may be adjusted to accommodate agenda items.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP.3, which reads:

A schedule of regular board meetings will be adopted at the annual organizational meeting. All regular meetings are open and public.

and

. . . The board . . . shall fix a time and place for its regular meetings. . . Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year. (110 ILCS 805/3-8) (from Ch. 122, par. 103-8) Sec. 3-8

Staff Contact: Dr. David Sam, President, 847-214-7374

**ADMINISTRATIVE LINE OF SUCCESSION
DURING THE PRESIDENT'S ABSENCE**

Recommendation

The administration recommends that the Board of Trustees approve the president's recommended administrative line of succession, in the case of emergency during the president's absence:

- | | |
|---|----------------------|
| 1. Vice president, teaching, learning and student development | Dr. Peggy Heinrich |
| 2. Vice president, business and finance | Dr. Kimberly Wagner |
| 3. Vice president, planning, institutional effectiveness/technology | Dr. Phil Garber |
| 4. Chief officer, marketing & communications | Dr. Toya Webb |
| 5. General counsel | Mr. Respicio Vazquez |
| 6. Managing director, community engagement & legislative affairs | Dr. Lulu Blacksmith |



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy BPR 4.2 and 4.3, which reads:

- BPR 4.2 If the president cannot designate an acting president for an absence of less than 30 days, administrative responsibility shall be in the following order:
- Vice president for teaching, learning and student development
 - Vice president for business and finance
 - Vice president, planning, institutional effectiveness/technology

In the absence of all of the above (1 – 6), the president or his/her designee shall designate the person who has administrative responsibility.

- BPR 4.3 In order to protect the board from sudden loss of presidential services, the president must have at least two other executives familiar with board and presidential issues and processes. The president will recommend to the board each year, at the organizational meeting, his or her designated line of succession.

In preparation for possible emergency, the president shall annually provide contact information for the above-named administrators to the ECC Police Department, which they shall maintain with confidentiality. In the case of the president's absence during an emergency situation, ECC Police will communicate with the administrator designated as next in succession.

Staff Contact: Dr. David Sam, President, 847-214-7374