

**COMMITTEE OF THE WHOLE MINUTES  
DECEMBER 11, 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, December 11, 2023, in Building E, Room E100.01.

**1. Call to Order by Presiding Officer**

Chair Redmer called the meeting to order at 3:30 p.m., indicated that a quorum was present, and asked the recorder to call roll.

*Trustees present:* Dr. Redmer, Ms. Rakow, Mr. Nowak, Ms. Arroyo, Dr. Ollayos, Mr. Parks, Mr. Rodriguez and Student Trustee, Mr. Kolbusz.

*Trustees absent:* None

*ECC Staff present:* Dr. Sam, President; Dr. Heinrich, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; 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 Dr. Cathy Taylor.

The Board of Trustees and all attendees introduced themselves.

**4. Approval of Meeting Minutes of the Committee of the Whole, November 13, 2023**

Chair Redmer requested approval of the minutes of November 13, 2023.

***Motion:*** Trustee Ollayos moved to approve the minutes as presented.

***Second:*** Trustee Nowak seconded the motion.

***Roll-Call Vote:*** Aye, 6; Redmer, Rakow, Nowak, Ollayos, Arroyo, Parks; nay, 0; abstain, 1; Rodriguez; Trustee Kolbusz, aye: motion carried.

**5. Presentations**

**A. Adult Basic Education (ABEC) – Dr. Hobson**

Dr. Hobson, joined by Erin Vobornik and Marcia Luptak provided an overview of the National Adult Education Honors Society. Their mission statement and their goals were shared. Trustee Rodriguez inquired about fundraising efforts. Student Trustee Kolbusz indicated he was very pleased to be able to vote and recognize this as a new club.

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## 6. Construction Update

Dr. Wagner, VP, Business & Finance, provided an overview of the current construction projects on campus. The following items were highlighted:

- Building H Phase II Project – New furniture was delivered and installed in the last couple of weeks. Beginning next week, faculty and staff will begin packing up for a move in coordination with our outsourced moving company and moving equipment from storage for classrooms/offices after finals (December 18 & 19) and in early January. As mentioned before, the custodial staff will work diligently after the moves are complete to reset the temporary areas before the Spring 2024 term begins. This project is still on track for a Spring 2024 term completion.
- Campus Doors and Security System Upgrade (CDB Project 810-030-027) – Doors at E1-1 was rescheduled for Winter break given the events scheduled. MI-17 will start this week. Drive Construction replaced J1-1 but there is still some follow-up on that door and adding trim and air screen. G2-1 door will be scheduled after January 1, 2024.
- Fitness Center Remodel – The College sent out a SOQ (Statement of Qualifications) for Architectural and Engineering firms and Construction Manager. The team selected an architect/engineering firm and a construction manager will be selected today. Board actions related to these selections are scheduled to be presented at the January 2024 Board meeting.
- Manufacturing Center Building Project – DLA and Lamp are finalizing program meetings with the core College administrative team and faculty to refine the required spaces, program adjacencies, and total building square footage to align with the total project budget. They are scheduled to be completed in January 2024. The purchase of 550 S. McLean will close on Thursday, December 14. The College is working with DLA and LAMP to review utilities, City permits and demolition tasks before winter begins.
- New Truck Driving Classroom Building Project – As mentioned last month, the new location of the Truck Driving Building and driving pad will be located in the back of parking lot H. This approximately \$5 million project will entail a new pre-fab building as previously scheduled and also a new truck driving pad. Currently, the prep work for utilities and ground stability are being conducted for that location.

Dr. Sam added that the tentative groundbreaking for the manufacturing center will be Fall 2024 and the building should be ready for classes January of 2026. The paperwork has been started regarding release of funds from DCEO. Reimbursement will be provided once we have spent the funds. Dr. Wagner explained the difference between revenue bonds and a referendum.

## 7. Review Board Actions on the December 12, 2023 Regular Board Meeting Agenda

### A. Purchases

1. LinkedIn Learning Renewal
2. Spotlight Fixture Purchase
3. Lounge Furniture Purchase
4. Internal Digital Signage Equipment Purchase
5. Copier Maintenance Agreement
6. Ratification of the Police Vehicle Purchase

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**B. Other Agenda Items**

There were no questions brought forward regarding the December 12, 2023 agenda items.

**8. Audience Wishing to Address the Board**

There were no audience members wishing to address the Board.

*The Board recessed at 4:01 p.m. and reconvened at 4:07 p.m.*

**9. Old Business**

No old business was brought forward.

**10. New Business**

**A. Items of Professional Growth**

**1. Community Engagement Events**

The upcoming Community Engagement Events were reviewed.

**B. President's Remarks**

Dr. Sam will share the December commencement numbers at tomorrow's meeting.

**C. Chair's Remarks**

Chair Redmer reminded the Board of their assignments for *7 Habits of Highly Effective People*. Presentations to be done at the January 22, 2024 Committee of the Whole meeting. Each person will have four minutes to speak to their respective section of the book.

**D. Announcements**

Trustee Rakow will no longer be able to attend commencement.

**E. Issues for Next Month's Agenda**

No issues were brought forward for next month's agenda.

**11. Adjournment**

**Motion:** Trustee Nowak moved to adjourn the meeting.

**Second:** Student Trustee Kolbusz seconded the motion.

**Voice Vote:** Aye, 7; Redmer, Rakow, Nowak, Ollayos, Arroyo, Parks and Rodriguez; Nay, 0; Student Trustee Kolbusz, aye. Motion carried.  
The meeting was adjourned at 4:16 p.m.

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Shane Nowak, Board Secretary

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Diane Kerruish, Board Recorder