

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

1. Call to Order by Presiding Officer

Chair Rakow called the meeting to order at 3:40 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Ms. Rakow, Mr. Meyer, Mr. Duffy, Dr. McCreary, Dr. Ollayos, Dr. Redmer, Mr. Nowak 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, Mr. Vazquez, General Counsel; Ms. Kerruish, Recorder; ECC staff members and visitors.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Duffy.

3. Approval of Meeting Minutes of the Committee of the Whole, November 8, 2021

Chair Rakow requested approval of the minutes of November 8, 2021.

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

Second: Trustee Nowak seconded the motion.

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

4. Presentations

A. E-Net Update – Dr. Webb

Ms. Jouhet provided background on the employee intranet project, noting Board approval for the update was obtained in September 2020. The new intranet, my.elgin.edu, will be complete and effective as of February 1, 2022. Improvements to the site were highlighted and include a secure and efficient system, mobile friendly, compliant, and easily accessible. A demonstration on navigating the intranet was given. Ms. Elliot outlined the announcements and calendar sections, indicating where information may be entered to add and share. Dr. Sam noted the Marketing department is working with the IT department on updating internal and external monitors. Questions and comments by trustees included the length of time taken to build the new system and permission levels, which will be part of phase two. Trustees will be able to access the

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intranet as well; and they would like to receive the “News You Can Use” information, as in the past.

B. Community Outreach – Dr. Blacksmith

Dr. Blacksmith provided a mid-year report to the Board, highlighting her role and activities in Community Engagement and Legislative Affairs. She reviewed the benefits of community engagement as related to the Strategic Plan. It was noted there were 128 activities (mid-year), which included 537 participants. A breakdown of the participants is as follows: 413 employees, 17 students, 40 trustees, and 99 activities by the managing director. The legislative affairs role was reviewed as well, and included 34 activities with 129 participants. A breakdown of these participants is as follows: 68 employees, 27 trustees, 2 students, 1 faculty, and 32 activities by the managing director. Twenty elected officials visited ECC, and six elected officials hosted their events at ECC. As a point of personal privilege, Trustee Duffy recognized Dr. Blacksmith for her assistance in obtaining an internship for his grandson with Senator Duckworth’s office. Chair Rakow acknowledged Dr. Blacksmith for her efforts in moving forward with the manufacturing center.

C. Risk Assessment & IT – Dr. Garber

Dr. Chahino and Mr. Forg updated the Board on cybersecurity, noting the recommendations from Sikich have been put into place. Several new procedures have been implemented, including a multi-factor authentication system and Sophos anti-ransomware module. It was also recommended by the auditors that the College do a risk assessment, and the action recommended for approval on this month’s agenda is for a contract with Janus Software for the assessment. Dr. Chahino explained the reasons for selecting this vendor, noting their expertise, experience with colleges and their ability to provide the best service. If approved, the assessment should begin in January, 2022 and may take up to eight weeks.

D. Lake Spartan Update – Dr. Wagner

Dr. Wagner provided background information on Lake Spartan, which was part of the 1970 Master Plan. She noted the lake is four to five feet deep, and that the aquatic life code indicates a minimum depth of ten to twelve feet for fishing. Questions were raised about safety, legality, signage and codes; and it was noted that the wetlands obligations must be maintained. It was determined this topic will be revisited at the January, 2022 Committee of the Whole meeting.

Note: Chair Rakow announced that, due to technical difficulties, the link to the virtual component of this meeting was not accessible when the meeting began. Therefore, as required under the Open Meetings Act, we will need to vote on the approval of the November 8 Committee of the Whole meeting minutes again. Trustee Meyer motioned to reconsider approval of these minutes at the next public meeting, which is December 14, 2021; and Chair Rakow requested and received unanimous consent to do so.

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

A. Purchases

- 1. Automated External Defibrillator (AED) and Accessories Purchase (Board Action No. 110-B-22)**
- 2. Information Technology (IT) Risk Assessment (Board Action No. 111-A-22)**

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3. Institutional Customer Relationship Management (CRM) Software (Board Action No. 112-A-22)

4. Professional Fees – Building H Renovation Modification (Board Action No. 113-A-22)

There were no comments or questions regarding Purchases 1, 2, 3 and 4.

5. Water Bottle Filling Stations (Board Action No. 114-B-22)

Trustee McCreary inquired about the location of the filling stations, which will be placed strategically throughout the College.

B. Other Agenda Items

13.H. Higher Education Emergency Relief Funds Student Financial Aid Distribution Plan (Board Action No. 106-F-22)

Trustee Meyer explained his concerns regarding the equity of this action. Trustee Duffy indicated he also had concerns about the order of student certifications received, asking how we would know every student eligible received the information they need to apply. Dr. Sam stated this will be reviewed prior to the December 14 regular meeting to see if adjustments are needed. An amended version of this action may be in order.

Trustee Meyer stated he would like the following items pulled from the December 14 regular meeting agenda for individual consideration:

13.H. Higher Education Emergency Relief Funds Student Financial Aid Distribution Plan (Board Action No. 106-F-22)

13.I. Tuition for Fiscal Year 2023 (Board Action No. 107-F-22)

13.K. COVID-19 Testing Services Agreement with Vitality Urgent and Primary Care (Board Action No. 109-A-22)

13.L.5 Water Bottle Filling Stations (Board Action No. 114-B-22)

Chair Rakow pointed out an error in the dollar amount listed on the following action:

13.E. Ratification of Board of Trustees Travel Expenses (Board Action No. 103-F-22)

The total amount, listed as \$2,069.51, should be \$2,069.15.

Chair Rakow commented on the Marketing report and congratulated the department on their participation in the NCMPR event and the awards received.

6. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

The Board recessed at 5:02 p.m. and reconvened at 5:11 p.m.

7. Old Business

A. COVID Mitigation Update

Dr. Heinrich provided an update on COVID statistics, noting the percentage of students conforming with the mandate is holding steady at a 90% compliance rate. Dr. Wagner reviewed the status of testing through Vitality, which began early in September. She explained the difficulties involved in onboarding with Shield and issues they have encountered on other campuses; adding that the College would need to provide staff to

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administer testing under Shield, however we do not have staffing resources.

Trustee Meyer questioned why the December commencement exercises are scheduled to be virtual. Dr. Sam explained that we do not have the resources to focus on checking to see if attendees are vaccinated, etc. We want to focus on celebrating students and hope to hold the May commencement activities on campus, preferably outside. December graduates will be welcome to join these commencement ceremonies, as well.

8. New Business

A. Items of Professional Growth

1. ACCT National Legislative Summit

Trustees Rakow, Ollayos, McCreary, Duffy and student trustee Allen, as well as Drs. Sam and Blacksmith, are planning on attending the Legislative Summit in February, 2022. Trustee Redmer stated the legislative goals are included in the Board packet and should be reviewed to determine what topics should be focused on.

2. Book – *From Equity Talk to Equity Walk*

Chair Rakow stated that as equity, diversity and inclusion efforts gain momentum on campus, the Board is encouraged to join the conversation that started with the book *From Equity Talk to Equity Walk*. The Board agreed to revisit their goals in January, and she would like trustees to read some portion of the book prior to the January Committee of the Whole meeting in order to share one idea on how ECC can help students feel welcome or on how to break down obstacles to success.

3. Upcoming Community Engagement Events

Ms. Franck reviewed upcoming community engagement events.

B. President's Remarks

Dr. Sam mentioned that there will be a virtual guest speaker at the December 14 regular meeting to report on ECC's involvement in ILEA activities.

Dr. Sam recognized Dr. Garber and thanked him for preparing the College's Aspen application which is due today.

C. Chair's Remarks

Chair Rakow reinforced the importance of attending commencement ceremonies on December 18, noting they will be virtual this semester.

D. Announcements

Trustee Redmer commented on the Savour the Semester event, held on December 9. Trustees Duffy, Meyer, McCreary, Rakow and Redmer, and their guests, attended the event, which was excellent. Guests of Trustee McCreary, State Representative Moeller and U46 school board member Porter, had never attended a similar event before.

E. Issues for Next Month's Agenda

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

Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.
Second: Trustee Ollayos seconded the motion.
Voice Vote: Aye, 7; Rakow, Meyer, Duffy, Ollayos, Redmer, McCreary, Nowak;
Nay, 0; Student Trustee Allen, aye. Motion carried.
The meeting was adjourned at 5:32 p.m.

Donna Redmer, EdD, Board Secretary

Diane Kerruish, Board Recorder