

**COMMITTEE OF THE WHOLE MINUTES
OCTOBER 16, 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, October 16, 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, Dr. Ollayos, Mr. Nowak, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee, Mr. Kolbusz.

Trustees absent: None

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

The Board of Trustees and all attendees introduced themselves.

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 Student Trustee Kolbusz.

A moment of silence was observed to acknowledge the tragedy of the Israel-Hamas war taking place in Israel and Gaza.

4. Approval of Meeting Minutes of the Committee of the Whole, September 11, 2023

Chair Redmer requested approval of the minutes of September 11, 2023.

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

Second: Student Trustee Kolbusz seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Trustee Kolbusz, aye: motion carried.

5. Presentations

A. Liberal, Visual and Performing Arts (LVPA) – Dr. Perkins & Ms. Ro

An overview of the structure and academic programs in the division was provided. Division goals and initiatives were presented. The grand reopening of Building H is scheduled for March 15, 2024.

COMMITTEE OF THE WHOLE MINUTES
OCTOBER 16, 2023

B. HR Recruiting Process – Mr. Ray

Mr. Ray reviewed the recruitment and hiring process at ECC. Trustee Parks asked about exit interviews and expressed that we need to focus on retention of employees. Mr. Ray stated that we are aiming to shorten the hiring process to 60 days or less. Trustee Rodriguez commented that applicants in the pool for long periods of time will result in candidates finding employment elsewhere. Trustee Rakow inquired about applicant pool interaction; managers are encouraged to keep the pool “warm”. Trustee Redmer inquired about the size of the hiring committees and Mr. Ray explained that it depended on the position being filled and provided an example. Cultural competency training is required to participate on a hiring committee.

C. ECC Performance Report FY2023 – Dr. Garber & Mr. Rudden

Dr. Garber provided a detailed overview of ECC’s FY2023 Performance Report. Mr. Rudden reviewed available dashboards that breakdown the College’s Strategic Plan’s Key Imperatives and College Goals. Several external agencies use this report to measure assessment and performance. This report will be posted on the website.

6. Construction Update

Mr. Pat Dolan, Senior Director of Facilities, provided an overview of the current construction projects on campus. The following items were highlighted:

- Building B Chimney Restoration Project – Boiler #3 damper issues have been completed, and all three boilers are now operating correctly.
- Building G Auto Shop Approach Apron Repair Project – This project is complete. Steel inserts and exhaust port covers have been installed.
- Building H Phase II – All the furniture and equipment for the 1st, 2nd and 3rd moves have been returned from the mover, and new furniture is to arrive mid-November. This project is still on track for a Spring 2024 completion.
- Campus Doors and Security System Upgrade (CDB Project 810-030-027) – Work has started with replacing the hardware on existing doors in Building B. October 23, they will begin installing temporary barricades and protection for door H1-8; followed by removal of the old frames and doors and then the new installation. October 30 the plan is the same for door I1-1. Electrical for card readers and handicap switches is ongoing.
- Fitness Center Remodel – The College sent out a Statement of Qualifications (SOQ) request to 32 Architectural and Engineering firms and received nine proposals. The team is currently reviewing the proposals to narrow down the selection to three firms to interview.
- Respiratory Care – The College re-engaged both DLA Architects and IHC construction management to do the renovation in this area. A lab space and a classroom space will be converted into two equal lab spaces for use by the respiratory care program and the basic nurse assistant program. Work will begin shortly and the project is expected to be finished in June 2024.
- Manufacturing Center Building 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. In September, a core team (ECC personnel and DLA architects) visited community colleges in Kentucky with Amatrol (Amatrol is a global leader in skills-based, interactive technical learning) to

COMMITTEE OF THE WHOLE MINUTES
OCTOBER 16, 2023

learn current best practices as we finalize the new manufacturing center's design. In early October, a meeting with the City of Elgin occurred with ECC personnel and DLA. This meeting solidified the City's support for the center's future location and the anticipated purchase of 550 S. McLean Blvd. The College will need to seek additional zoning and ordinance variances from the City but there has been a consensus that any applications will be expedited as much as possible. The purchase of 550 S. McLean is awaiting the final environmental report from our vendor and an additional appraisal to conclude the necessary due diligence required for closing. Additionally, the College is waiting for a current survey as outlined in the purchase agreement. This property purchase is anticipated to close in the next few weeks.

- New Truck Driving Classroom Building Project – The ECC core team has worked diligently with Perkins & Will architects to identify a new location for the truck driving program. Perkins & Will along with ECC program personnel has narrowed the new location possibilities to two areas of the campus. One suggested area is next to the grounds & maintenance building south of Spartan Drive. The second suggested area is on the far west point of Lot H. College personnel are finalizing discussions with Perkins & Will and will align this project's timeline with the manufacturing center's timeline as the two projects are connected. Necessary filings with the City of Elgin will be filed as soon as possible. Trustees discussed the options presented and shared their suggestions. Wetland mitigation was a top concern.

7. Review Board Actions on the October 17, 2023 Regular Board Meeting Agenda

A. Purchases

1. SimMan Essential and Nursing Anne
2. Building B Window Coverings
3. Ratification of Architectural Fees – Respiratory Care Program
4. Ratification of Construction Management Fees – Respiratory Care Program
5. Ratification of Kilns Purchase
6. Ratification of Sale of Used Computer Equipment
7. Ratification of Winter Sports Bus Transportation

Trustee Rakow requested that item 9.L.4, Ratification of Construction Management Fees – Respiratory Care Program be removed from the consent agenda for separate consideration.

B. Other Agenda Items

Trustee Ollayos requested that item 9.M.3 be removed from the consent agenda for separate consideration.

8. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

The Board recessed at 5:26 p.m. and reconvened at 5:34 p.m.

9. Old Business

No old business was brought forward.

COMMITTEE OF THE WHOLE MINUTES
OCTOBER 16, 2023

10. New Business

A. Items of Professional Growth

1. ACCT Leadership Congress Report

The ACCT Leadership Program document was shared with Trustees to review.

2. ACCT Governance Institute – November 30-December 1

An email will be distributed to Trustees when details are confirmed.

3. Community Engagement Events

The upcoming Community Engagement Events were reviewed.

B. President’s Remarks

Dr. Sam will defer his remarks to the Board meeting on Tuesday.

C. Chair’s Remarks

Chair Redmer outlined the “jigsaw” book activity for the *7 Habits of Highly Effective People*. She will provide a suggested reading outline. This activity is to be completed at home with presentations to be done at the January 22, 2024 Committee of the Whole meeting.

D. Announcements

There were no announcements made.

E. Issues for Next Month’s Agenda

Trustee Arroyo commented on the HSI presentation that was provided at a recent Purses With Purpose meeting and suggested that this presentation be provided to the Board.

Trustee Nowak offered a suggestion to provide the opportunity to the community to purchase bricks for the walkway that will lead to the manufacturing center. He provided samples of this type of program from other public entities.

11. Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Rodriguez 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 5:49 p.m.

Shane Nowak, Board Secretary

Diane Kerruish, Board Recorder