

**COMMITTEE OF THE WHOLE MINUTES
AUGUST 7, 2023**

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, August 7, 2023, in Building E, Room E100.01.

1. Call to Order by Presiding Officer

Chair Redmer 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: Dr. Redmer, Ms. Rakow, Mr. Nowak, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee, Mr. Kolbusz.

Trustees absent: Dr. Ollayos arrived at 3:28 p.m.

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; and Ms. Kerruish, Recorder; ECC staff and visitors.

2. Consideration of and Possible Actions on Any Requests for a Board Member's Electronic Participation in Meeting

No considerations necessary at this meeting.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Amy McConnell, Executive Assistant, Office of the President.

The Board of Trustees and all of the attendees introduced themselves.

4. Approval of Meeting Minutes of the Committee of the Whole, June 12, 2023

Chair Redmer requested approval of the minutes of June 12, 2023.

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

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Nowak, Rodriguez, Arroyo, Parks; nay, 0; Trustee Kolbusz, aye: motion carried.

5. Presentations

A. Emergency Preparedness – Ms. Emily Kies

Ms. Kies provided an overview of what ECC's Emergency Management team does and how they determine what constitutes an emergency. The team gathers information from the College, the *Campus Emergency Plan Policy*, the National Weather Service, as well as the status of nearby colleges and K-12 Districts, to determine a closure due to weather. New emergency procedure posters are being posted throughout ECC's facilities. The poster was designed by an ECC student.

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B. Carpentersville Center – Dr. Peggy Heinrich, Dr. Kim Wagner & Dr. Phil Garber

Dr. Garber provided background information regarding the Village of Carpentersville. This community is young and diverse, with growing enrollment numbers at ECC. Currently we are providing some instruction at Dundee Crown High School, at no charge to the College. Next steps for possibly opening a center in Carpentersville were discussed. Dr. Sam will engage a meeting with the Village President and/or Village Manager.

6. Construction Update

Dr. Wagner provided an overview of the current construction projects on campus.

The following items were highlighted:

- Building A 3rd Floor Buildout – The replacement signage has been delivered and installed. Colors and spelling are now correct. Some technology equipment continues to be on backorder. The 3rd floor is fully operational for classes.
- Building B Chimney Restoration Project – Construction of the new chimney is complete and the scaffolding has been removed. One draft damper’s operating capability remains an issue. ECC is working with the vendor to correct the issue.
- Building G Auto Shop Approach Apron Repair Project – Phase II is in progress. The concrete apron has been poured at all 6 doors, the new protective bollards are in place, new steel has been installed and painted on the columns, and the concrete shop floor exhaust ports have been reconstructed. Steel inserts and covers for the exhaust ports are in the process of being installed.
- Building H Phase II – Floors, ceilings and final painting is on-going in all areas being renovated. The water main has been relocated, excavation finished and foundations are being formed and poured for the scenery shop. Structural steel and the roof deck have been erected for the music wing addition. This project is running slightly ahead of schedule so moving back in can start in August and be completed in phases – the week of August 21 and the week of September 11. Week of August 21 – all first-floor equipment, furniture, etc. is returned from storage and set in place. Week of September 11 – all second and third-floor equipment, furniture, etc. is returned from storage and set in place.
- Campus Doors and Security System Upgrade-CDB Project 810-030-027 – Drive Construction has been recommended for the award of this project. O&M has a meeting this week to discuss a preliminary work schedule.
- Manufacturing Center and New Truck Driving Classroom Building Project – We are in the schematic design stage of this project. DLA and Lamp are currently working with the core College administrative team to refine the required spaces, program adjacencies and total building square footage to align with the total project budget. DLA will be prepared to present updated floor plans and renderings at the September Committee of the Whole meeting. The site survey is still in progress for the campus as this is required for any variance requests from the City of Elgin.

7. 75th Anniversary Update

Dr. Webb will provide an update at the September 11 Committee of the Whole meeting.

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8. Review Board Actions on the August 8, 2023 Regular Board Meeting Agenda

A. Purchases

1. JIRA Service Management Licenses and Implementation
2. Salesforce/Tableau End User Support Subscription Upgrade
3. Salesforce/Tableau Migration Management Consultant
4. Annual Trane HVAC Equipment Maintenance – Buildings H and M
5. Electrical Supplies Purchase
6. Spartan Terrace Classroom Point of Sale System
7. On-Site Health Clinic
8. Financial Edge Software Purchase
9. TerminalFour Software Renewal
10. Ratification – Ellucian Colleague Renewal
11. Ratification – Fall Sports Bus Transportation

Mr. David Rudden provided background for the Salesforce/Tableau items above. Trustee Rakow inquired about the TerminalFour Software Purchase. Ms. Zeman explained that this is an annual cost and, per Trustee Rakow's request, will explore longer term options to provide more cost savings in the future.

B. Other Agenda Items

No additional questions were brought forward on any agenda items.

9. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

The Board recessed at 4:06 p.m. and reconvened at 4:12 p.m.

10. Old Business

- Trustee Nowak inquired about the addition/subtraction of Columbus Day versus Indigenous People's Day related to a Committee of the Whole discussion from 2019. His recommendation was to include both references to the day. Ms. Kerruish will review the discussion and provide details by the next meeting as several board members were not part of the 2019 discussion.
- Trustee Rakow inquired about the adopted land acknowledgement and if there's an update on how it will be incorporated into Indigenous People's Day. Dr. Sam indicated that he would like faculty to have the opportunity to discuss and provide input. He also indicated that a neurodivergent statement is also being reviewed.

11. New Business

A. Items of Professional Growth

1. Board Retreat Review / Approval of Board Goals and Strategies for 2023-2024

No changes were made to the 2023 Board Goals as presented. Trustees enjoyed their in-depth conversations during the retreat and Dr. Bruce Leslie's presentation. The Board will be incorporating several of the additional resources he provided.

2. Attendance at ICCTA Executive Committee – Joliet, August 18-19, 2023

Dr. Redmer and Dr. Sam will attend.

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3. Trustee In-State Attendance at ICCTA – Springfield, September 7-8, 2023

Dr. Redmer, Mr. Rodriguez, Dr. Ollayos and Ms. Arroyo plan to attend.

4. Community Engagement Events

The upcoming Community Engagement events were reviewed. Ms. Kerruish will forward the ICCTA annual training materials to those Trustees that were unable to attend the June meeting.

B. President's Remarks

Dr. Sam will offer his remarks at the regular board meeting. He thanked everyone for their support during his time of loss.

C. Chair's Remarks

- ACCT travel information was discussed.
- September 23 is the Foundation's Gala and it is a week prior to the Centro de Informacion's event.
- Dr. Redmer suggested that, as a Board, their donation be given to the Foundation in January.
- HB2288 was signed by the Governor.

D. Announcements

- Student Trustee Kolbusz shared the positive message he took out of the Global Leadership Summit he attended last week.
- Trustee Parks shared that the Minority Business Summit will be held at ECC on August 15.
- Trustee Rodriguez shared that the Latino Policy Forum will be held at ECC on August 24, 3-5 p.m.

E. Issues for Next Month's Agenda

No issues were brought forward.

12. Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Ollayos seconded the motion.

Voice Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; Nay, 0; Student Trustee Kolbusz, aye. Motion carried.
The meeting was adjourned at 4:49 p.m.

Shane Nowak, Board Secretary

Diane Kerruish, Board Recorder