

**MINUTES OF REGULAR BOARD MEETING
MAY 11, 2021**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a regular meeting on Tuesday, May 11, 2021, in Building E, Room E100.01/Virtual.

1. Call to Order and Roll Call

Chair Rakow called the regular meeting to order at 6:31 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Ms. Rakow, Mr. Meyer, Dr. Redmer, Mr. Duffy, Dr. McCreary, Mr. Nowak, and student trustee, Mr. Allen.
All trustees participated in-person.

Trustees absent: Dr. Ollayos arrived at 6:36 p.m.

ECC staff and Dr. Sam, President; Dr. Wagner, VP Business & Finance; Dr. Garber, VP Planning, Institutional Effectiveness and Technology; Ms. Kerruish, Recorder; and ECC staff members and visitors attended virtually.

2. Statement from the Chair regarding COVID-19 Disaster

On April 30, 2021, Governor J B Pritzker extended by 30 days, through May 29, 2021, the disaster proclamation relating to COVID-19 (Executive Order 2021-09). 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. Preliminary Matters

Following the Pledge of Allegiance led by Trustee McCreary, Student Trustee Allen read the Board Purpose.

4. President's Report

- Dr. Sam recognized the presence of Professor Tarver / ECCFA, via virtual connection, as well as Ms. King / SSECCA.
- The Department of Education's new guidelines based on the American Rescue Plan have been released and Dr. Wagner and her staff are reviewing. ECC has received an additional \$8,832,641 grant notification from the American Rescue Plan. This is in addition to the previous funds received from CARES and CRRSAA. The Department of Education released \$36 billion in emergency grants for postsecondary education under the American Rescue Plan.
- Congratulations to Dr. Timm on the success of the first virtual Skills USA contest. Several ECC students received awards. John Limberis earned a gold medal (1st place) in welding. Tom Limberis won the silver (2nd place). In the Customer Service contest, Tara Julison won the gold medal and Rosa Lopez-Diaz earned a silver. Both first place students are qualified to compete in the virtual National contests taking place over the summer. Thanks to the Board for their support and congratulations to the students who participated in this event.
- Fifteen new teachers are ready to return to teach at the school they attended, thanks to a partnership between ECC and NIU. Students completed two years at ECC and then earned their BS Ed degrees in elementary education without leaving home. Fifteen started and fifteen finished.
- The Student Life Leadership Banquet will be held virtually, Friday, May 14.
- Several outstanding ECC employees will be retiring this month, and resolutions of appreciation have been prepared for approval at this meeting.
- Dr. Sam provided an update on Abigail Swick, former student trustee. Currently a student and undergraduate research assistant at UIC; she is thriving.

5. Audience Wishing to Address the Board

Professor Tarver, ECCFA president, addressed the Board. She congratulated trustees on their new roles, announced new faculty members and recognized retiring faculty. ECCFA's support of legislative redistricting was also noted.

Susan Timm, ECC business professor, addressed the Board and thanked them for their commitment to non-discrimination for all groups.

Susan Robinson, ECC theatre professor and instructional coordinator, addressed the Board and invited them to ECC theatre's production of *These Shining Lives*, a virtual event which will be presented May 15 – 18.

6. Board Reports

A. Finance Committee

Trustee Nowak summarized the Finance Committee meeting held on May 10. Topics included a review of the FY21 budget, the proposed FY22 budget, capital funding,

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federal and state funding, and the FY22 Finance Committee agenda. There were no new tax objections. Minutes of the Finance Committee meeting will be available on ECC's website (elgin.edu) following approval.

B. Committee of the Whole

Trustee Meyer reported on the May 10 Committee of the Whole meeting, noting purchases were reviewed and clarification was provided regarding the proposed improvements included in the Furniture Purchase action. Other actions reviewed included the Athletic Scholarships action and the Voluntary Early Retirement Incentive action. New business discussed included the Board's annual retreat and the ACCT Summit scheduled for October 13 – 16, which may result in moving the Board meetings to the following week. The Board Chair encouraged trustees to attend upcoming virtual commencement ceremonies. Mandatory trustee training will be held at the ICCTA meetings in June. Professor Kaar and former Student Trustee Taylor Vitacco will receive awards at the ICCTA banquet. Topics for next month's meeting agenda will include the American Rescue Plan fund allocation and a potential ACCT presentation. Minutes of the Committee of the Whole meeting will be available on ECC's website (elgin.edu) following approval.

C. Illinois Community College Trustee Association (ICCTA)

Trustee Duffy did not have additional information to report on ICCTA.

D. Association of Community College Trustees (ACCT)

Trustee McCreary reviewed the ACCT Summit scheduled for October 13 – 16 in San Diego. The theme of the Summit is Advancing Diversity, Equity and Inclusion. The deadline for presentation topics to be submitted is July 2, and there are six presentation categories. Regional meetings will be held virtually on May 20 at 1:00 p.m. Trustee McCreary received information from ICCB stating their endorsement against HB 3145.

E. Legislative

Trustee Rakow provided the following update: There were 13 instances of legislative outreach activities in April, which included visits with members of the United States Congress and the Illinois General Assembly. The visits with U.S. members of Congress were part of the Hispanic Association of Colleges and Universities (HACU) Capitol Forum Event. The visits with members of the Illinois General Assembly were part of the manufacturing center advocacy efforts. ECC is waiting for approval from the Capital Development Board (CDB) to hire architectural services to develop the conceptual design of the manufacturing center. Without CDB approval, the project cannot move forward. In early June and August, Board of Trustees and staff plan to host meet and greet meetings with four new members of the Illinois General Assembly: Representative Seth Lewis, 45th District; Representative Maura Hirschauer, 49th District; Representative Mark McLaughlin, 52nd District; Representative Suzanne Ness, 66th District. ECC continues to host the Northern Illinois Food Bank food pop-up markets. In April, 1700 families received groceries. Board of Trustees and staff participated in 33 instances of community outreach activities, including delivery of care bags to our health care partner organizations in appreciation for their work during the pandemic. Grief and bereavement support to Judson University students provided by our wellness professionals when they tragically lost two Judson students in a car accident in April were offered. Outreach efforts to ensure underserved communities have access to vaccines, which Dr.

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Blacksmith has been participating in with the City of Elgin, the Grand Victoria Foundation and the Kane County Health Department is ongoing. As a result of the Board's May 3 vote in opposition to HB3145, a letter was sent on May 6 to our state senators to express the Board's opposition to HB3145 regarding election of the board of trustee members by trustee district rather than at-large. HB3438 was introduced by one of our new legislators, Representative Maura Hirschauer, to support undocumented students who face a multitude of barriers while pursuing higher education. The main focus of the proposal is to allow students to identify an individual to confide in. This is something ECC already does and therefore has signed on to a letter in support of this state-wide legislation.

F. ECC Foundation

Trustee Ollayos reported the following: As of April 26, the Foundation raised \$758,913 in cash and pledges, representing 106% of our FY21 goal. We are looking to increase our membership to the Spartan Legacy society. 78% of scholarship funds have been awarded for the 2020-21 academic year. Resources for Excellence Mini-Grants applications are open now. The Purses with Purpose giving circle hosted their Virtual High Tea on May 6. The 2021 Golf Classic will be held on Monday, June 21. The 2021 Gala is scheduled for September 18 from 5 – 8 p.m. The College's Hispanic Serving Institution eligibility waiver was accepted, increasing access to grant opportunities and additional COVID relief funding. Collaborating with Dr. Blacksmith, \$1.4 million in requests for Community Project Funding were submitted to our U.S. representatives to launch a Mechatronics/Automation program. The Institutional Advancement office is working on a major database transition in addition to the campaign feasibility study. The ECC Foundation Board of Directors is excited to have its first in-person (outdoor) board meeting since the pandemic began, on June 3. All trustees are welcome to attend.

G. Student Report

Student Trustee Allen provided an overview of the written report, noting it was written with Ms. Vitacco. Mr. Allen highlighted several student leadership events and mentioned a new club, *Recovery of All Kinds*.

7. Board Action No. 175-A-21, Acceptance of College Reports

- A. Personnel (April)
- B. Treasurer (March)
- C. Student (March/April)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (April)
- E. Community Engagement and Legislative Affairs (April)
- F. College & Career Readiness (quarterly)
- G. Grant Monitoring Report (period ending March 31, 2021)

Chair Rakow confirmed receipt, either attached or under separate cover, of the aforementioned written reports.

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Motion: Trustee McCreary moved to accept the college reports.

Second: Trustee Nowak seconded the motion.

Trustee Redmer commented on the quality of the College and Career Readiness Report, congratulating Dr. Perkins on her work in growing this program to answer the needs of students.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Allen, aye; motion carried

8. Consent Agenda

The following item was removed from the Consent Agenda prior to action by request of Trustee Meyer:

I. Board Action No. 184-A-21, Voluntary Early Retirement Incentive for Faculty, Staff and Administrators

Chair Rakow read the following consent agenda items:

A. Board Action No. 176-A-21, Minutes of Closed Session of Committee of the Whole Board Meeting April 12, 2021

B. Board Action No. 177-A-21, Minutes of the Regular Board Meeting April 13, 2021

C. Board Action No. 178-A-21, Destruction of Audiotape of Closed Session Board Meeting September 10, 2019

D. Board Action No. 179-F-21, Ratification of Report of Expenses

E. Board Action No. 180-A-21, Athletic Scholarships

F. Board Action No. 181-A-21, Consultant Services Board Retreat, September 2021

G. Board Action No. 182-A-21, Trustees' In-State Attendance at Illinois Community College Trustees Association Meeting

H. Board Action No. 183-T-21, Ratification of Technology Equipment Purchase

J. Purchases

1. Board Action No. 185-A-21, Furniture Purchase – Building E, authorizes the administration to purchase furniture for Building E, direct from the manufacturer Krueger International (KI) (Chicago, IL) utilizing IPHEC pricing, in the amount of \$44,301.92.

2. Board Action No. 186-T-21, Instructional & Office Replacement Computers & Monitors, authorizes the administration to purchase computers and monitors for instructional and office departments from the lowest responsive bidder, Staples Contract and Commercial LLC (Deerfield Beach, FL), in the amount of \$337,059.98.

3. Board Action No. 187-M-21, Spring Impact Magazine, authorizes the administration to purchase print services for the Spring Impact Magazine from Consolidated Carqueville Graphics (Streamwood, IL), the lowest responsive bidder, in an amount not to exceed \$28,114.

K. Personnel

1. Board Action No. 188-A-21, Resolution of Appreciation, Retiree, Debra Letizio

2. Board Action No. 189-A-21, Resolution of Appreciation, Retiree, Eleanor Swanson

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3. **Board Action No. 190-A-21, Resolution of Appreciation, Retiree, Karen Taylor**
4. **Board Action No. 191-A-21, Resolution of Appreciation, Retiree, Jill R. Turro**

Motion: Trustee Ollayos moved to approve the consent agenda as presented.

Second: Trustee Duffy seconded the motion.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Allen, aye; motion carried

Other

- I. **Board Action No. 184-A-21, Voluntary Early Retirement Incentive for Faculty, Staff and Administrators**

Motion: Trustee McCreary moved to approve the agenda item as presented.

Second: Trustee Ollayos seconded the motion.

Trustee Meyer stated he appreciated the written document provided at this meeting, outlined by Mr. Ray at the May 10 Committee of the Whole meeting, which included clarification of the action. He added that this incentive coincides with the Korn Ferry study and may assist in giving fair options to employees. Dr. Sam recognized the challenges some employees have faced during the pandemic, noting this incentive may provide an opportunity for those individuals. Trustee McCreary stated she would like the written handout attached to the minutes of this meeting.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; abstain, 0; nay, 0; student trustee Allen, aye; motion carried

9. Old Business

There was no old business reported.

10. New Business

Ms. Kerruish stated she will email the information regarding the Firefighter program commencement information to trustees. The virtual event will be held tomorrow evening, May 12.


The deadline to receive the early registration discount for the ACCT Summit is August 6. This item will be added to the June meeting agenda.

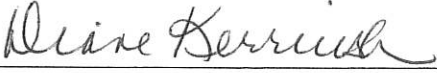
Adjournment

Motion: Trustee Duffy moved to adjourn the meeting.

Second: Trustee Nowak seconded the motion.

Roll Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Allen, aye; meeting adjourned at 7:30 p.m.


Donna Redmer, EdD, Board Secretary


Diane Kerruish, Board Recorder

Faculty, Staff, and Administrators Voluntary Early Retirement Incentive

Voluntary Early Retirement Program

Elgin Community College is offering a Voluntary Early Retirement Incentive program for eligible full-time Faculty, Staff, and Administrators who apply for retirement between May 15, 2021 and June 9, 2021. Staff includes police officers and engineers for the purpose of this program. An irrevocable notice of Intent to Retire must be received by Human Resources within this time frame.

Applications for the program will be accepted through June 9, 2021. This is a limited time program. Applications will be considered in the order that they are received. Applications will be reviewed by the Cabinet and applicants will be notified of the results in writing. Although it is the intent of the College to make this program available to all who are eligible, ECC must implement the program in a manner that will not disrupt operations and there may be situations in which this program will not be made available to such employees.

ELIGIBILITY

- 15 years or more of full-time employment service with Elgin Community College;
- Employees must be age 55 and over;
- Eligible for retirement in the Illinois State Universities Retirement System (SURS);
- Must submit irrevocable notice of intent to retire form beginning May 15, 2021 at 8:00am to Human Resources Room B210 to June 9, 2021 at 5:00pm to Human Resources Room B210;
- Employees must not be currently enrolled in an additional early retirement plan.

Eligibility requirements must be met on or before the date of retirement.

PROCESS

Employees who meet the eligibility requirements, or will have met the requirements prior to their retirement date, must submit an irrevocable notice of Intent to Retire application to Human Resources. The CHRO will submit the applications to the Cabinet and the Cabinet will review them at the first Cabinet meeting after the deadline.

HR will notify the employees who applied of the Cabinet's decision in writing. These notifications will be made no later than June 18, 2021. Employees who are approved will be provided for a review period of twenty-one (21) days. After the review period has ended, the application becomes the employee's official notice to retire and is therefore irrevocable.

Employees will be allowed to select their preference of a retirement date within this program. However, ECC reserves the right to slot awardees into the appropriate retirement incentive dates. Preference will be given to applications in the order they were received. It is anticipated that these transactions will be completed by July 15, 2021.

INCENTIVES

Faculty - Those who meet these criteria and retire on or before December 31, 2021 will receive post-retirement payments of \$25,000 on June 15, 2022 and \$25,000 on June 15, 2023.

Administrators/Staff - Those who meet these criteria and retire on or before December 31, 2021 will receive post-retirement payments of 50% of their base salary at the time the retirement is approved. The payments will be made over two fiscal years with 25% on June 15, 2022 and 25% on June 15, 2023.

EFFECT OF EARLY RETIREMENT ON BENEFITS

Health & Dental Benefits

When you retire, the option to remain on the ECC's medical and dental plans is not available for retirees. The Board shall provide the separating employee with \$5,000 per year for two (2) years post-retirement which employees can use for future insurance costs. ECC holds no responsibility for the retiree's insurance plan chosen after separation or costs associated with the plan. These payments will be made twice per year (December 15 and June 15). These payments are non-transferrable.

Life Insurance

Employees will be given the option to port all or part of your life insurance to a private policy at the beginning of their separation.

403(b) & 457 Plans

If you are contributing to one of these voluntary retirement plans, contributions will stop as of your last paycheck from Elgin Community College. You will need to contact the vendor directly to discuss options such as rolling the money over into another qualified plan such as an IRA, taking a taxable distribution, or leaving the money where it is.

SURS

You can request a benefit estimate counseling session either in person or by phone at the following link: <http://www.surs.com/life-events/retirement/counseling> You can also use the Benefits Estimator at www.surs.org yourself to look at potential retirement figures.

VOLUNTARY EARLY RETIREMENT INCENTIVE FAQ'S

Will this lump sum payment be counted by SURS toward my highest annual earnings?

No. This payment cannot be considered income for calculating retirement benefits with the State Universities Retirement System (SURS). This payment will also be subject to federal and state income taxes and, if applicable, Medicare. Please consult a tax accountant with any questions regarding the impact the post-retirement payments will have to your income.

Does this application serve as a notification to SURS of my retirement as well?

The Voluntary Retirement Program is unrelated to SURS; therefore, you will need to follow the same procedures required of any individual seeking to retire. This application for the retirement incentive is in addition to any paperwork and notice that must be completed for retirement based on your classification.

How many applications will you be accepting?

Applications will be accepted through June 9, 2021. Applications will be considered for approval in the order in which they are received. It is the goal of ECC to allow all who apply to take part in this program, however, the College will make decisions in a manner that will not disrupt operations and there may be situations in which this program will not be offered to all eligible employees.

Am I eligible to apply if I have already committed to retirement?

No, employees who are already committed to retire are not eligible for this program.

If I'm not selected, how will I be notified? How will I know if my application has been approved?

Applications that meet eligibility criteria will be submitted to the Cabinet for approval. You will be notified in writing by HR of the Cabinet's decision no later than June 18, 2021.

What if I submit my application for retirement and the application for the Voluntary Retirement Program, then decide to revoke my retirement?

You may revoke your participation in the program within twenty-one (21) days, but no later than July 12, 2021, of your execution of the Voluntary Early Retirement application. If you decide to revoke this application after signing and returning it, you must provide a written statement of revocation or send it to the Chief Human Resources Officer by electronic mail, or registered mail. If you do not revoke during the stipulated period, this application will take effect on July 15, 2021.

Will I be eligible for re-hire in another role? What if I have a dual role?

No. Once you are accepted in this program, you cannot reapply or be rehired at ECC in any capacity. You will retire from all roles at the College.

What should I do if contacted by the media?

Any inquiries from the media should be directed to the Chief Marketing and Communications Officer.

What if I don't meet the eligibility minimum requirements prior to June 9th, but I will when the retirement date arrives? Can I still participate in the program?

Yes. As long as you are eligible for the program on or before the date of your retirement, the latest being December 31, 2021, you can participate in the program.

I signed up for another early retirement plan. Am I eligible for this one?

No. Employees who have been accepted into another retirement program will not be eligible for this plan.

Are there any beneficiary provisions if the employee passes away before the post-retirement payments are made?

Upon the death of the participant prior to payment in full of the post-retirement payments, such benefit shall be payable to the participant's surviving spouse, or, if there is no surviving spouse, to a designated beneficiary or the participant's estate.