

**MINUTES OF REGULAR BOARD MEETING
OCTOBER 19, 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, October 19, 2021, in Building E, Room E100.01/Virtual.

1. Call to Order and Roll Call

Chair Rakow called the regular meeting to order at 5:45 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 Dr. Ollayos, and Student Trustee Mr. Allen.
Trustees participated in-person.

Trustees absent: None.

ECC staff and Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning & Student Development; Dr. Wagner, VP Business & Finance; Dr. Garber, VP Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel and Ms. Kerruish, Recorder.

2. Recess to Closed Session

The chair asked for a motion to recess immediately to closed session under the following exceptions to the *Illinois Open Meetings Act*:

- 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 Duffy moved to recess to closed session.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7: Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried at 5:46 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:53 p.m. The board reconvened in open session at 6:55 p.m. in E100.01/Virtual.

4. Preliminary Matters

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

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Roll Call

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Trustees participated in-person.

Trustees absent: None.

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

5. President's Report

- Dr. Sam acknowledged the presence of ECCFA and SSECCA representatives participating virtually.
- Dr. Sam announced that the ECC flags are at half-staff in honor of Harry Blizzard, founding member of ECC's Board of Trustees.
- Dr. Sam noted enrollment numbers are still 2.8% higher than last year at this time. There are currently 8,423 students enrolled, and 4,103 are participating in classes on campus.
- Eighty-seven percent of students are compliant with the Governor's vaccine mandate and 99.13% of employees are compliant.

6. Audience Wishing to Address the Board

Ed Hanson, Elgin Trades Council, addressed the Board regarding responsible bidder requirements.

Kimberly Tarver, ECCFA president, addressed the Board regarding responsible bidder requirements and faculty workload.

7. Board Reports

A. Finance Committee

Trustee Nowak reported on the October 18 Finance Committee meeting. The audit reports for fiscal year 2021 were reviewed, and there were no major issues noted. There was also a review by the College's internal auditor. Other items evaluated include: FY22 budget to actual; capital projects; Covid federal and state funding; lab fees, course and instructional fees; and a discussion on the tax levy. There were no 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 noted there was also a Sikich presentation at the Finance Committee meeting. He then reported on the October 18 Committee of the Whole meeting, which included three presentations: ECC Performance Report FY2021; Elgin Community College Center for Emergency Services; and Fitness Center and Culinary Arts. Trustees discussed prioritization of capital projects and fund balance allocations with the Master Plan. Dean Hatch and Mr. Hernandez addressed the Board about the Building H

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renovation. Board actions were reviewed with no questions brought forward; and New Business items were tabled until the meeting on this date. 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 noted the next ICCTA meetings will be held on November 12 & 13 in Schaumburg. Student Trustee Allen is welcome to attend these meetings.

D. Association of Community College Trustees (ACCT)

Trustee McCreary yielded the floor to Trustees Duffy and Ollayos to report on the ACCT National Congress in San Diego which was held from October 13 – 16. ECC's presentation went very well, with approximately 40 attendees. The sessions attended were valuable, and Trustee Duffy stated he will provide a written report on each session. Trustee Ollayos acted as the College's voting delegate, and also participated on an advisory committee. She attended sessions on diversity, equity and inclusion, as well as legislative priorities, and will provide written reports. Trustees may be interested in an upcoming virtual conference. Trustee Duffy indicated it may be time to review the Board Policies.

Trustee Ollayos added that she met with Dr. Sam and Mr. Ramos to discuss preparations for the regional ICCTA meeting.

E. Legislative

Chair Rakow provided the following update: Trustees continue to engage with elected officials to enhance relations and to emphasize the need to build an advanced manufacturing center to meet urgent needs for enhanced training. In September, trustees met with Senator Castro, Representatives Moeller and Ness, and Speaker of the Illinois House of Representatives Welch. Trustees also spoke with Senator Syverson and Representatives Keicher and Ugaste during a first responders roundtable. Elgin Community College continues to collaborate with Northern Illinois Food Bank to provide free groceries to community members through pop-up markets hosted in our parking lot. Approximately 585 families received groceries in the month of July. ECC's Small Business Development Center hosted a Back to Business technical event.

F. ECC Foundation

Trustee Ollayos reported the following: The Foundation raised \$233,144 in cash and pledges through the first quarter of FY22, achieving 35% of its goal for annual fundraising and major gifts. 52% of scholarship funds have been awarded so far for the 2021-22 academic year. The Alumni Engagement Committee will meet on October 20. The Retiree Advisory Committee will meet on October 19. Pursues with Purpose is conducting a strategy session on October 25 with external consultant Bethany Reid. Results from the feasibility study regarding a Foundation comprehensive campaign were extremely positive as shared with both the Trustees and Foundation Board in September. The Foundation Board will make an official determination on the potential for a campaign by December.

G. Student Report

Mr. Allen highlighted the written report he provided, including the Project Backpack event, New Student Convocation and Campus Jam, and many other events.

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8. Board Action No. 045-A-22, Acceptance of College Reports

- A. Personnel (September)
- B. Treasurer (August)
- C. Student (August/September)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (September)
- E. Community Engagement and Legislative Affairs (September)
- F. Equity, Diversity, Inclusion (quarterly)

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

Motion: Trustee McCreary moved to accept the college reports.

Second: Trustee Redmer seconded the motion.

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

9. Consent Agenda

The following items were removed from the Consent Agenda prior to action:

O.4. Board Action No. 063-C-22, Construction Management Fees – Building A Shell Space Buildout (for Ophthalmic Technician and Medical Assistant Program)

P. Personnel

- 1. Board Action No. 069-A-22, Granting of Tenure, Instructor of Art History, Amy Brandolino
- 2. Board Action No. 070-A-22, Granting of Tenure, Instructor of Mathematics, Christopher Cunningham
- 3. Board Action No. 071-A-22, Granting of Tenure, Assistant Professor II of History, Latasha DeHaan
- 4. Board Action No. 072-A-22, Granting of Tenure, Assistant Professor I of Human Services, Liddy Hope
- 5. Board Action No. 073-A-22, Granting of Tenure, Assistant Professor II of Visual Arts, Daniel Josh
- 6. Board Action No. 074-A-22, Granting of Tenure, Assistant Professor II of History, Marisol Rivera
- 7. Board Action No. 075-A-22, Granting of Tenure, Assistant Professor II of English, Joshua Thusat
- 8. Board Action No. 076-A-22, Granting of Tenure, Instructor of IMT/CIM, Umberto Tinajero
- 9. Board Action No. 077-A-22, Granting of Tenure, Instructor of Nursing, Jessica Woloszyk

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Chair Rakow read the following consent agenda items:

- A. Board Action No. 046-A-22, Minutes of the Special Board Meeting of September 1, 2021**
- B. Board Action No. 047-A-22, Closed Session Minutes of the Special Board Meeting of September 1, 2021**
- C. Board Action No. 048-A-22, Closed Session Minutes of the Committee of the Whole Meeting of September 13, 2021**
- D. Board Action No. 049-A-22, Minutes of the Regular Board Meeting of September 14, 2021**
- E. Board Action No. 050-A-22, Minutes of the Special Board Meeting of September 21 and 22, 2021**
- F. Board Action No. 051-A-22, Closed Session Minutes of the Special Board Meeting of September 21 and 22, 2021**
- G. Board Action No. 052-A-22, Destruction of Audiotapes of March 10, 2020**
- H. Board Action No. 053-A-22, Release of Select Closed-Session Minutes of Board Meetings of July 2019-June 2021**
- I. Board Action No. 054-F-22, Ratification of Report of Expenses**
- J. Board Action No. 055-F-22, Ratification of Board of Trustees Travel Expenses**
- K. Board Action No. 056-F-22, Comprehensive Annual Financial Reports, Fiscal Year 2021**
- L. Board Action No. 057-A-22, Application for Permanent Curriculum Approval: Basic Vocational Certificate in Recovery Support Specialist**
- M. Board Action No. 058-A-22, Application for Permanent Curriculum Approval: Vocational Certificate in Medical Assisting**
- N. Board Action No. 059-A-22, 2022 Schedule of Board Meetings**
- O. Purchases**
 - 1. Board Action No. 060-B-22, Annual Fire Sprinkler Testing Services**, authorizes the administration to contract with Johnson Controls Fire Protection LP (Addison, IL), the lowest responsive bidder, for annual automatic fire sprinkler (AFS) testing services in the amount not to exceed \$26,450.00. This agreement will be for services for three years with the option to renew for two additional one-year periods.
 - 2. Board Action No. 061-B-22, Annual Gym Equipment & Bleacher Maintenance**, authorizes the administration to contract with Faciliserv dba BR Bleachers (Woodstock, IL), the lowest responsive bidder, for annual gym equipment and bleacher maintenance services in the amount not to exceed \$44,934.00. This agreement will include maintenance services for three years with the option to renew for two additional one-year periods.
 - 3. Board Action No. 062-C-22, Architectural Fees** authorizes the administration to contract for professional architectural services from Perkins & Will (Chicago, IL) for the Building G space remodeling project in the amount of \$33,438.00.
 - 5. Board Action No. 064-I-22, Drill Press Machines Purchase**, authorizes the administration to purchase six (6) drill press machines for the Industrial Manufacturing Technology (IMT) Program from Iverson & Company (Des Plaines, IL) in the amount of \$5,554.42 each – for a total of \$33,326.52. Trade-in credit for five (5) units at \$200.00 each. The total cost is \$32,326.52.

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6. **Board Action No. 065-M-22, Fall Impact Magazine**, authorizes the administration to purchase print services for the Fall Impact Magazine from Consolidated Carqueville Graphics (Streamwood, IL), the lowest responsive bidder, in the amount of \$30,450.00.
7. **Board Action No. 066-B-22, Lightning Detection and Warning System Purchase**, authorizes the administration to purchase a lightning detection and warning system from Perry Weather (Dallas, TX), the lowest responsive bidder, in the total amount of \$42,794.00.
8. **Board Action No. 067-B-22, Office Furniture Purchase – Building F**, authorizes the administration to purchase office furniture for Building F, from Interiors for Business Inc. (Batavia, IL) the lowest responsive bidder, in the amount of \$31,869.60.
9. **Board Action No. 068-A-22, Sale of Used Computer Equipment**, authorizes the administration to sell used computer equipment consisting of Hewlett Packard (HP) desktop computers with peripheral equipment, laptop computers, monitors, Apple equipment, and monitor stands to Cornerstone Technologies (Norcross, GA), the highest responsive bidder, in the total amount of \$30,057.00.

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

Second: Trustee Ollayos seconded the motion.

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

Other

- O.4. Board Action No. 063-C-22, Construction Management Fees – Building A Shell Space Buildout (for Ophthalmic Technician and Medical Assistant Programs)**, authorizes the administration to contract for professional construction management fees for the College's Building A shell space buildout project with IHC Construction Companies, LLC (Elgin, IL) in an amount not to exceed \$357,518.00.

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

Second: Trustee Duffy seconded the motion.

Trustee Rakow stated that, as an employee of IHC Construction Companies, LLC, she will abstain from voting.

Roll-Call Vote: Aye, 6; Meyer, Redmer, Duffy, McCreary, Ollayos; Nowak; Nay, 0; Abstain, 1: Rakow; Student Trustee Allen, aye; motion carried.

P. Personnel

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2. **Board Action No. 070-A-22, Granting of Tenure, Instructor of Mathematics, Christopher Cunningham**
3. **Board Action No. 071-A-22, Granting of Tenure, Assistant Professor II of History, Latasha DeHaan**

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4. **Board Action No. 072-A-22, Granting of Tenure, Assistant Professor I of Human Services, Liddy Hope**
6. **Board Action No. 074-A-22, Granting of Tenure, Assistant Professor II of History, Marisol Rivera**
7. **Board Action No. 075-A-22, Granting of Tenure, Assistant Professor II of English, Joshua Thusat**
8. **Board Action No. 076-A-22, Granting of Tenure, Instructor of IMT/CIM, Umberto Tinajero**
9. **Board Action No. 077-A-22, Granting of Tenure, Instructor of Nursing, Jessica Woloszyk**

Motion: Trustee Duffy moved to approve the agenda items as presented.

Second: Trustee Nowak seconded the motion.

Dr. Sam congratulated the faculty members eligible to be granted tenure and thanked them for their hard work in achieving this goal. He also expressed his appreciation to everyone involved in the process; and recommended the Board's approval.

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

P.5. Board Action No. 073-A-22, Granting of Tenure, Assistant Professor II of Visual Arts, Daniel Josh

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

Second: Trustee Ollayos seconded the motion.

Trustee McCreary stated she was asked to abstain from voting on this item, and would therefore be doing so. Dr. Sam noted this is related to an incident in the past, at which time Trustee McCreary was a student of Professor Josh.

Roll-Call Vote: Aye, 6; Rakow, Meyer, Redmer, Duffy, Ollayos; Nowak; Nay, 0; Abstain, 1: McCreary; Student Trustee Allen, aye; motion carried

10. Old Business

There was no old business reported.

11. New Business

Trustee Duffy mentioned the Legislative Summit which will be held the second week of February. Due to the anticipated significant increase to the cost of airfare, he suggested trustees determine who will attend so reservations can be made as soon as possible. Trustees Meyer and Nowak stated they will not be attending the Summit. Trustee Ollayos is planning on attending, and she mentioned the importance of Mr. Allen's participation as student trustee. Trustee Ollayos would like to discuss (at the November meeting) the handout from Mr. Hanson, the audience member who addressed the Board at this meeting regarding

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responsible bidder requirements. Trustee Meyer would like the topic of fishing on Lake Spartan to be added to next month's agenda. Trustee Rakow would like to address the \$4.00 fee for students to use the fitness center.


Adjournment

Motion: Trustee Ollayos moved to adjourn the meeting.
Second: Trustee Nowak seconded the motion.

Roll Call Vote: Aye, 7; Rakow, Meyer, Duffy, Redmer, McCreary, Nowak, Ollayos;
nay, 0; Student Trustee Allen, aye; meeting adjourned at 7:52 p.m.



Donna Redmer, EdD, Board Secretary



Diane Kerruish, Board Recorder