

**COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 11, 2024**

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, November 11, 2024, in Building E, Room 100.01.

1. Call to Order by Presiding Officer

Chair Redmer called the meeting to order at 3:03 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 and Ms. Heiser.

Trustees absent: Mr. Parks. Ms. Arroyo arrived at 3:05 and Dr. Ollayos arrived at 3:06.

ECC Staff present: Dr. Heinrich, Interim President; Dr. Schopen, Interim 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 and visitors.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Rodriguez. Chair Redmer acknowledged Veterans Day and thanked veterans for their service.

3. Introductions

Introductions were made.

4. Approval of Meeting Minutes of the Committee of the Whole, October 7, 2024

Chair Redmer requested approval of the minutes of October 7, 2024 with one change that was mentioned.

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

Second: Trustee Rakow seconded the motion.

Roll-Call Vote: Aye, 4; Redmer, Rakow, Nowak and Rodriguez; nay, 0; abstain, 2; Ollayos and Arroyo; and Student Trustee Heiser, aye. Motion carried.

5. Presentations

A. FY24 Comprehensive Financial Reports – Dr. Wagner, Mr. Cervini & Mr. Krouse

The FY24 Audit Reports were presented. The College's overall financial health is good, and we remain well-positioned. There were no unmodified opinions and no management comments for this audit. There were no findings on the single audit and no journal entry adjustments. ECC's Annual Financial Report goes above and beyond what is required and is the best way to be fully transparent regarding the financial picture. There were no questions raised.

COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 11, 2024

B. Academic Resources and Instructional Technology – Mr. Moore

Mr. Moore provided highlights of the division; Academic Support Services; including facility use, student satisfaction and collaboration with TRiO and CETL. Instructional Improvement; including course development post COVID, accessibility, D2L and student support. Distance Learning, and the Library; overview of the library student advisory council, I-Share technology updates for study rooms and high use in the computer labs.

C. Performance Report – Dr. Garber

Dr. Garber and Mr. Rudden reviewed FY2024 Goals 3 & 4 in detail. Examples of the dashboards which outlined this information were shared with the Board.

6. Construction Update

Dr. Wagner, VP, Business & Finance, provided an overview of the current construction projects on campus. Dr. Wagner introduced Juan Fernandez, Director of Construction Projects.

• **Internal Digital Signage Project**

We are at 85% completion of the 55” digital sign installation. All internal signage is to be completed prior to Thanksgiving break. Schedules are set for the video wall to be installed in Jobe Lounge. Construction will be done over Thanksgiving and Winter breaks. Commissioning and testing of the video wall with the new software is to be completed by January 31, 2025.

• **Manufacturing and Technology Center Building Project**

The manufacturing center’s site plan and variance approvals were finalized at the October 9 Elgin City Council Meeting. The demolition on the site was completed October 30. The next stage of the construction schedule, called Phase 1, includes activities such as excavation and site grading. The Board packet for this month includes the recommendation to approve various trade packages: building concrete, structured steel, excavation, asphalt paving, site concrete, and site utilities. The College will utilize the state DCEO grant funds to pay for these initial construction costs. Dr. Wagner provided a draft of the estimated project costs of the MTC and the renovation of Building O. The various funding resources were also shared.

• **New Truck Driving Classroom Building Project**

The project bid opening was last month. Recommendation to approve various trade packages associated with this project are included in the November Board Actions. The program’s skill lab is being temporarily held in Lot A (away from the MTC construction) and classroom instruction is being held in Building O. The new truck driving building will be substantially completed by July 2025. This building will be just over 4200 square feet located in Building H parking lot. It has two classrooms plus simulator space, reception and three offices. There is a small kitchenette with sink. The site will have trees on the perimeter and prairie-type planting around it.

• **Disability Services Space Remodel**

The College has been and continues to meet with our architects to review the proposed layouts of the new Disability Services Center. We hope to plan for an early FY2026 space remodel and move.

COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 11, 2024

7. FY Tuition Rate

Dr. Wagner reviewed the FY26 Tuition Rate recommendation and provided drafts of the December Board Actions. A tuition rate survey of all Illinois community colleges was also shared.

8. Proposed Tax Levy

Dr. Wagner reviewed the Proposed Tax Levy. Trustee Rakow requested that the breakdown per household be provided at the next meeting in December.

9. Review Board Actions on the November 12, 2024 Regular Board Meeting Agenda

A. Purchases

1. Additional Fees for Architectural and Engineering Services for the Manufacturing and Technology Center (MTC)
2. Additional Fees for Construction Management for the Manufacturing and Technology Center (MTC)
3. Construction of the New Manufacturing and Technology Center (MTC) – Phase I
4. Construction of the New Truck Driving School Building
5. Customer Relationship Management (CRM) Software Renewal
6. Executive Search Firm for Equity, Diversity & Inclusion Officer (EDIO) and Permanent Chief Human Resources Officer (CHRO) Placements
7. Heat Pump Trainer Purchase
8. Marketing Cloud Software Renewal Purchase
9. Microscopes and Accessories Purchase
10. Ratification of Interim Chief Human Resources Officer (CHRO) Additional Housing and Rental Car Fees

B. Other Agenda Items

There were no questions brought forward regarding any of the November 12, 2024 agenda items.

10. Spotlight

Ms. Sandra Gonzalez, Dean of College Transitions and Secondary Partnerships, was introduced and spotlighted.

11. Audience Wishing to Address the Board

There were no audience members wishing to address the Board

The Board recessed at 4:50 p.m. and reconvened at 4:56 p.m.

12. Old Business

There was no old business brought forward.

COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 11, 2024

13. New Business

A. Items of Professional Growth

1. Board Retreat

Following a brief discussion, the Board will continue with their best practice and move forward with a 2025 Board Retreat. Date and details will be discussed at a later date.

2. Community Engagement Events

Upcoming community engagement events were reviewed.

Trustee Ollayos spoke briefly about the ACCT Congress presentation by ECC. She shared how impactful it was to the attendees. Discussion was held regarding ADA requirements and the Disability Services Space Remodel. Student Trustee Heiser shared her thoughts. Dr. Heinrich thanked Student Trustee Heiser for her feedback and will share this with Cabinet. Trustee Ollayos suggested adding this to our Strategic Goals.

B. Interim President's Remarks

Dr. Heinrich announced that ECC is a Bellwether finalist for our Center for Civic Engagement.

C. Chair's Remarks

- Chair Redmer reminded the Board about contributing to the Feed the Need State contest. All donations will benefit ECC's Spartan Pantry.
- Trustee Nowak shared information from a session he attended. A college asked their nursing students to bring in their family or caregivers to act like patients, as they tend to be more difficult than a normal patient walking in the door. In another session a community college in Los Angeles partnered with Metro to remove the transportation barrier for their students.

D. Announcements

There were no announcements.

E. Issues for Next Month's Agenda

Trustee Arroyo suggested HSI be a standing agenda item. After some discussion, Trustee Nowak suggested that staff discuss this in more detail and bring it back to the Board with a recommendation.

14. Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Rakow seconded the motion.

Voice Vote: Aye, 6; Redmer, Rakow, Nowak, Ollayos, Rodriguez, and Arroyo; Nay, 0; Student Trustee Heiser, aye. Motion carried.
The meeting was adjourned at 5:26 p.m.