



BOARD OF TRUSTEES AGENDA

JANUARY 26, 2021



Elgin
Community
College

Bright Choice. Bright Future.

1700 Spartan Drive • Elgin, IL 60123-7193 • 847-697-1000 • elgin.edu

ELGIN COMMUNITY COLLEGE IDENTITY

BOARD PURPOSE

The purpose of the board is to represent the public in determining what programs and services the college will offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

The Board is committed to excellence and accountability in everything the college does, to programs and services of the highest quality, and to making them available to the widest spectrum of appropriate constituencies.

MISSION STATEMENT

The mission of Elgin Community College is to improve people's lives through learning

STRATEGIC GOALS

1. Identify and expand practices to raise academic achievement and completion
2. Strategically build and maintain enrollment and purposeful pathways
3. Advance relationships that benefit the college, students, and partnering organizations
4. Instill a culture of service excellence and collaboration

VISION

We will pursue our Mission by focusing all our efforts on making Elgin Community College a national leader in promoting success for all students. This Vision will be attained through a commitment to provide innovative and affordable learning opportunities for all constituencies and to promote cultural competence and community partnership in our decisions and actions.

PHILOSOPHY ON LEARNING

Learning is the primary driver behind our Mission and Vision. We believe learning is a lifelong process of intellectual and interpersonal growth that occurs when individuals expand their depth of knowledge, skills, and experiences. We further believe that learning empowers individuals to improve their lives and the economic, social, and cultural conditions of local and global communities.

SHARED VALUES

Excellence

Our programs and services strive for the highest level of excellence to successfully achieve our vision. We use research-based methods to strengthen curriculum and deliver high-quality learning-centered instruction and services.

Freedom of Inquiry

We believe learning is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedom to explore new and diverse ideas and to express their interests and attitudes. We strive to create environments where inquiry flourishes and guides innovation.

Equity

We are an inclusive community that provides students, employees, and community members with full access to all resources needed to achieve their individual goals. We commit to creating an environment that is equitable and inclusive to all.

Diversity

We value and honor diversity in all forms and perspectives. To successfully achieve our vision, we provide a safe and inclusive community that promotes and affirms individual growth, social responsibility, and self-worth for success in a global world.

Ethical Practices

We are responsible to carry out our work with honesty and integrity. Our decisions and actions are guided by our vision and not by personal interests, and they will be enacted with a sense of service to students and community members.

Accountability

As a public institution, we commit to make the best use of resources. We strive to be transparent in reporting our decisions and actions and seek feedback from others as we continuously improve our practices.

Collaboration

We are actively committed to serving students, employees, and community members. The decisions and actions we undertake in carrying out our vision derive from working cooperatively with local through global constituencies.

**REGULAR BOARD MEETING
JANUARY 26, 2021**

6:30 p.m. Open Meeting

Building E
Elgin Community College
1700 Spartan Drive
Elgin, IL 60123

Virtual Attendance

<https://elgin-edu.zoom.us/j/91721664123>

Phone: 312-626-6799 / Meeting ID: 917 2166 4123#

With the continued Executive Orders from the Governor (Executive Order 2021-01) and current mitigation plans, the January 26, 2021 Regular Board Meeting will be conducted virtually.

Since attendance at this meeting location is not practical or prudent because of the COVID-19 disaster, members of the public may virtually attend this meeting.

If any member of the public wishes to provide public comment for this meeting, please submit the comment in writing (via email) by 2 p.m. Tuesday, January 26, 2021 to the Board Recorder, Diane Kerruish (dkerruish@elgin.edu). Please include your full name when submitting your comment. All comments will be provided to trustees and will be reflected in the meeting minutes. Public comments that are appropriate and compliant with Board Policy will be read aloud during the Audience Wishing to Address the Board; public comment agenda item.

AGENDA

Call to Order by Presiding Officer

1. Roll Call

2. Statement from the Chair Regarding COVID-19 Disaster

3. Preliminary Matters

- A. Pledge of Allegiance
- B. Board Purpose

4. President's Report

5. Audience Wishing to Address the Board

6. Board Reports

- A. Committee of the Whole – Trustee Nowak
- B. Illinois Community College Trustee Association (ICCTA) – Trustee Ollayos
- C. Association of Community College Trustees (ACCT) – Trustee McCreary
- D. Legislative – Trustee Rakow
- E. ECC Foundation – Trustee Redmer
- F. Student Report – Student Trustee Vitacco

7. College Reports

- A. Personnel (December)
- B. Treasurer (November)
- C. Student (December)

Reports

1
2
5
25

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December/January)
- F. Annual Insurance Coverage Report (September 1, 2020-September 1, 2021)

Actions

Acceptance of College Reports

1

8. Consideration of Approval of the Agreement Between the Board of Trustees of Community College District 509 (Elgin Community College or ECC) and the International Union of Operating Engineers Local No. 399 – January 26, 2021 - June 30, 2024

2

9. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of December 8, 2020 24
- B. Closed Session Minutes of the Regular Board Meeting of December 8, 2020 35
- C. Minutes of the Special Board Meeting of December 22, 2020 36
- D. Destruction of Audiotapes of Closed Session Meetings of June 11, June 18 and June 19, 2019 41
- E. Ratification of Report of Expenses 42
- F. Single Audit Report-Fiscal Year 2020 43
- G. State Deferred Maintenance Capital Project-Campus Door Replacement and Security System 44
- H. Purchases
 - 1. Architectural Fees-Building H Renovation-Phase 2 45
 - 2. Architectural Fees-Demolition and Property Restoration 47
 - 3. Architectural Fees-Truck Driving and Building E 49
 - 4. Building O Chiller Repairs 51
 - 5. Construction Management Fees-Building H Renovation-Phase 2 52
 - 6. Data Center Server Room HVAC Project 54
 - 7. Desktop Milling Machines Purchase 56
 - 8. Donor Relationship Management Software 57
 - 9. Tractor Purchase 60
 - 10. Transcript Services 61
- I. Resolution of Appreciation
 - 1. Retiree, Deborah Wollenberg, Director of Clinical Lab Technology and Histotechnology Programs 62

10. Other Possible Action Subsequent to Discussion in Closed Session

11. Old Business

12. New Business

Adjournment

Next regular meeting: 6:30 pm Tuesday, March 9, 2021

ELGIN COMMUNITY COLLEGE
ACADEMIC CALENDAR 2020 - 2021

SUMMER SESSION 2020

ECC is open to select employees and students and remains closed to the public, including Fridays, through August 7, 2020. Face coverings are required and social distancing rules are in effect. Student Services are available remotely. More information is available at <https://elgin.edu/about-ecc/campus-central/>

Sat., May 23 – Mon., May 25 All Facilities Closed: Memorial Day Weekend
Mon., June 1 Summer Session I Begins
Mon., June 15 Summer Session II Begins
Mon., July 13 Summer Session III Begins
Saturday, July 4 All Facilities Closed: Independence Day
Thurs., Aug. 6 End of Summer Session Classes
Note: Summer session grades due by 4 p.m. the Monday following the last day of class.

FALL SEMESTER 2020

Tues., Aug. 18 – Wed., Aug. 19 New Full-Time Faculty Orientation
Thurs., Aug. 20 College Convocation
Fri., Aug. 21 New Student Convocation
Mon., Aug. 24 Fall Semester Begins
Sat., Sept. 5 – Mon., Sept. 7 All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
Mon., Sept. 28 12-Week Fall Session Begins
Mon., Oct. 19 2nd 8-Week Fall Session Begins
Tues., Nov 3 All Facilities and Remote Services Closed: Election Day
..... Building H will be open as a Polling Place
5:00 p.m. Wed., Nov. 25 – Sun., Nov. 29 All Facilities and Remote Services Closed: Thanksgiving Recess
Thurs., Dec. 17 Fall Semester Classes End
Fri., Dec. 18 Grading Day/Semester Ends
Sat., Dec. 19 Graduation
Mon., Dec. 21 Grades Due by 4 p.m.
5:00 p.m. Wed., Dec. 23 – Sun. Jan.3 All Facilities and Remote Services Closed: Winter Recess

SPRING SEMESTER 2021

Mon., Jan. 4 Offices Reopen
Tues., Jan. 12 – Wed., Jan. 13 New Full-Time Faculty Orientation
Thurs., Jan. 14 College Convocation
Fri., Jan. 15 New Student Convocation
Mon., Jan. 18 All Facilities and Remote Services Closed: Martin Luther King, Jr. Day
Tues., Jan. 19 Spring Semester Begins
Mon., Feb. 15 All Facilities and Remote Services Closed: Presidents' Day
Tues., Feb. 16 12-Week Spring Session Begins
Mon., Mar. 15 2nd 8-Week Spring Session Begins
Mon., Mar. 22 – Sun. Mar. 28 All Facilities and Remote Services Closed: Spring Recess
Wed., May 19 Spring Semester Classes End
Thurs., May 20 Grading Day/Semester Ends
Fri., May 21 High School Equivalency Graduation Ceremony
Sat., May 22 Graduation
Mon., May 24 Grades Due by 4:00 p.m.
Mon., May 31 All Facilities and Remote Services Closed: Memorial Day

Final examinations or other appropriate final evaluation activities will be held within regularly scheduled class hours. The number of weeks classes are offered may vary.

Please check the College website www.elgin.edu for information regarding Registration, Financial Aid and Payment



Elgin Community College Board of Trustees Annual Planning Calendar

JUL ¹		AUG	SEP	OCT	NOV	DEC	JAN	FEB ¹	MAR	APR	MAY	JUN
Board Activities	Board Policy Review Period (cont'd from Jun)		Attorney reviews closed session minutes	Board adopts course fees for next fiscal year			Board Goal Planning Period: Board articulates budgetary considerations for next fiscal year			Board seats student trustee	Board seats newly elected trustees (in odd years)	Board Policy Review Period (cont'd thru Jul)
	Board presents and discusses President's evaluation with the President			Board attends ACCT Annual Congress			Board adopts tax levy	Board attends ACCT Legislative Summit	Attorney reviews closed session minutes	Board plans state lobby events (JCCTA)		Board adopts next fiscal year's budget including auxiliary business unit operating parameters and transfers
				Board awards faculty tenure			Board conducts semi-annual self-evaluation		Board awards faculty tenure	Board approves external audit firm and legal counsel		Board prepares President's evaluation
College Activities									Board and College discuss budget considerations in preparation for budget adoption in June (Finance Committee)			Board retreats and conducts semi-annual self-evaluation and goal setting
Suggested Reports for Presentations (for COTW or Board Meetings)												
Budget Discussions and Adjustments Period: College reviews department budget requests to prepare college budget for next fiscal year												
Suggested Reports for Presentations (for COTW or Board Meetings)												
Goal and Budget Review Period: Departments review accomplishments from previous year												
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Goal and Budget Planning Period: Departments outline goals, needs, and budgets for next fiscal year												
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Goal and Budget Planning Period: Departments outline goals, needs, and budgets for next fiscal year												
Suggested Reports for Presentations (for COTW or Board Meetings)												

¹ Committees of the Whole (COTW) and regular Board of Trustees meetings are not held in February and July. **Note:** The Board of Trustees Annual Planning Calendar contains major events and reports and is not meant to be comprehensive of all college-wide activities. Reports provided on a monthly basis include enrollment updates (e.g., headcounts, seats/hours, etc.) as part of the President's Report, the Illinois Community College Trustees Association Report, the ECC Foundation/Institutional Advancement Report, Personnel Report, Marketing and Communications Report, Report of Expenses, and Student Activities Report.

ICCTA MEETING AND CONVENTION SCHEDULE

Meetings, dates, and locations are subject to change

ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)

September 11 – 12, 2020	President Abraham Lincoln Hotel, Springfield, IL
November 13 – 14, 2020	Location TBD
February 2021 (Date TBD)	Board of Representatives Meeting in conjunction w/ACCT, Washington, DC
March 12 – 13, 2021	Location TBD

ICCTA ANNUAL CONVENTION:

June 3 – 5, 2021	Marriott Bloomington-Normal Hotel & Conference Center, Normal, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

August 2021	Executive Committee Retreat – TBA
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):

September 10, 2020	Virtual Meeting
November, 2020 (TBD)	Virtual Meeting
March 11 – 12, 2021	Location TBD

ICCB MEETINGS:

September 11, 2020	Harry L. Crisp II Community College Center, Springfield, IL – Virtual
December 4, 2020	Harry L. Crisp II Community College Center, Springfield, IL

IBHE MEETINGS:

June 9, 2020	Telephone and Video Conference
August 4, 2020	Videoconference TBD
September 15, 2020	Southern Illinois University, Carbondale
December 8, 2020	Malcolm X College, Chicago

ACCT/AACC EVENTS:

October 5 – 8, 2020	ACCT Annual Leadership Congress – Virtual
February 7 – 10, 2021	ACCT National Legislative Summit (NLS), Marriott Marquis, Washington, DC
October 13 – 16, 2021	ACCT Annual Leadership Congress, Manchester Grand Hyatt, San Diego, CA

OTHER DATES/MEETINGS:

April 14, 2021	PTK Banquet, President Abraham Lincoln Hotel, Springfield, IL
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ILLINOIS COMMUNITY COLLEGE SYSTEM

EXCEPTIONAL QUALITY

- 🎓 Illinois is **#1 in the nation** in bachelor's degree completion rates among community college students who transfer (53.8 percent).
- 🎓 Earning an Associate of Applied Science or long-term certificate from an Illinois community college adds more than **\$570,000 in lifetime earnings**.
- 🎓 **Nine out of 10** of the state's community college graduates live, work, pay taxes, and raise their families in Illinois.
- 🎓 Community colleges contribute to Illinois' economic development by providing workforce training, increasing credential attainment, and closing the skills gap. Nearly **74 percent** of Illinois employers have hired a community college student.

AFFORDABLE INSTRUCTION

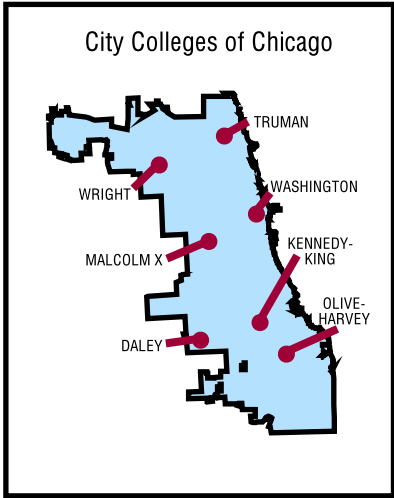
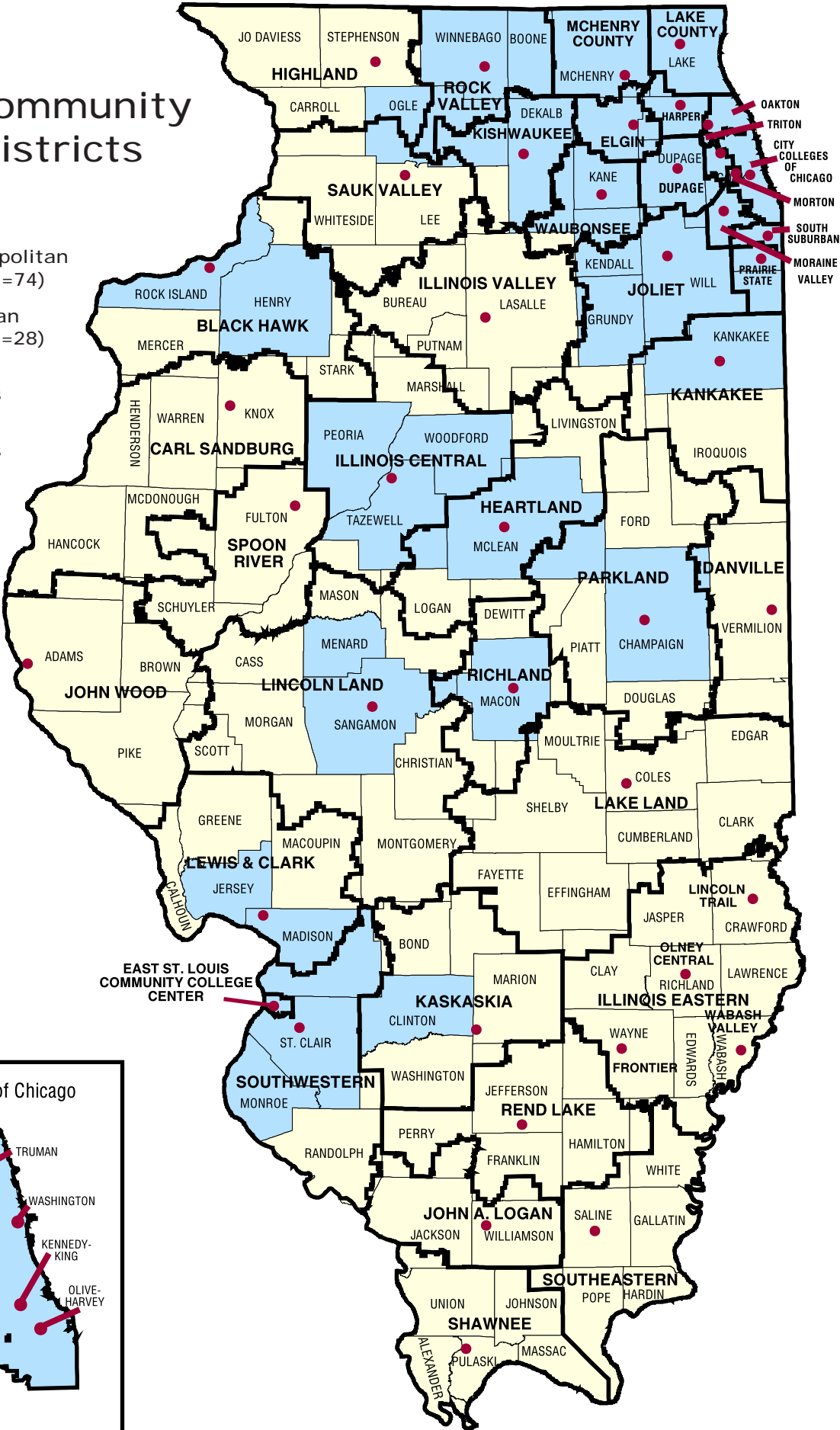
- 🎓 The average full-time Illinois community college student pays **\$4,330 per year in tuition and fees**; 75% less than the average public university tuition and fees.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school through dual credit. Community colleges offered **10,994 dual credit courses to 58,000 high school students**.
- 🎓 Illinois community colleges educate **60 percent of the students** enrolled in Illinois public higher education but receive only **23 percent of the state's higher education funding**.

ACCESS FOR ALL

- 🎓 The Illinois Community College System is the **third largest in the nation** with 48 community colleges and 39 college districts in Illinois.
- 🎓 Nearly **700,000 students** taking credit, noncredit, and community education courses walk through the doors of an Illinois community college each year.
- 🎓 The "typical" community college student is a **28 years old female enrolled part-time**.
- 🎓 Almost **two-thirds of all minorities** in Illinois public higher education attend community colleges, and over **18,000 students with disabilities and 40,000 students with limited English proficiency** are served each year.

Illinois Community College Districts

- Non-Metropolitan Counties (n=74)
- Metropolitan Counties (n=28)
- District Boundaries
- County Boundaries





CAMPUS MAP

1700 Spartan Drive, Elgin, IL 60123-7193

Directory

A BUILDING

- First Stop (Information Desk)
- Lost and Found
- Main Entrance

B BUILDING

- Academic & Transfer Advising
- Admissions
- Bookstore
- Cafeteria/Student Lounges
- Career Development Services
- Disability Services/ADA
- Financial Aid & Scholarships
- First Year Programs & Student Life
- International Education & Programs
- Records & Registration
- Spartan Food Pantry
- Student Accounts
- Testing Center
- TRiO
- Veterans Services
- Wellness Services

C BUILDING

- Center for the Enhancement of Teaching & Learning (CETL)
- Distance Learning (D2L)
- Intensive English
- Library
- Tutoring Center

D BUILDING

- Print Shop/Copy Center
- ECC Police

E BUILDING

- Dining Rooms
- Facilities Rental
- Seigle Auditorium
- Strategic Partnerships & Experiential Learning

F BUILDING

- Student Computer Lab

G BUILDING

- College Transitions & Secondary Partnerships
- Spartan Auditorium

H BUILDING

- Blizzard Theatre
- Box Office
- Safety-Kleen Gallery One
- SecondSpace Theatre

I BUILDING

- Culinary Arts Retail Store
- Spartan Terrace Restaurant

J BUILDING

- Athletics
- Fitness Center
- Gymnasium
- Walking Track

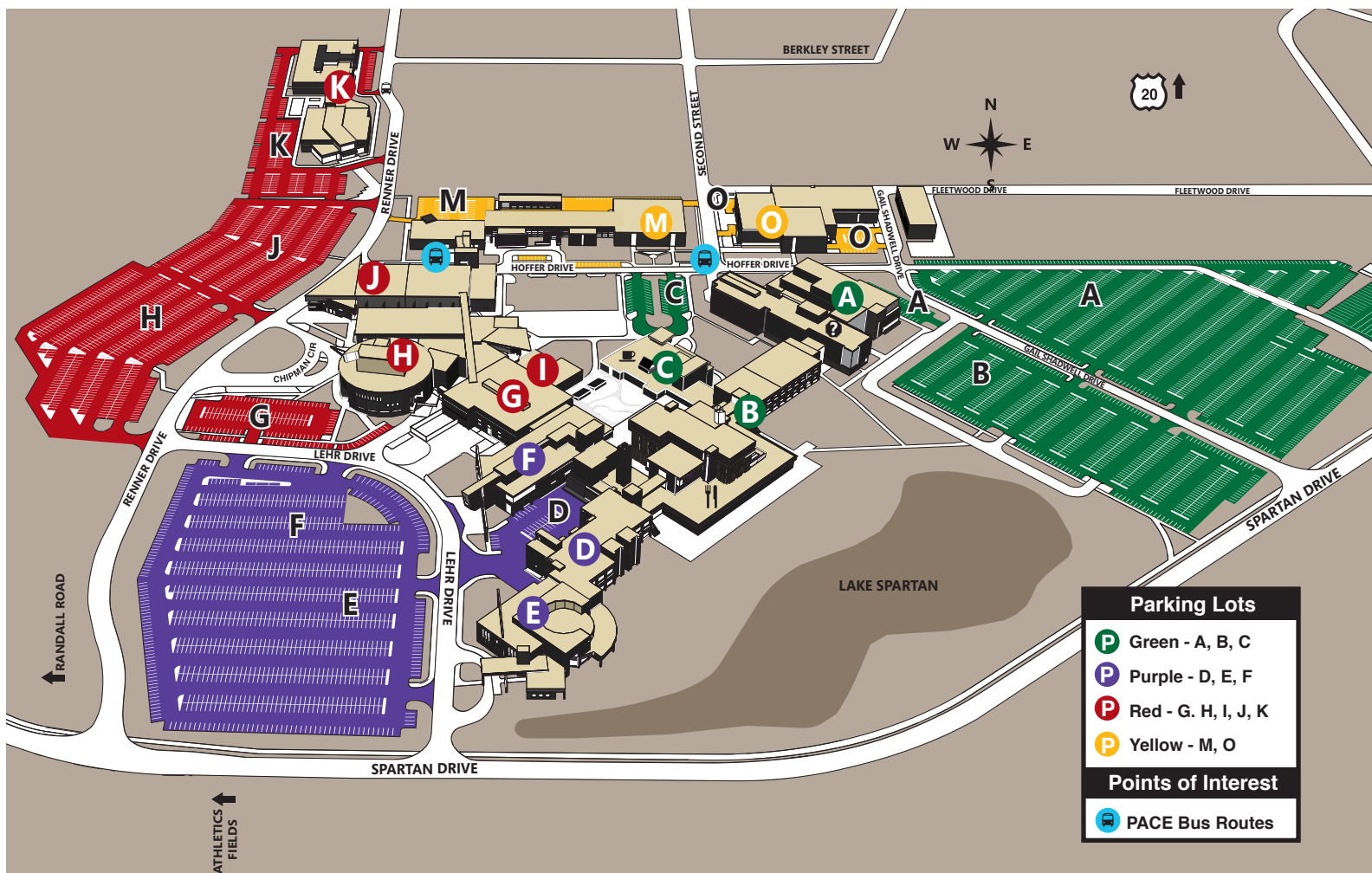
K BUILDING

- Adult Basic Education Center (ABEC)
- Continuing Education/Corporate Training
- English as a Second Language (ESL)
- High School Equivalency/GED®
- TRiO/Upward Bound
- Workforce Development

M BUILDING

- Early Childhood Lab School

O BUILDING



COLLEGE REPORTS

At each regular board meeting, various written departmental and liaison reports and materials are submitted to the board for their information and acceptance. That information includes, but is not limited to, the reports listed below.

College reports attached:

- A. Personnel (December)
- B. Treasurer (November)
- C. Student (December)

College reports/procedures presented under separate cover:

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December/January)
- F. Annual Insurance Coverage Report (September 1, 2020 – September 1, 2021)

Staff Contact: Dr. David Sam, President, 847-214-7374

PERSONNEL REPORT

First Name	Last Name	Action Code	Department and Position	Effective Date	Wage	Position Class
Gabriel	Chacon	NH	Student Services Coor III	1/11/2021	\$24.00	14
Lisa	Hodson	NH	Instructor of Nursing	1/12/2021	\$52,640	I
Albena	Maslinkova	NH	Digital Marketing Specialist	1/25/2021	\$62,000	15
Erald	Minga	NH	Managing Director of Talent Management	1/25/2021	\$110,000	18
Kristina	Moore	NH	Student Readiness Coor	12/14/2020	\$22.50	12
Ireth	Vilchis	NH	Student Readiness Coor	12/14/2020	\$22.50	12
Kristina	Brown	CG	Supervisor II Child Care Ser	1/4/2021	\$65,500	14
Magnolia	Im	CG	Academic Advisor	1/25/2021	\$57,000	15
Jennifer	Garner	RC	Excutive Assistant	11/30/2020	\$57,800	13
Soma	Chattopadhyay	PF	Assist Prof I of Engineering	1/12/2021	\$74,834	X/3
Charles	Dakarian	PF	Assist Prof II of Biology	1/12/2021	\$84,103	X/6
Jacquelyn	Dalke	PF	Instructor of Nursing	1/12/2021	\$50,373	I/1
Elizabeth	Hultman	PF	Instructor/Public Serv Libr	1/12/2021	\$57,173	I/4
Thomas	Limberis	PF	Instructor of Welding	1/12/2021	\$50,373	I/1
Chad	Pearion	PF	Assist Prof I of Biology	1/13/2021	\$75,852	VII/6
Crystal	Wilson	PF	Instructor of Nursing	1/12/2021	\$50,373	I/1
Ginger	Bohlen	RNK	Assist Prof II of Biology	12/14/2020	\$83,493	IV/12
Kellen	Bolt	RNK	Assist Prof I of English	12/14/2020	\$74,834	X/3
Kristen	Campbell	RNK	Assoc Prof II of Mathematics	12/14/2020	\$102,635	X/12
Latasha	Dehann	RNK	Assist Prof II of History	12/14/2020	\$84,103	X/6
Sally	Guy	RNK	Professor I of Adult Basic Education	12/14/2020	\$111,904	X/15
Peter	Han	RNK	Assoc Professor I of Humanities	12/14/2020	\$93,366	X/9
Mia	Hardy	RNK	Assist Prof II of Sociology	12/14/2020	\$84,103	X/6
Marc	Healy	RNK	Professor II of Anthropology	12/14/2020	\$120,059	IX/19
Daniel	Josh	RNK	Assist Prof II of Visual Arts	12/14/2020	\$84,103	X/6
Margaret	Le Moyne	RNK	Assist Prof I of Nursing	12/14/2020	\$81,010	X/5
Travis	Linville	RNK	Professor I of Photography	12/14/2020	\$114,090	IX/17
David	Martin	RNK	Assoc Prof I of Medi Imaging	12/14/2020	\$94,827	VI/14
Lisa	McCarthy-West	RNK	Professor II of Nursing	12/14/2020	\$120,059	IX/19
Tracy	Meyer	RNK	Assoc Prof I of Mathematics	1/1/2021	\$92,132	VI/13
David	Packard	RNK	Assoc Prof II of Accounting	12/14/2020	\$102,025	V/18
Antonio	Ramirez	RNK	Assoc Prof I of History	12/14/2020	\$93,366	X/9
Marisol	Rivera	RNK	Assist Prof II of History	12/14/2020	\$84,103	X/6
Susan	Robinson	RNK	Assoc Prof I of Theatre	12/14/2020	\$91,618	V/14
Michel	Roman	RNK	Professor II of English	12/14/2020	\$121,172	X/18
Stacey	Shah	RNK	Prof I Distance Learning Libr	12/14/2020	\$111,904	X/15

First Name	Last Name	Action Code	Department and Position	Effective Date	Wage	Position Class
Colleen	Stribling	RNK	Professor I of ESL	12/14/2020	\$111,904	X/15
Eleanor	Swanson	RNK	Prof II Tech Serv Librarian	12/14/2020	\$121,172	X/18
Frederick	Vogt	RNK	Professor I of Biology	12/14/2020	\$111,904	X/15
Chrystie	Wojcik	RNK	Assoc Prof II of Cul Arts/ Hos	12/14/2020	\$105,728	X/13
Ranae	Ziwiski	RNK	Assoc Prof II of Accounting	12/14/2020	\$105,133	IX/14
Rodrigo	Lopez	TC	Assist Dean of College in High School Programs	1/11/2021	\$80,415	16
Kacy	Bonavolonta	TRN	Transcript Specialist IV	1/11/2021	\$50,386	13
Mary	Arndt	RET	Professor II of Nursing	12/31/2020		
Robert	Harmon	RET	Prof II of History & Pol Scie	12/31/2020		
Karin	Vial	RET	Manager of Child Care Services	12/31/2020		
Sarah	Urban	RES	Dir of Nursing Program	12/17/2020		

Key
NH - New Hire
CG- Change Employee Group
RC - Reclassification
PF- Part time to Full time
RNK - Promotion/Rank Change
TC - Title Change
TRN - Transfer (New Grade/Group)
RET - Retirement
RES - Resignation

Staff Contact: Mr. Anthony Ray, Chief Human Resources Officer
847-214-7415

HUMAN RESOURCES STAFFING REPORT

Gabriel Chacon

Gabriel Chacon joins Elgin Community College as the Student Services Coordinator I. Gabriel has over three years of experience working as a program coordinator. Gabriel completed a Bachelor in Communication, Media and Theatre from Northeastern Illinois University.

Erald Minga

Erald Minga joins Elgin Community College as the Managing Director of Talent Management. Erald has over ten years of HR experience and worked as a Senior HR Business Partner. Erald completed a Masters in Law from Northwestern University and a MBA from American InterContinental University.

Albena Maslinkova

Albena Maslinkova joins Elgin Community College as the Digital Marketing Specialist. Albena is a media professional who has four years of experience in managing campaigns. Albena completed a Master in Art History from Florida State University.

Kristina Moore

Kristina Moore joins Elgin Community College as the Student Readiness Coordinator. Kristina has five years of experience working as a special education teacher. Kristina completed a Master of Arts in Special Education from Aurora University.

Ireth Vilchis

Ireth Vilchis joins Elgin Community College as the Student Readiness Coordinator. Ireth has two years of experience working as a teacher. Ireth completed a Bachelor in Finance from Columbia College of Missouri.

Staff Contact: Mr. Anthony Ray, Chief Human Resources Officer, 847-214-7415

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of November 30, 2020

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	1/16/2020	12/15/2020	1.451%	1,519,916.47	1,500,000.00	Western Alliance Bank - C
Certificate of Deposit	1/17/2020	12/15/2020	1.461%	770,940.80	760,800.00	Western Alliance Bank - C
Certificate of Deposit	1/17/2020	12/15/2020	1.461%	249,987.67	246,700.00	Bank of Washington
Certificate of Deposit	1/17/2020	12/15/2020	1.461%	246,737.36	243,500.00	KS Bank
Certificate of Deposit	2/12/2020	12/15/2020	1.488%	249,982.11	246,900.00	Texas Capital Bank
Certificate of Deposit	6/18/2020	12/15/2020	0.206%	249,954.11	249,700.00	Pacific Western Bank
Certificate of Deposit	6/24/2019	12/24/2020	2.330%	249,744.30	241,300.00	Cornerstone Bank - York Nebraska
Certificate of Deposit	1/8/2019	1/7/2021	2.688%	249,215.78	236,500.00	First Western Federal Savings Bank
Certificate of Deposit	1/9/2019	1/11/2021	2.893%	249,179.67	235,500.00	First Bank of Ohio
Certificate of Deposit	1/24/2019	1/25/2021	2.593%	249,322.12	237,000.00	Community Bank of Oelwein
Certificate of Deposit	1/28/2019	1/27/2021	2.556%	249,326.40	237,200.00	Associated Bank, NA- (N)
Certificate of Deposit	6/22/2020	3/5/2021	0.197%	249,944.24	249,600.00	Royal Business Bank
Certificate of Deposit	1/16/2020	3/19/2021	1.451%	2,796,789.78	2,750,000.00	Western Alliance Bank - C
Certificate of Deposit	1/17/2020	3/19/2021	1.524%	249,877.83	245,500.00	CIBC Bank USA/Private Bank - MI
Certificate of Deposit	2/12/2020	3/19/2021	1.482%	249,903.67	245,900.00	Pacific Alliance Bank
Certificate of Deposit	7/9/2020	4/6/2021	0.111%	249,905.77	249,700.00	Brookline Bank
Certificate of Deposit	7/9/2020	4/6/2021	0.111%	249,905.08	249,700.00	Bank Rhode Island
Certificate of Deposit	8/21/2020	6/4/2021	0.112%	249,919.36	249,700.00	First National Bank
Certificate of Deposit	8/21/2020	6/4/2021	0.103%	249,902.23	249,700.00	Bank 7
Certificate of Deposit	8/21/2020	6/4/2021	0.101%	3,502,774.36	3,500,000.00	Customers Bank - LOC
Certificate of Deposit	6/7/2019	6/7/2021	2.458%	249,401.34	237,700.00	First Mid-Illinois Bank & Trust
Certificate of Deposit	2/12/2020	6/15/2021	1.371%	245,426.74	241,000.00	Vast Bank/Valley National Bank
Certificate of Deposit	2/13/2020	6/15/2021	1.371%	8,146,652.17	8,000,000.00	BMO Harris Bank, NA
Certificate of Deposit	2/13/2020	6/15/2021	1.377%	249,917.68	245,400.00	Pacific Enterprise Bank
Certificate of Deposit	6/20/2019	6/17/2021	2.316%	52,692.60	50,284.75	Citizens Bank of Edmond
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	Community Bank of Mississippi
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	Pacific Premier Bank/Plaza Bank/Bank of Manhattan, NA
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	Farmers & Merchants Bank
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	Merchants Bank, National Association
Certificate of Deposit	6/20/2019	6/17/2021	2.300%	245,547.53	234,326.95	First National Community Bank
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	17,915.48	17,096.83	Caldwell Bank & Trust Company
Certificate of Deposit	6/20/2019	6/17/2021	2.300%	95,557.36	91,190.76	Industrial Bank
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	McCook National Bank
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	245,547.53	234,326.95	Union Bank & Trust Company
Certificate of Deposit	6/20/2019	6/17/2021	2.401%	210,770.41	201,139.01	TrailWest Bank
Certificate of Deposit	6/30/2020	6/30/2021	0.150%	249,973.21	249,600.00	Global Bank
Certificate of Deposit	7/3/2020	7/6/2021	0.150%	249,977.48	249,600.00	Traditional Bank, Inc.
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	247,655.24	237,069.34	Jersey Shore State Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	32,773.67	31,372.80	Beneficial State Bank/OneCalifornia Bank, FSB
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	44,277.15	42,384.55	Mutual of Omaha Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	77,767.13	74,443.01	Piedmont Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	105,385.21	100,880.57	First Security Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	247,655.24	237,069.34	Commercial State Bank of Wagner
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	247,655.24	237,069.34	Central Bank of Kansas City
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	247,655.24	237,069.34	Mid-America Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	247,655.24	237,069.34	Lakeside Bank
Certificate of Deposit	7/11/2019	7/8/2021	2.239%	68,500.38	65,572.37	Banterra Bank
Certificate of Deposit	7/10/2020	7/12/2021	0.152%	249,781.11	249,400.00	Premier Bank
Certificate of Deposit	7/13/2020	7/13/2021	0.411%	249,922.63	248,900.00	Third Coast Bank, SSB
Certificate of Deposit	7/21/2020	7/21/2021	0.101%	249,951.45	249,700.00	Centier Bank
Certificate of Deposit	7/21/2020	7/21/2021	0.100%	249,849.60	249,600.00	Fieldpoint Private Bank & Trust
Certificate of Deposit	7/21/2020	7/21/2021	0.100%	249,748.75	249,500.00	Newbank NA
Certificate of Deposit	7/21/2020	7/21/2021	0.102%	249,955.04	249,700.00	Patriot Bank - TN
Certificate of Deposit	7/21/2020	7/21/2021	0.100%	249,950.08	249,700.00	Eaglebank
Certificate of Deposit	8/10/2020	8/10/2021	0.072%	249,980.58	249,800.00	Home Exchange Bank
Certificate of Deposit	8/10/2020	8/10/2021	0.081%	249,902.68	249,700.00	Merrick Bank
Certificate of Deposit	8/17/2020	8/17/2021	0.106%	249,963.69	249,700.00	Customers Bank
Certificate of Deposit	9/3/2019	9/3/2021	1.750%	249,653.57	241,200.00	Financial Federal Bank
Certificate of Deposit	9/18/2020	9/17/2021	0.101%	3,503,514.96	3,500,000.00	Customers Bank - LOC
Certificate of Deposit	9/21/2020	10/1/2021	0.101%	249,958.92	249,700.00	Veritex Community Bank
Certificate of Deposit	9/28/2020	10/1/2021	0.080%	249,901.03	249,700.00	New Omni Bank N.A.
Certificate of Deposit	9/28/2020	10/1/2021	0.064%	249,954.26	249,800.00	First Internet Bank of Indiana
Certificate of Deposit	10/22/2020	10/1/2021	0.100%	249,935.08	249,700.00	TBK Bank, SSB/The National Bank
Certificate of Deposit	11/20/2020	10/1/2021	0.102%	249,920.67	249,700.00	Landmark Community Bank
Certificate of Deposit	11/20/2020	10/1/2021	0.110%	249,937.04	249,700.00	Servisfirst Bank
Certificate of Deposit	10/2/2020	10/4/2021	0.091%	249,928.32	249,700.00	KS StateBank/Kansas State Bank of Manhattan
Certificate of Deposit	9/9/2020	12/10/2021	0.130%	9,815,987.67	9,800,000.00	Ponce Bank - LOC
Certificate of Deposit	1/8/2019	1/7/2022	2.701%	248,311.21	229,700.00	First National Bank
Certificate of Deposit	7/9/2020	1/10/2022	0.130%	2,254,407.53	2,250,000.00	BMO Harris Bank, NA
Certificate of Deposit	8/10/2020	2/7/2022	0.117%	249,936.36	249,500.00	Farmers and Merchants State Bank

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of November 30, 2020

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	6/30/2020	6/30/2022	0.157%	249,781.32	249,000.00	Great Midwest Bank
Certificate of Deposit	6/30/2020	6/30/2022	0.150%	249,947.60	249,200.00	Luana Savings Bank
Certificate of Deposit	7/3/2020	7/5/2022	0.250%	249,946.92	248,700.00	First Capital Bank
Certificate of Deposit	7/9/2020	7/8/2022	0.130%	2,005,192.88	2,000,000.00	BMO Harris Bank, NA
Certificate of Deposit	7/10/2020	7/11/2022	0.150%	249,947.67	249,200.00	Farmers Bank and Trust
Certificate of Deposit	7/13/2020	7/13/2022	0.122%	249,910.00	249,300.00	GBC International Bank
Certificate of Deposit	7/21/2020	7/21/2022	0.101%	249,980.89	249,500.00	Mainstreet Bank
Certificate of Deposit	7/21/2020	7/21/2022	0.112%	249,960.43	249,400.00	Foresight Bank
Certificate of Deposit	7/27/2020	7/27/2022	0.142%	249,909.35	249,200.00	Gates Banking and Trust Company
Certificate of Deposit	7/30/2020	8/1/2022	0.150%	249,748.05	249,000.00	Texas Brand Bank
Certificate of Deposit	8/10/2020	8/10/2022	0.100%	249,999.00	249,500.00	Mechanics Savings, a Division of Maine Community Bank
Certificate of Deposit	11/10/2020	11/10/2023	0.240%	249,688.23	247,900.00	Farmers and Merchants Union Bank
Treasury Bills	1/29/2020	12/29/2020	1.500%	249,000.00	249,226.83	Fortune Bank Arnold
Treasury Bills	1/25/2019	1/25/2021	2.620%	246,000.00	246,381.54	Iberiabank/LA
Treasury Bills	1/23/2019	1/25/2021	2.710%	249,000.00	249,194.46	Allegiance Bank Texas
Treasury Bills	2/12/2018	2/12/2021	2.220%	1,000,000.00	1,003,749.14	Federal Farm Credit Bank
Treasury Bills	2/21/2020	2/19/2021	1.500%	246,000.00	246,241.71	First Bank of Greenwich
Treasury Bills	2/13/2018	2/22/2021	2.600%	246,000.00	246,000.00	Morgan Stanley Bank, National Association DTC
Treasury Bills	2/26/2020	2/26/2021	1.500%	249,000.00	249,247.66	Marlin Business Bank
Treasury Bills	2/28/2020	2/26/2021	1.500%	246,000.00	246,241.71	Meridian Bank
Treasury Bills	2/21/2020	3/22/2021	1.570%	249,000.00	249,213.61	Wells Fargo Natl Bank West
Treasury Bills	4/10/2018	4/5/2021	2.450%	1,000,000.00	1,002,571.57	Federal Farm Credit Bank
Treasury Bills	5/28/2019	5/28/2021	2.360%	249,000.00	249,194.65	Stearns Bank NA
Treasury Bills	6/12/2019	6/14/2021	2.350%	246,000.00	246,239.89	Flagstar Bank FSB
Treasury Bills	7/30/2020	7/30/2021	0.100%	249,000.00	249,124.43	Heritage Bank of the OZA
Treasury Bills	7/31/2020	7/30/2021	0.100%	249,000.00	249,124.09	First Service Bank
Treasury Bills	2/20/2020	8/20/2021	1.520%	249,000.00	249,294.97	Claremont Savings Bank
Treasury Bills	10/5/2018	10/5/2021	2.660%	249,000.00	249,356.80	UBS Bank USA
Treasury Bills	1/17/2019	1/18/2022	2.900%	246,000.00	246,000.00	Morgan Stanley PVT Bank
Treasury Bills	1/16/2019	1/18/2022	2.840%	246,000.00	246,422.70	Mercantile Bank of MI
Treasury Bills	1/16/2019	1/18/2022	2.900%	246,000.00	246,351.89	Citibank NA
Treasury Bills	7/15/2020	1/18/2022	0.150%	249,000.00	249,188.00	Academy Bank NA
Treasury Bills	7/24/2020	1/24/2022	0.100%	249,000.00	249,000.00	Southside Bank
Treasury Bills	7/17/2020	7/18/2022	0.150%	249,000.00	249,248.95	Prospect Bank
Treasury Bills	7/22/2020	7/22/2022	0.200%	249,000.00	249,248.38	Bank Hapoalim BM NY
Treasury Bills	7/24/2020	7/25/2022	0.130%	249,000.00	249,348.51	FNB of Albany
Treasury Bills	7/24/2020	7/25/2022	0.100%	249,000.00	249,498.16	First Federal Savings
Treasury Bills	8/12/2020	8/12/2022	0.150%	249,000.00	249,248.53	California Bank of Commerce
Money Market Funds	11/30/2020	11/30/2020	1.860%	-	-	LIQ General Fund #10896-101
Money Market Funds	11/30/2020	11/30/2020	1.940%	82,451,752.13	82,451,752.13	MAX General Fund #10896-101
Money Market Funds	11/30/2020	11/30/2020	2.310%	6.24	6.24	LIQ Chiller Replacement #10896-215
Money Market Funds	11/30/2020	11/30/2020	2.310%	1,587,262.01	1,587,262.01	MAX Chiller Replacement #10896-215
Money Market Funds	11/30/2020	11/30/2020	1.540%	88,011.73	88,011.73	MAX Replace Ext Doors/Upgrade Sec. #10896-216
Money Market Funds	11/30/2020	11/30/2020	1.000%	7,085,276.44	7,085,276.44	US Bank - IL Funds (01-00000-125000)
			1.24%	\$ 150,125,999.15	\$ 149,578,466.73	

*Illinois Funds and CD's are allocated to each fund. A breakout for the other funds can be obtained by request.

ELGIN COMMUNITY COLLEGE DISTRICT 509
EDUCATION FUND
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2019	6/30/2020
				Actual	Actual
REVENUES					
Property Taxes	\$39,674,048	\$19,431,821	48.98%	\$18,163,144	47.49%
Local Grant and Contracts	491,875	29,490	6.00%	46,194	9.60%
Corporate Personal Property Replacement Tax	475,000	230,444	48.51%	325,861	48.10%
Illinois Community College Board	5,603,940	2,412,340	43.05%	2,174,700	36.63%
Student Tuition and Fees *	23,979,598	17,750,413	74.02%	21,657,968	86.02%
Payment Plan and Late Fees	180,000	83,330	46.29%	92,785	49.02%
Interest	1,405,000	350,815	24.97%	1,050,778	42.84%
Miscellaneous External Revenue	324,950	81,183	24.98%	109,253	29.47%
Miscellaneous Internal Revenue	-	595	-	320	19.45%
TOTAL REVENUES	72,134,411	40,370,430	55.97%	43,621,002	59.32%
EXPENDITURES BY OBJECT					
Salaries	45,046,989	18,857,822	41.86%	18,268,420	42.85%
Employee Benefits	9,142,246	3,200,272	35.01%	3,024,879	40.64%
Contractual Services	5,314,756	1,297,272	24.41%	1,283,182	49.59%
General Material & Supplies	4,088,169	1,376,237	33.66%	1,653,490	52.37%
Professional Development	377,834	55,876	14.79%	205,765	43.66%
Fixed Charges	253,637	34,227	13.49%	62,035	38.22%
Utilities	1,300	512	39.40%	615	40.97%
Capital Outlay	2,155,817	1,149,253	53.31%	267,446	23.77%
Other	789,430	176,759	22.39%	215,430	93.67%
Waivers/Institutional Scholarships	275,000	90,549	32.93%	135,794	56.67%
SURS Expenditures	200,000	96,975	48.49%	87,431	41.95%
TOTAL EXPENDITURES BY OBJECT	67,645,179	26,335,754	38.93%	25,204,486	43.27%
EXPENDITURES BY FUNCTION					
Instruction	31,747,355	12,735,242	40.11%	12,953,640	43.04%
Academic Support	9,541,342	3,677,006	38.54%	3,699,973	44.39%
Student Services	6,086,233	2,448,073	40.22%	2,311,091	45.19%
Public Services	510,730	199,349	39.03%	178,269	40.51%
Institutional Support	19,284,519	7,088,559	36.76%	5,838,288	42.24%
Institutional Waiver	275,000	90,549	32.93%	135,794	56.67%
SURS Expenditures	200,000	96,975	48.49%	87,431	41.95%
TOTAL EXPENDITURES BY FUNCTION	67,645,179	26,335,754	38.93%	25,204,486	43.27%
Excess (deficiency) of revenues over expenditures	4,489,232	14,034,676		18,416,516	
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	(3,000,000)	(3,000,000)	-	(10,600,000)	-
Transfer to Student Life	(513,330)	(155,643)	30.32%	(185,110)	45.28%
Transfer to Athletics	(851,399)	(220,572)	25.91%	(313,738)	44.07%
Transfer to Early Childhood Lab School	(9,790)	-	-	-	-
Transfer to LLL Continuing Education	(48,151)	-	-	-	-
Transfer to Corporate Education	(66,562)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(4,489,232)	(3,376,215)		(11,098,848)	
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	10,658,461		7,317,668	
Fund Balance at beginning of year	-	65,347,294		68,350,801	
Fund Balance Released from Reserved Fund Balance	-	-		-	
Fund Balance	-	\$76,005,755		75,668,469	

ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
REVENUES					
Local Government Services:					
Property Taxes	\$11,681,115	\$5,724,171	49.00%	\$5,604,151	48.63%
State Government Services:					
Other Local Government (Hanover Park)	87,120	12,374	14.20%	31,132	-6856.76%
Miscellaneous External Revenue	4,400	2,955	67.16%	3,290	80.77%
Miscellaneous Internal Revenue	7,000	-	-	2,664	37.76%
Miscellaneous Internal Revenue (Security)	6,750	-	-	2,052	34.39%
TOTAL REVENUES	11,786,385	5,739,501	48.70%	5,643,289	48.90%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,052,076	1,692,634	41.77%	1,637,863	40.73%
Employee Benefits	831,726	328,261	39.47%	307,041	41.00%
Contractual Services	941,393	396,303	42.10%	380,620	56.19%
General Material & Supplies	713,189	201,522	28.26%	245,645	44.89%
Professional Development	15,900	299	1.88%	227	6.13%
Fixed Charges	572,500	414,914	72.47%	488,436	91.53%
Utilities	2,762,872	862,519	31.22%	942,437	38.72%
Capital Outlay	686,985	74,002	10.77%	38,942	7.05%
Other	-	-	-	-	-
TOTAL INSTITUTIONAL SUPPORT	10,576,641	3,970,456	37.54%	4,041,210	42.46%
CAMPUS SAFETY AND SECURITY					
Salaries	627,009	266,263	42.47%	250,811	40.87%
Employee Benefits	289,062	116,005	40.13%	111,738	40.93%
Contractual Services	39,850	4,540	11.39%	4,761	34.01%
General Material & Supplies	83,573	9,183	10.99%	25,304	50.74%
Professional Development	8,425	628	7.45%	2,702	73.34%
Other	92,000	12,266	-	55,391	59.02%
TOTAL CAMPUS SAFETY AND SECURITY	1,139,919	408,885	35.87%	450,708	43.00%
TOTAL EXPENDITURES BY OBJECT	11,716,560	4,379,340	37.38%	4,491,918	42.51%
EXPENDITURES BY FUNCTION					
Institutional Support	10,576,641	3,970,456	37.54%	4,041,210	42.46%
Campus Safety and Security	1,139,919	408,885	35.87%	450,708	43.00%
TOTAL EXPENDITURES BY FUNCTION	11,716,560	4,379,340	37.38%	4,491,918	42.51%
Excess (deficiency) of revenues over expenditures	69,825	1,360,161		1,151,371	
OTHER FINANCING SOURCES (USES)					
Transfer from Other Funds	-	-		-	
Transfer to Other Funds	(69,825)	-		-	
TOTAL OTHER FINANCING SOURCES (USES)	(69,825)	-		-	
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	1,360,161		1,151,371	
Fund Balance at beginning of year	-	16,371,317		15,458,565	
Fund Balance	-	\$17,731,478		\$16,609,936	

ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS & MAINTENANCE FUND- FACILITY RENTAL
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2019	6/30/2020
				Actual	Actual
REVENUES					
Building Rental External Revenue	\$984,339	\$43,473	4.42%	\$436,811	60.14%
Comps Building Rental	(729,156)	(41,896)	5.75%	(320,035)	60.66%
TOTAL REVENUES	<u>255,183</u>	<u>1,577</u>	<u>0.62%</u>	<u>116,776</u>	<u>58.77%</u>
EXPENDITURES BY OBJECT					
Salaries	212,212	76,923	36.25%	95,025	47.75%
Employee Benefits	77,696	19,789	25.47%	22,248	43.15%
Contractual Services	800	-	-	-	-
General Material & Supplies	32,400	392	1.21%	2,566	30.79%
Professional Development	1,900	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	<u>325,008</u>	<u>97,105</u>	<u>6.21%</u>	<u>119,838</u>	<u>46.28%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	325,008	97,105	29.88%	119,838	46.28%
TOTAL EXPENDITURES BY FUNCTION	<u>325,008</u>	<u>97,105</u>	<u>29.88%</u>	<u>119,838</u>	<u>46.28%</u>
Excess (deficiency) of revenues expenditures and other sources (uses)	<u>(69,825)</u>	<u>(95,528)</u>		<u>(3,062)</u>	
OTHER FINANCING SOURCES (USES)					
Transfer from FACILITY RENTAL Funds	69,825	-		-	
TOTAL OTHER FINANCING SOURCES (USES)	<u>69,825</u>	<u>-</u>		<u>-</u>	
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>-</u>	<u>(95,528)</u>		<u>-</u>	
Fund Balance at beginning of year	<u>-</u>	<u>-</u>		<u>-</u>	
Fund Balance	<u>-</u>	<u>(\$95,528)</u>		<u>-</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
REVENUES					
BABS Rebates	\$1,337,251	(\$1,686)	(0.13)%	\$381,265	27.76%
TOTAL REVENUES	<u>1,337,251</u>	<u>(1,686)</u>	<u>(0.13)%</u>	<u>381,265</u>	<u>27.76%</u>
EXPENDITURES BY OBJECT					
Contractual Services	297,000	67,871	22.85%	28,311	7.38%
Capital Outlay	2,703,000	22,857	0.85%	1,199	0.22%
TOTAL EXPENDITURES BY OBJECT	<u>3,000,000</u>	<u>90,728</u>	<u>3.02%</u>	<u>29,510</u>	<u>3.20%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	3,000,000	90,728	3.02%	29,510	3.20%
TOTAL EXPENDITURES BY FUNCTION	<u>3,000,000</u>	<u>90,728</u>	<u>3.02%</u>	<u>29,510</u>	<u>3.20%</u>
Excess (deficiency) of revenues over expenditures	<u>(1,662,749)</u>	<u>(92,413)</u>		<u>351,755</u>	
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	3,000,000	3,000,000	100.00%	10,600,000	100.00%
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>3,000,000</u>	<u>3,000,000</u>	<u>100.00%</u>	<u>10,600,000</u>	<u>100.00%</u>
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>1,337,251</u>	<u>2,907,587</u>		<u>10,951,755</u>	
Fund Balance at beginning of year	<u>-</u>	<u>32,587,904</u>		<u>21,535,233</u>	
Fund Balance	<u>\$1,337,251</u>	<u>\$35,495,491</u>		<u>\$32,486,988</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
REVENUES					
Property Taxes	\$12,582,158	\$6,201,403	49.29%	\$6,530,273	-
Bonds Proceeds	-	-	-	40,600,226	100.00%
BABS Rebates	-	-	-	198,755	100.00%
TOTAL REVENUES	<u>12,582,158</u>	<u>6,201,403</u>	<u>49.29%</u>	<u>47,329,254</u>	<u>88.06%</u>
EXPENDITURES BY OBJECT					
Fixed Charges	12,387,608	2,140	0.02%	41,143,763	76.94%
TOTAL EXPENDITURES BY OBJECT	<u>12,387,608</u>	<u>2,140</u>	<u>0.02%</u>	<u>41,143,763</u>	<u>76.94%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	12,387,608	2,140	0.02%	41,143,763	76.94%
TOTAL EXPENDITURES BY FUNCTION	<u>12,387,608</u>	<u>2,140</u>	<u>0.02%</u>	<u>41,143,763</u>	<u>76.94%</u>
Excess (deficiency) of revenues over expenditures	<u>194,550</u>	<u>6,199,263</u>		<u>6,185,491</u>	
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>194,550</u>	<u>6,199,263</u>		<u>6,185,491</u>	
Fund Balance at beginning of year	<u>-</u>	<u>4,841,931</u>		<u>4,569,440</u>	
Fund Balance	<u>\$194,550</u>	<u>\$11,041,194</u>		<u>\$10,754,931</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
OPERATING REVENUES					
Miscellaneous Revenue	-	\$4,093	-	\$29,485	37.83%
TOTAL REVENUES	-	4,093	-	29,485	37.83%
OPERATING EXPENSES					
Salaries	112,333	44,770	39.85%	23,395	25.01%
Employee Benefits	16,768	6,816	40.65%	3,410	26.80%
Contractual Services	60,000	2,395	3.99%	21,145	41.47%
General Material & Supplies	18,250	17	0.09%	290	12.39%
Professional Development	800	-	-	-	-
TOTAL OPERATING EXPENSES	208,151	53,997	25.94%	48,239	30.07%
Excess (deficiency) of revenues over expenditures	(208,151)	(49,904)		(18,754)	
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	66,562	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	66,562	-	-	-	-
Net Income (Loss)	(141,589)	(49,904)		(18,754)	
Retained Earnings at beginning of the year	-	-		(14,606)	
Retained Earnings	(\$141,589)	(\$49,904)		(\$33,360)	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$135,000	\$14,951	11.07%	\$62,450	101.35%
Miscellaneous Internal Revenue	\$70,000	12,730	18.19%	13,330	22.82%
TOTAL REVENUES	<u>205,000</u>	<u>27,681</u>	<u>13.50%</u>	<u>75,780</u>	<u>63.14%</u>
OPERATING EXPENSES					
Salaries	178,731	64,823	36.27%	77,333	45.17%
Employee Benefits	19,181	7,780	40.56%	7,810	42.31%
Contractual Services	47,400	8,464	17.86%	27,594	63.63%
General Material & Supplies	26,050	5,412	20.78%	8,873	46.17%
Professional Development	200	-	-	-	-
Depreciation	-	-	-	-	-
TOTAL OPERATING EXPENSES	<u>271,562</u>	<u>86,479</u>	<u>31.84%</u>	<u>121,611</u>	<u>48.21%</u>
Excess (deficiency) of revenues over expenditures	<u>(66,562)</u>	<u>(58,797)</u>		<u>(45,830)</u>	
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	48,151	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>48,151</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>(18,411)</u>	<u>(58,797)</u>		<u>(45,830)</u>	
Retained Earnings at beginning of the year	<u>-</u>	<u>-</u>		<u>14,296</u>	
Retained Earnings	<u>(\$18,411)</u>	<u>(\$58,797)</u>		<u>(\$31,534)</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$3,012,935	\$1,105,514	36.69%	\$1,398,782	52.67%
Miscellaneous Internal Revenue	83,002	7,322	8.82%	24,125	41.07%
TOTAL REVENUES	<u>3,095,937</u>	<u>1,112,835</u>	<u>35.95%</u>	<u>1,422,906</u>	<u>52.41%</u>
OPERATING EXPENSES					
Salaries	330,140	112,948	34.21%	132,379	42.32%
Employee Benefits	70,994	18,290	25.76%	28,894	43.50%
Contractual Services	44,028	24,754	56.22%	32,112	78.73%
General Material & Supplies	2,459,043	1,637,684	66.60%	2,020,347	95.53%
Professional Development	3,000	-	-	175	100.00%
Capital Outlay	-	-	-	-	-
Other	31,222	651	2.09%	(119)	(0.28)%
Depreciation	-	-	-	-	-
TOTAL OPERATING EXPENSES	<u>2,938,427</u>	<u>1,794,327</u>	<u>61.06%</u>	<u>2,213,788</u>	<u>85.89%</u>
Excess (deficiency) of revenues over expenditures	<u>157,510</u>	<u>(681,492)</u>		<u>(790,881)</u>	
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	(156,196)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>(156,196)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>1,314</u>	<u>(681,492)</u>		<u>(790,881)</u>	
Retained Earnings at beginning of the year	<u>-</u>	<u>29,797</u>		<u>28,204</u>	
Retained Earnings	<u>\$1,314</u>	<u>(\$651,695)</u>		<u>(\$762,677)</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$434,179	\$55,848	-	\$180,304	-
TOTAL REVENUES	<u>434,179</u>	<u>55,848</u>	<u>-</u>	<u>180,304</u>	<u>-</u>
OPERATING EXPENSES					
Salaries	444,452	106,059	23.86%	177,202	42.26%
Employee Benefits	90,314	26,442	29.28%	38,265	40.74%
Contractual Services	2,400	595	24.79%	461	30.61%
General Material & Supplies	62,400	9,751	15.63%	24,789	65.12%
Professional Development	600	-	-	365	65.18%
Other	-	-	-	-	-
TOTAL OPERATING EXPENSES	<u>600,166</u>	<u>142,847</u>	<u>23.80%</u>	<u>241,082</u>	<u>43.57%</u>
Excess (deficiency) of revenues over expenditures	<u>(165,987)</u>	<u>(86,999)</u>		<u>(60,778)</u>	
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	165,987	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>165,987</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>-</u>	<u>(86,999)</u>			
Retained Earnings at beginning of the year	<u>-</u>	<u>7,141</u>		<u>7,141</u>	
Retained Earnings	<u>-</u>	<u>(\$79,858)</u>		<u>\$7,141</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$835,897	\$10,825	1.30%	\$373,457	55.88%
Miscellaneous Internal Revenue	196,000	7,192	3.67%	74,173	53.86%
TOTAL REVENUES	<u>1,031,897</u>	<u>18,017</u>	<u>1.75%</u>	<u>447,630</u>	<u>55.53%</u>
OPERATING EXPENSES					
Salaries	375,989	123,763	32.92%	143,464	38.75%
Employee Benefits	62,152	25,839	41.57%	25,300	41.80%
Contractual Services	35,000	4,543	12.98%	9,967	40.88%
General Material & Supplies	529,755	(7,663)	(1.45)%	216,435	57.11%
Professional Development	600	-	-	15	25.00%
Capital Outlay	8,000	-	-	-	-
Other	(100)	-	-	2	2.77%
TOTAL OPERATING EXPENSES	<u>1,011,396</u>	<u>146,483</u>	<u>14.48%</u>	<u>395,183</u>	<u>47.37%</u>
Excess (deficiency) of revenues over expenditures	<u>20,501</u>	<u>(128,466)</u>		<u>52,448</u>	
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>20,501</u>	<u>(128,466)</u>		<u>52,448</u>	
Retained Earnings at beginning of the year	<u>-</u>	<u>92,109</u>		<u>120,295</u>	
Retained Earnings	<u>\$20,501</u>	<u>(\$36,357)</u>		<u>\$172,743</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$959,718	\$57,444	5.99%	\$195,084	66.58%
Miscellaneous Internal Revenue	218,477	32,214	14.74%	56,854	48.21%
TOTAL REVENUES	<u>1,178,195</u>	<u>89,658</u>	<u>7.61%</u>	<u>251,938</u>	<u>61.31%</u>
OPERATING EXPENSES					
Salaries	253,233	66,960	26.44%	58,626	43.05%
Employee Benefits	42,404	6,650	15.68%	9,243	45.93%
Contractual Services	414,895	13,766	3.32%	77,214	42.23%
General Material & Supplies	130,494	2,658	2.04%	36,498	52.49%
Professional Development	24,300	275	1.13%	6,212	52.38%
Capital Outlay	308,869	107,444	34.79%	212,778	88.03%
Other	-	-	-	-	-
Depreciation	-	-	-	-	-
Fixed Charges	4,000	-	-	250	27.41%
TOTAL OPERATING EXPENSES	<u>1,178,195</u>	<u>197,753</u>	<u>16.78%</u>	<u>400,821</u>	<u>59.93%</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>(108,095)</u>		<u>(148,884)</u>	
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>-</u>	<u>(108,095)</u>		<u>(148,884)</u>	
Retained Earnings at beginning of the year	<u>-</u>	<u>1,398,452</u>		<u>1,656,313</u>	
Retained Earnings	<u>-</u>	<u>\$1,290,357</u>		<u>\$1,507,429</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
OPERATING REVENUES					
Miscellaneous Revenue	\$2,000	\$3,139	156.93%	\$1,299	45.61%
Miscellaneous Internal Revenue	457,500	49,681	10.86%	177,836	53.72%
TOTAL REVENUES	<u>459,500</u>	<u>52,820</u>	<u>11.50%</u>	<u>179,134</u>	<u>53.65%</u>
OPERATING EXPENSES					
Salaries	174,903	78,738	45.02%	88,077	44.74%
Employee Benefits	55,751	21,695	38.91%	19,715	40.37%
Contractual Services	1,329	516	38.84%	-	-
General Material & Supplies	91,445	8,098	8.86%	31,178	41.04%
Professional Development	1,039	39	3.74%	-	-
Other	20,880	-	-	-	-
Depreciation	-	-	-	-	-
Fixed Charges	114,188	31,046	27.19%	50,188	46.08%
TOTAL OPERATING EXPENSES	<u>459,534</u>	<u>140,132</u>	<u>31.95%</u>	<u>189,158</u>	<u>41.97%</u>
Excess (deficiency) of revenues over expenditures	<u>(34)</u>	<u>(87,312)</u>		<u>(10,023)</u>	
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income (Loss)	<u>(34)</u>	<u>(87,312)</u>		<u>(10,023)</u>	
Retained Earnings at beginning of the year	<u>-</u>	<u>72,693</u>		<u>189,438</u>	
Retained Earnings	<u>(\$34)</u>	<u>(\$14,619)</u>		<u>\$179,415</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, STUDENT LIFE
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
OPERATING REVENUES					
Miscellaneous Revenue	-	\$43,391	-	\$1,563	30.92%
TOTAL REVENUES	-	43,391	-	1,563	30.92%
OPERATING EXPENSES					
Salaries	302,702	115,573	38.18%	127,145	41.69%
Employee Benefits	68,048	27,664	40.65%	18,749	33.17%
Contractual Services	-	-	-	125	100.00%
General Material & Supplies	61,880	12,331	19.92%	37,891	81.48%
Professional Development	20,700	75	0.36%	2,834	49.21%
Capital Outlay	60,000	-	-	2,834	49.21%
TOTAL OPERATING EXPENSES	513,330	155,718	30.33%	189,579	45.18%
Excess (deficiency) of revenues over expenditures	(513,330)	(112,327)	21.88%	(188,016)	45.35%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	513,330	112,252	21.87%	185,110	45.28%
TOTAL OTHER FINANCING SOURCES (USES)	513,330	112,252	21.87%	185,110	45.28%
Net Income (Loss)	-	-		(2,906)	
Retained Earnings at beginning of the year	-	51,856		50,747	
Retained Earnings	-	51,856		47,841	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
OPERATING REVENUES					
Miscellaneous Revenue	-	-	-	\$950	100.00%
TOTAL REVENUES	-	-	-	950	100.00%
OPERATING EXPENSES					
Salaries	443,335	148,500	33.50%	194,776	42.75%
Employee Benefits	73,083	29,640	40.56%	32,688	44.64%
Contractual Services	80,500	1,363	1.69%	25,660	53.00%
General Material & Supplies	131,981	33,905	25.69%	38,815	49.19%
Professional Development	102,500	(1,040)	(1.01)%	21,079	55.11%
Fixed Charges	20,000	3,500	17.50%	3,500	47.75%
Depreciation Charges	-	-	-	-	-
Capital Outlay	-	4,704	-	-	-
TOTAL OPERATING EXPENSES	851,399	220,572	25.91%	316,518	44.66%
Excess (deficiency) of revenues over expenditures	(851,399)	(220,572)	25.91%	(315,568)	44.58%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	851,399	220,572	25.91%	313,738	44.07%
TOTAL OTHER FINANCING SOURCES (USES)	851,399	220,572	25.91%	313,738	44.07%
Net Income (Loss)	-	-		(1,830)	
Retained Earnings at beginning of the year		3,390		(2,683)	
Retained Earnings	-	\$3,390		(\$4,513)	

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2019 Actual
REVENUES					
Interest	\$55,000	\$52,735	95.88%	\$42,926	44.27%
TOTAL REVENUES	<u>55,000</u>	<u>52,735</u>	<u>95.88%</u>	<u>42,926</u>	<u>44.27%</u>
EXPENDITURES BY OBJECT					
General Material & Supplies	-	-	-	-	-
Professional Development	-	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES BY FUNCTION					
Institutional Support	-	-	-	-	-
TOTAL EXPENDITURES BY FUNCTION	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>55,000</u>	<u>52,735</u>		<u>42,926</u>	
Fund Balance at beginning of year		<u>4,639,388</u>		<u>4,542,414</u>	
Fund Balance	<u>\$55,000</u>	<u>\$4,692,123</u>		<u>\$4,585,340</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
REVENUES					
Property Taxes	\$120,663	\$54,465	45.14%	\$61,542	52.18%
TOTAL REVENUES	<u>120,663</u>	<u>54,465</u>	<u>45.14%</u>	<u>61,542</u>	<u>52.18%</u>
EXPENDITURES BY OBJECT					
Salaries	38,921	-	-	9,468	40.04%
Contractual Services	81,742	53,000	64.84%	61,000	71.05%
General Material & Supplies	-	-	-	-	-
Professional Development	-	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	<u>120,663</u>	<u>53,000</u>	<u>43.92%</u>	<u>70,468</u>	<u>64.35%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	120,663	53,000	43.92%	70,468	64.35%
TOTAL EXPENDITURES BY FUNCTION	<u>120,663</u>	<u>53,000</u>	<u>43.92%</u>	<u>70,468</u>	<u>64.35%</u>
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>-</u>	<u>1,465</u>		<u>(8,925)</u>	
Fund Balance at beginning of year	<u>-</u>	<u>178,014</u>		<u>169,567</u>	
Fund Balance	<u>-</u>	<u>\$179,479</u>		<u>\$160,642</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending November 30, 2020

	2021 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr 11/30/2019 Actual	% of 6/30/2020 Actual
REVENUES					
Local Government Services:					
Property Taxes	\$842,176	\$248,859	29.55%	\$552,216	64.70%
Miscellaneous External Revenue	-	-	-	\$6,957	100.00%
TOTAL REVENUES	<u>842,176</u>	<u>248,859</u>	<u>29.55%</u>	<u>\$559,173</u>	<u>64.99%</u>
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	136,568	-	-	1,243	5.07%
Fixed Charges	810,000	615,230	75.95%	504,024	62.79%
TOTAL INSTITUTIONAL SUPPORT	<u>946,568</u>	<u>615,230</u>	<u>65.00%</u>	<u>505,266</u>	<u>61.08%</u>
CAMPUS SAFETY AND SECURITY					
Salaries	611,898	266,264	43.51%	250,491	40.86%
Contractual Services	-	-	-	-	-
TOTAL CAMPUS SAFETY & SECURITY	<u>611,898</u>	<u>266,264</u>	<u>43.51%</u>	<u>250,491</u>	<u>40.86%</u>
TOTAL EXPENDITURES BY OBJECT	<u>1,558,466</u>	<u>881,494</u>	<u>56.56%</u>	<u>755,757</u>	<u>52.47%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	946,568	615,230	65.00%	505,266	61.08%
Campus Safety and Security	611,898	266,264	43.51%	250,491	40.86%
TOTAL EXPENDITURES BY FUNCTION	<u>1,558,466</u>	<u>881,494</u>	<u>56.56%</u>	<u>755,757</u>	<u>52.47%</u>
Excess (deficiency) of revenues over expenditures other sources (uses)	<u>(716,290)</u>	<u>(632,635)</u>		<u>(196,584)</u>	
Fund Balance Released from Reserved Fund Balance	716,290	-		-	
Fund Balance at beginning of year	<u>-</u>	<u>4,747,330</u>		<u>5,319,885</u>	
Fund Balance	<u>-</u>	<u>4,114,695</u>		<u>5,123,301</u>	

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending November 30, 2020

	2021	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	11/30/2019	6/30/2020
				Actual	Actual
REVENUES					
Benefit Charges	\$10,307,458	\$4,272,646	41.45%	\$4,127,796	8.63%
TOTAL REVENUES	<u>10,307,458</u>	<u>4,272,646</u>	<u>41.45%</u>	<u>4,127,796</u>	<u>8.63%</u>
EXPENDITURES BY OBJECT					
Employee Benefits	10,307,458	4,172,601	40.48%	3,239,218	6.67%
TOTAL EXPENDITURES BY OBJECT	<u>10,307,458</u>	<u>4,172,601</u>	<u>40.48%</u>	<u>3,239,218</u>	<u>6.67%</u>
EXPENDITURES BY FUNCTION					
Institutional Support	10,307,458	4,172,601	40.48%	3,239,218	6.67%
TOTAL EXPENDITURES BY FUNCTION	<u>10,307,458</u>	<u>4,172,601</u>	<u>40.48%</u>	<u>3,239,218</u>	<u>6.67%</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>100,045</u>	<u>-</u>	<u>888,578</u>	<u>(123.36)%</u>
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	3,110,792	(100.00)%
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,110,792</u>	<u>(100.00)%</u>
Excess (deficiency) of revenues over expenditures other sources (uses)	<u>-</u>	<u>100,045</u>		<u>3,999,370</u>	
Fund Balance at beginning of year	<u>-</u>	<u>(24,937,334)</u>		<u>(30,438,624)</u>	
Fund Balance	<u>-</u>	<u>(\$24,837,289)</u>		<u>(\$26,439,254)</u>	

STUDENT ACTIVITIES REPORT

Student Life Mission

*We promote student **learning** and **success** by providing co-curricular programs, student leadership opportunities, and an overall campus climate in which students can thrive. This mission is carried out and through the following categories: New Student Orientation, Education Culture. Leadership, Service/Volunteering, Entertainment, Stress Release, and Civic/Governance.*

December 2020

December 1: Aint Nobody Got Time For That

The Office of Student Life hosted a self-management workshop allowing students to learn strategies to help them prioritize their time and tasks. There were **16** students who participated in this workshop.

December 2: Stress Free Kits

With such a stressful year, the organization of Student Government put together stress free kits to support students that may have experienced uneasiness throughout the semester. The kits included; Stress balls, facial masks, hot chocolate, mini inspirational journals, aromatherapy tealight candles, mini activity and coloring books, and unreal chocolate minis. There were a limited number of kits therefore students were instructed to request a kit by filling out a google form that Student Government provided. December 6-8, Student Government leaders took the initiative to deliver to all of the students homes. There were **40** kits distributed.

December 9: Stress Free Zone

The office of Student Life presented a day-long of stress relieving activities for students to support and help them get through finals. All of these events were free virtual activities; whether they were hosted on Zoom or Instagram Live.

Morning Yoga with Natalie Pendergrass

To kick start the Stress Free Zone, Natalie Pendergrass hosted an instagram live with some morning yoga and meditation. This event was at 9 am, and **65** participants joined Natalie this morning.

Feeling Well with Wellness Services

As a part of the Stress Free Zone, The Wellness Services hosted an event on Zoom. This event allowed students to chat with a wellness professional and receive some stressbuster tips for a more relaxing semester and learn how to survive finals. There were **9** students who participated.

Ornament Decorating with PTK

The organization of Phi Theta Kappa collaborated with Student Life to be a part of the Stress Free Zone. They hosted an ornament decorating event that allowed students to paint ornaments and relax while having chill discussions, and listening to festive holiday music. There were **11** participants.

The Stress Test

Whether a student was feeling stressed, overwhelmed or anxious, the office of Student Life teamed up with Mike; an author, and educator in discussing how to be okay with not always feeling okay. Mike focused on how to make your happiness a priority, and how to trim toxicity from your everyday life. This virtual event involved **12** students.

December 12: As You Like It

Elgin Community College's Theater presented a free virtual performance titled As You Like It by William Shakespeare. This performance was directed by Susan Robinson, and premiered December 12th at 6pm.

December 15: Build Energy and Focus

The office of Student Life and Wellness Services worked with each other to put together a free guided meditation to calm nerves and sharpen the focus of stressed college students. This event was led by Rachel Elizabeth Maley, the founder of Still Life Meditation; Elgin's first mediation center. This 30 minute virtual session concentrated on breathing techniques and confidence boosts to prepare students for tests, class, and presentations. There were a total of **11** students who participated in this session.

December 23: Cap Decorating Contest

To support the class of 2020 December graduates, the office of Student Life hosted a cap decorating contest. This contest allowed students to showcase their hard work leading up to this joyful occasion. Students were instructed to email a picture of their decorated cap to Student Life by December 23rd. The first place winner received a \$100 E-Gift card, and second place winner received a \$50 E-Gift card. There were no students who participated in this event.

December 25: Ugly Sweater Contest

The office of Student Life hosted an ugly sweater contest that allowed students to get into the Holiday spirit virtually. Students were instructed to post a picture of them wearing their ugly sweaters and include the hashtag #ECCSUGlySweaterContest2020. The deadline to submit a picture was December 25th, as the winner will be announced January 4th. There was only **1** student who participated.

ACCEPTANCE OF WRITTEN COLLEGE REPORTS

Recommendation

The administration recommends that the Board of Trustees accepts the following written college reports, which are attached:

- A. Personnel (December)
- B. Treasurer (November)
- C. Student (December)

The administration recommends that the Board of Trustees accepts the following written college reports/procedures, which were presented under separate cover:

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December/January)
- F. Annual Insurance Coverage Report (September 1, 2020 – September 1, 2021)



Dr. David Sam, President

Background

At each regular board meeting, various departmental and liaison reports and materials are submitted to the board for their information and acceptance. That information includes, but is not limited to, financial data, grants data, personnel data, marketing and community activities, student activities, institutional advancement data/Foundation news, and police department statistics.

Staff Contact: Dr. David Sam, President, 847-214-7374

**APPROVAL OF THE AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 399**

Recommendation

The administration recommends the Board of Trustees of Community College District 509 approves the three (3) year Collective Bargaining Agreement, effective January 26, 2021 through June 30, 2024, with the International Union of Operating Engineers of Chicago, Illinois and Vicinity Local No. 399



Dr. David Sam, President

Background

Negotiations between the Board of Trustees and the Union of Operating Engineers Local 399 commenced November 30, 2020 and a tentative agreement was reached on January 14, 2021. The Union of Operating Engineers Local 399 met January 20, 2021 and approved the three year agreement.

Staff Contact: Mr. Anthony Ray, Chief Human Resources Officer, 847-214-7415

COLLECTIVE BARGAINING AGREEMENT

by and between

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509,
ELGIN COMMUNITY COLLEGE

and

INTERNATIONAL UNION OF OPERATING ENGINEERS
OF CHICAGO, ILLINOIS AND VICINITY
LOCAL NO. 399

JANUARY 26, 2021 THROUGH JUNE 30, 2024

Tentative Agreement 01/14/21

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SCHEDULE A	Part-time Employees

AGREEMENT FOR PERIOD
JANUARY 26, 2021 THROUGH JUNE 30, 2024

THIS AGREEMENT made and entered into as of the January 26, 2021 by and between

The Board of Trustees of Community College District 509, Elgin Community College

hereinafter referred to as the "Employer"

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 399 (AFL - CIO)

ARTICLE I - GENERAL

The Community College District 509, Elgin Community College Board of Trustees (Board) and the International Union of Operating Engineers Local No. 399 (Union) have agreed to the practices and procedures of collective bargaining as a fair and orderly way of conducting the Board's relations with its Employees insofar as such practices are appropriate to the obligations of the Board to retain the right to operate Community College District 509, Elgin Community College (College) in a responsible and efficient manner and are consonant with the paramount interests of the public and the students of the College.

It is the intention of the parties to the Agreement to provide, where not otherwise mandated by statute, for the salary structure, fringe benefits, and other employment conditions of the Employees covered by this Agreement, to promote the maximum productivity of such Employees, to prevent interruptions of work and interference with the efficient operation of the College, and to provide an orderly and prompt method for handling and processing grievances

ARTICLE II - RECOGNITION/JURISDICTION

The Employer recognizes The Union as the exclusive bargaining representative for all full-time and regular part-time building engineers and lead building engineers working for Elgin Community College certified in case number 2021-RC-0001-C, but excluding office, clerical, professional Employees, and all supervisory, managerial, confidential or short-term Employees as defined in Section 2 of the Illinois Educational Labor Relations Act.

ARTICLE III- RESPONSIBILITY FOR WORK

A. The bargaining unit Employees consisting of Engineer, and Lead Engineer, shall be responsible for and shall operate and maintain in good running order all machinery and equipment for which they are responsible. They shall perform all work that has traditionally and historically been within the work jurisdiction of the engineers, except that they shall not be required to perform major repairs not reasonably expected of an Engineer or monitor equipment, as directed by the Managing Director, while away from the job site without compensation for time spent in such activity.

B. The scope of work covered by this Agreement encompasses the maintenance of the physical plant facility of Community College District #509 either owned or leased by the District.

(a) Maintenance shall be work performed for the operation, repair, and upkeep of physical plant as described above to be kept in serviceable condition.

(b) The modification or installation of new walls, doors, and windows, etc., is within the scope of this Agreement.

(c) Construction of new additional buildings and/or new additional structures would be of a new construction nature and not be in the scope of this Agreement.

(d) The Board reserves the right to contract work, and agrees that no work within the scope of this agreement will be contracted during a lay off.

C. Employees shall obey all orders of those in authority. The Employee shall not be unfairly disciplined as a result of having received conflicting orders.

ARTICLE IV - NON-DISCRIMINATION

Neither Employers nor the Union will discriminate against applicants or Employees with regard to employment, tenure or any other term or condition of employment on the basis of race, sex, color, age, religious creed or national origin or ancestry in violation of any law. See Administrative Procedure 3.403 for complete administrative detailed procedures.

ARTICLE V - EMPLOYMENT TERMINATION-DISCIPLINE-SEVERANCE PAY

A. The right to employ, discipline, discharge and lay off for cause shall be vested solely in the Employer, but the Union shall have the right in case of discharge, discipline, or layoff to investigate the reasons therefore and to protest such discharge, discipline, or layoff through the grievance procedure. The Employer shall provide the Union with a copy of any written work rules or amendments thereof applicable to bargaining unit Employees which are promulgated during the term of this Agreement.

B. When making a reduction in the number of Employees due to lack of work and when rehiring, the following procedure shall be used. (a) Probationary Employees who have not established seniority shall be laid off first. (b) Thereafter, Employees shall be laid off in inverse order of their established seniority. (c) When adding Employees, Employees with seniority will be recalled in inverse order of layoff with a two-week grace period to report. (d) Nothing in the above shall prevent the Union and the Board from mutually agreeing to a program of spreading the work contemplated in such layoff. In case of layoff, the Board will give the Union at least ten (10) calendar days' notice.

C. If an Employee's job is phased out due to technological upgrades or building closure, the College will seek to retain and retrain the Employee at or above their current pay rate. The retention and/or retraining of Employees will be within the bargaining unit and within the scope of the Engineer job description.

D. All Employees newly hired or discharged shall be directed to the Union by the Employer after their hiring or discharge. A newly hired Employee, without previous service with the Employer, shall be considered as a probationary Employee for the first 90 days of employment. ECC will have the right to extend the probationary period an additional 90 days if an Employee has performance issues. The probationary Employee shall not have the benefit of subsection (C) above or recourse to the grievance procedure.

E. CHECK-OFF - The Employer agrees that, for the term of the current collective bargaining agreement, or any extension thereof, between the Employer and International Union of Operating Engineers, Local 399, (the "Union"), it will deduct Union dues from the earnings of Employees from whom it has received lawfully executed written deduction authorizations, and remit such dues to the Treasurer of the Union or such other person as may be designated in writing by the Union. The Union will notify the Employer in writing of the exact amount to be deducted and will indemnify and hold the Employer harmless against any claims or liability incurred by reason of such deductions.

F. FED PAC - The Employer will deduct a minimum of Ten Dollars (\$10.00) per month from Employees' wages on the basis of individually signed, voluntary authorized deductions forms. It is agreed that these authorized deductions for the Local 399, International Union of Operating Engineers Federal Political Action Committee (Local 399 IUOE FED PAC) are not conditions of membership in the International Union of Operating Engineers, Local 399 or of employment with the Employer. Payments will be made by a separate check payable to Local 399 IUOE FED PAC.

It is understood and agreed that the cost of administering this payroll deduction for the Local 399 IUOE FED PAC has been incorporated in the economic package provided under the terms of this Agreement, and therefore, the International Union of Operating Engineers, Local 399 is not required to reimburse the Employer for the costs of such administration. The Union will indemnify and hold the Employer harmless against any claims or liability incurred by reason of such deductions.

Effective at the start of the third (3rd) year of the contract, June 1, 2022, the Employer will deduct a minimum of ten dollars (\$10.00) per month from Employees' wages on the basis of individually signed, voluntary authorized deductions forms. It is agreed that these authorized deductions for the Local 399, International Union of Operating Engineers Political Education Fund (Local 399 IUOE PEF) are not conditions of membership in the International Union of Operating Engineers, Local 399 or of employment with the Employer. Payments will be made either by a separate check payable to Local 399 IUOE PEF or via wire transfer at the Employer's option. It is understood and agreed that the cost of administering this payroll deduction for the Local 399 IUOE PEF has been incorporated in the economic package provided under the terms of this Agreement, and therefore, the International Union of Operating Engineers, Local 399 is not required to reimburse the Employer for the costs of such administration. The Union will indemnify and hold the Employer harmless against any claims or liability incurred by reason of such deductions.

ARTICLE VI - WAGES: BUILDING ENGINEERS

Job Classifications

Employees in the job classifications set forth below shall receive the hourly rate provided for their respective grade and length of service in the job classification. Employees will be increased to the appropriate step upon completion of the required length of service in the job classification and when job skills and workmanship have progressed to satisfactory levels as determined by the Managing Director of Construction and Plant Operations.

BUILDING ENGINEERS

Length of Employment Percentage of Maximum Rate

0-5 Months 75%

6-11 Months 85%

12-17 Months 90%

18-23 Months 95%

24 Months + 100%

The maximum rate per hour for the years shall be as follows:

FY21: \$40.96

FY22: \$42.08

FY23: \$43.34

FY24: \$44.64

ECC will pay a retroactive payment of 2.75% to active Employees as of July 1, 2020 to cover the period from July 1, 2020 to date of signing.

The College may establish the position of Lead Engineer. This position shall have a \$1.25/hour attached to it for assuming the additional duties. This position shall be appointed by the Managing Director of Construction and Plant Operations and the appointment shall be renewable on an annual basis.

ARTICLE VII - OVER-SCALE RATE

A. CALL-INS - An Employee called back to work shall receive a minimum of four (4) hours pay at one and one-half (1½) times the hourly rate.

B. EARLY REPORTING - Should any engineer be required to report to work earlier than the Employee's normal starting time, such earlier time shall be added to the regular day's work and paid at the applicable rate.

C. SENIORITY - Seniority is the length of service in the bargaining unit at Elgin Community College. Seniority within a classification shall apply for choice of vacation, layoff, vacancies on jobs and shifts. Seniority cannot be exercised until a vacancy occurs. Laid off Employees shall be recalled in seniority order. After twelve (12) months on layoff, an Employee shall lose seniority.

ARTICLE VIII - WORK WEEK.

- A. The normal work week shall consist of forty (40) hours of any five consecutive days between Monday and Saturday.
- B. The normal workday shall consist of eight (8) consecutive hours between the hours of 6 am to 3:30 p.m. for the first shift and between the hours of 2 p.m. to midnight for the second shift.

A fifteen (15) minute relief period shall be given in each morning and each afternoon. The relief period is to be given as near the middle of the session as circumstances will permit. These fifteen (15) minute periods will be considered and paid for as time worked. The thirty (30) minute lunch period will be coordinated by the immediate supervisor. Any Employee who works a shift other than first shift shall receive a paid thirty (30) minute lunch break; however, the Employee shall not leave campus and is on an on-call status.

C. **Overtime:** All time worked in excess of forty (40) hours per week and eight (8) hours per day shall be compensated for at time and one-half, except as hereinafter provided. All time worked on Sundays or an Employee's seventh consecutive working day shall be compensated at two (2) times the regular rate of pay. Vacation time, personal time, and holidays will count as compensated time toward overtime.

Equalization: Insofar as it is practical to do so, the Board will endeavor to distribute overtime work equally and impartially to the Employees at a given location who are qualified to do the class of work to be performed and who usually perform such work during their normal working schedules.

Remedies for overtime errors: Any error in the assignment of overtime will be corrected at the next available opportunity or opportunities for assignment of overtime with a minimum number of overtime hours equal to the error.

Notice of overtime: All scheduled overtime will have at least 48 hours prior notice.

D. All Employees who are required to work on a day when the College is closed due to an emergency will be paid one and one-half (1½) times their regular rate of pay in addition to their regular rate of pay. Employees who report to work but who are not required to do so will be paid their regular rate of pay.

E. The workweek shall begin on Monday and end the following Sunday.

ARTICLE IX -BEREAVEMENT LEAVE

Employees may use up to six (6) work days without loss of pay, three (3) of which are bereavement days and three (3) of which are sick days, for bereavement of the death of a family member defined as spouse, domestic partner, civil union partner, children, parents, siblings, grandparents, grandparents-in-law, grandchildren, parents in-law, brothers-in-law, sisters-in-law, legal guardians and dependents (as defined by the Internal Revenue Code Section 152).

ARTICLE X - MAXIMUM LEAVES OF ABSENCE

If an Employee is absent from work for any reason (except for military leave) for a period of twelve (12) consecutive months, the Employee shall be terminated except as provided by law. During the twelve (12) consecutive months prior to termination Employees will continue to accrue seniority.

ARTICLE XI - JURY DUTY

Employees summoned as jurors will notify the appropriate supervisor as soon as possible after Employee has received notice to serve, or the Legal department if subpoenaed for a work-related matter. Summoned/subpoenaed Employees required to appear in court during a day and time on which they were scheduled to work, will be paid their normal salary during this period. Reimbursement, exclusive of mileage, from county, state or federal agencies will be turned over to the College. Such time will not be deducted from accumulated sick, personal or vacation leave. Leave for Employees serving as witnesses at civil trials may be used for a maximum of three (3) days per trial.

Employees who are a plaintiff or defendant in a criminal or civil proceeding unrelated to their employment by the college must use accumulated sick, personal or vacation leave for any absence, if available.

ARTICLE XII - VACATION AND TERMINATION PAY

A. VACATION ACCRUAL

Annual vacation period is provided in accordance with the following schedule:

1-2 years continuous service	10 working days
3-4 years continuous service	15 working days
5-9 years continuous service	20 working days
Beginning with the 10 th year of continuous service	25 working days

Employees shall be allowed to pick vacation periods of a week-at-a-time in order of seniority. In the event two (2) or more Employees request the same vacation period for the same time, vacation shall be given to the more senior Employee and the junior Employee will be asked to choose an alternative date. When possible, Employees shall give a minimum of fifteen (15) days prior notice for all week-at-a time requests. The vacation time so chosen shall be subject to the approval of the Managing Director of Construction and Plant Operations. Once approval by the Managing Director of Construction and Plant Operations has been obtained, no changes to the vacation schedule shall be made due to additional vacation requests by other Employees. Only one (1) building engineer per day shift/evening shift shall be on vacation at the same time, unless approved by the Managing Director of Construction and Plant Operations. Employees shall not be permitted to take more than ten (10) working days or two (2) weeks consecutively unless approved by supervisor.

B. REQUESTS FOR INDIVIDUAL DAYS

Requests for individual or less than a week-at-a-time vacation days shall be considered in the order received after consideration to all week-at-a-time requests in accordance with Article XII of this section. Only one (1) building engineer per day shift/evening shift shall be on vacation at a time. Vacation so chosen shall be subject to the approval of the Managing Director of Construction and Plant Operations. When possible, Employees shall give a minimum of three (3) business days' prior notice for all individual vacation day requests.

C. TERMINATION PAYOUT

If an Employee's service is terminated, Employee shall be paid for such vacation time as Employee has accrued up to the date of termination.

D. RESCHEDULING

If an Employee desires to reschedule a vacation period, the Employee shall give the department at least ten (10) business days' notice to the Managing Director of Construction and Plant Operations who will attempt to accommodate the Employee, providing the change does not conflict with previously scheduled/approved vacations.

E. VACATION CARRYOVER

Unused vacation days shall be cumulative, but only thirty (30) days will be carried over on September 1st of every year. Any unused days over thirty (30) on September 1st will automatically roll into sick leave.

ARTICLE XIII - HOLIDAYS AND HOLIDAY PAY

The following days, or the days on which they are legally observed, shall be observed as holidays:

1. New Year's Day
2. Martin Luther King Jr.'s Birthday
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day After Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Eligibility To be eligible for holiday pay, an Employee must work their scheduled shift immediately prior to or after the holiday, unless they were on sick leave and submits a physician certificate confirming their inability to perform their assigned duties, or on paid vacation, or if the Employee has a reasonable explanation for failing to report as determined by the Managing Director of Construction and Plant Operations.

Holiday Pay Employees eligible for holiday pay shall be paid eight (8) hours pay at their hourly rate.

Working Holidays Any Employee who works a holiday shall receive one and one-half the Employee's regular hourly rate for all hours actually worked, plus holiday pay at eight (8) hours pay. For all time worked in excess of eight (8) hours on an authorized holiday, the Employee will be paid two and one-half times the Employee's regular hourly rate, in addition to holiday pay as defined above.

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ARTICLE XIV - PERSONAL TIME

Each Employee shall be granted four (4) days without loss of salary each year for personal leave. Upon hire, new Employees will be granted personal leave prorated based on their hire date as follows:

- July 1 - September 30 = 4 days
- October 1 - December 31 = 3 days
- January 1 - March 31 = 2 days
- April 1 - June 30 = 1 day

These days may be taken in 1/4 hour increments. Unused personal days shall be credited to sick days. Requests for personal business days should be made ordinarily not less than 24 hours prior to the day being elected.

ARTICLE XV - SICK LEAVE/FAMILY MEDICAL LEAVE

A. SICK LEAVE

Sick leave may be used for personal illness or disability, or because of a medical emergency in the Employee's immediate family defined as spouse, spouse-substitute, children, parents, grandparents, or grandchildren. Sick leave in cases of serious illness of immediate family shall be limited to five (5) days. A doctor's statement substantiating illness and/or verifying ability to return to duty may be required when the Employee has been absent three days or more. No payment for unused sick time accrued will be made. If legislation during the term of this contract requires the college to pay Employees for unused accrued sick days, the maximum which may be accrued for payment is one hundred eighty (180) days. Upon hire, the Employee shall be credited with twelve (12) sick days. After the first year of employment, they shall be earned at one (1) day per month.

B. FAMILY MEDICAL LEAVE

For simplification on this document, FMLA refers to the Family & Medical Leave Act. FML refers to Family Medical Leave.

1. Eligible Employees

Eligible Employees are those who have worked at least one thousand two hundred fifty (1250) hours over the twelve (12) months prior to the first day of the FMLA leave. Eligible Employees shall be entitled to a total of twelve (12) work weeks of unpaid leave in which they are scheduled to work during one thousand two hundred fifty (1250) hours for one or more of the following:

- a. In order to care for the spouse, child or parent of the Employee if such spouse, child or parent has a serious health condition;

- b. Because a serious health condition, defined by a written statement by the attending physician, makes the Employee unable to perform the functions of their position;
- c. The commencement to be determined by the Employee, not to exceed the accumulation of the twelve (12) week aggregate and will not be taken simultaneously with any other leave covered by this contract;
- d. For qualifying exigencies arising out of the fact that the Employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

2. Intermittent Leave

Leave under Section 1, subparagraph (a) or (b) may be taken intermittently or on a reduced schedule leave when medically necessary. The taking of leave intermittently or on a reduced schedule leave shall not result in a reduction in the total amount of leave to which the Employee is entitled beyond the amount of leave actually taken.

3. Alternative Position

If an Employee requests intermittent leave, or leave on a reduced schedule that is foreseeable based upon planned medical treatment, the College may require that Employee to transfer temporarily to an available alternative position offered by the College for which that Employee is qualified and that:

- a. Has equivalent pay and benefits; and
- b. Better accommodates recurring periods of leave than the regular assignment of the Employee.

4. Duties of Employee

If any case in which the necessity for leave under Section 1, subparagraph (a) or (b) is foreseeable based upon planned medical treatment, the Employee:

- a. Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the College. Such treatment shall be subject to the approval of a health care provider's medical determination of need for treatment; and
- b. Shall provide the College with not less than a thirty (30) day advance notice. If the date of the treatment requires leave to begin in less than thirty (30) days, the Employee shall provide such notice as is practicable.

5. Certification

The College may require:

- a. Thirty (30) day advance notice of the need to take FMLA leave when the need is foreseeable;
- b. Medical certifications supporting the need for leave due to a serious health condition affecting the Employee, spouse, child, or parent;
- c. Second or third medical opinions, and related periodic recertification by a designated health care provider of the College (at the College's expense); and
- d. Periodic reports during FMLA leave regarding the Employee's status and intent to return to work. Such reports shall include the date of the onset of the condition, the probable duration, the appropriate medical facts, and a statement by the Employee that they are needed to care for the seriously ill spouse, child, or parent.
- e. Statement for the Employee (including available written support documentation) about the nature and details of the specific exigency, the amount of leave needed, and the Employee's relationship to the military member, as well as certification (i.e. the service members' active duty orders) that the covered service member is a member of the National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation.

When leave is needed to care for self, a spouse, child, or parent and is for planned medical treatment, the Employee must try to schedule treatment so as not to unduly disrupt the Employer's operation.

The College will grant an eligible Employee who is a spouse, child, parent, or next of kin of a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a "single 12-month period" to care for the service member. The single 12-month period is measured forward from the date an Employee's leave to care for the service member. The single 12-month period is measured forward from the date an Employee's leave to care for the covered service member begins.

Also, the College must inform Employees of their rights and responsibilities under FMLA, including giving specific information when an Employee gives notice of FMLA leave on what is required of the Employee and what might happen in certain circumstances, such as, if the Employee fails to return to work after FMLA leave.

6. Leave Designation

An eligible Employee will use any accrued personal leave, or medical or sick leave concurrently during the twelve (12) week period of such FML. Such designation shall be determined prior to

the commencement of the leave.

7. Job Restoration

Employees electing leave under FMLA shall be given the opportunity to return to work upon conclusion of such leave. Seniority shall accrue during FMLA leave.

8. Maintenance of Health Benefits

The College is required to maintain group health insurance coverage for Employees on FMLA leave on the same terms as if the Employee had continued to work. Employees shall pay their share of dependents health insurance premiums while on leave. If the Employee fails to return to work, the Board may recover premiums it paid to maintain their health coverage.

B. VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Employees who have worked for the College during any 12-month period may be entitled to a total of 12 workweeks of leave during any 12-month period under the Victims' Economic Security and Safety Act (VESSA).

VESSA leave may be taken on an intermittent basis.

An Employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the Employee or Employee's family or household member;
2. Obtain victim services for the Employee or Employee's family or household member;
3. Obtain psychological or counseling for the Employee or Employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Employees who have paid sick leave available to them may use such leave concurrently with their VESSA leave. After exhausting their paid leave, the remainder of an Employee's VESSA leave will be unpaid. VESSA does not create a right for an Employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act (FMLA); thus, such leave shall run concurrently with VESSA.

Employees who wish to apply for a VESSA leave are required to meet certain notification and documentation requirements that are available from the Human Resource Department. The College reserves the right to request one or more of the following:

- a. Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the Employee's family or household member has sought assistance;
- b. A police or court record; or
- c. Other corroborating evidence.

Employees must pay their share of health insurance premiums while on VESSA leave. If an Employee fails to return to work following the conclusion of a VESSA leave, the College may recover the health insurance premiums it paid on behalf of the Employee. For more information on VESSA leave procedures and requirements, Employees should contact Human Resources.

ARTICLE XVI – PLAN CONTRIBUTIONS AND RETIREMENT

- A. 403(b) Plan and 457(b) Plan Contribution – The board shall sponsor and Employees shall have the opportunity to elect salary reduction contributions to a 403(b) plan and a 457(b) plan, if available, with all related costs being borne by the 457(b) plan participants, in a form authorized by the Board and plan administrator.
- B. State University Retirement System (“SURS”) – The Employer is a member of SURS which provides retirement benefits for eligible Employees. Employee contributions are required by the State of Illinois and shall be deducted accordingly from the Employee's earnings.

ARTICLE XVII - HEALTH AND WELFARE

- A. **Employee Health and Dental Premiums** Employees enrolled in the health and dental benefits plans will pay the listed percentage of the Employee premiums:

Current rate to remain - 14%

- Effective July 1, 2021 – 15%
- Effective July 1, 2022 – 15%
- Effective July 1, 2023 – 15%

Dependent Health and Dental Premiums Employees enrolled in the health benefits plan will pay the listed percentage of the dependent premiums:

Current rate to remain - 23%

- Effective July 1, 2021 – 24%
- Effective July 1, 2022 – 24%
- Effective July 1, 2023 – 24%

- B. The Board shall provide, at its expense, group term life insurance and accidental death and dismemberment insurance at two (2) times the annual base salary rounded to the next higher one thousand dollars (\$1,000), subject to a minimum of \$100,000 and a maximum of \$350,000.

- C. Severed Employees will have the opportunity to continue health insurance benefits under the provisions of COBRA, the Consolidated Omnibus Budget Reconciliation Act.
- D. The Board agrees that Employees shall receive health and dental insurance at a level no less than is consistent with the administrative group.

The exact benefits, plans and terms are available on the Summary Plan Description available from the Human Resource Department.

ARTICLE XVIII - NO-STRIKE CLAUSE

There shall be no lockout by the Board or picketing, boycotts, cessation of work, slowdowns, strikes, interference with the business of the Board or other disruptive activities by the Employees or the Union during the life of this Agreement.

ARTICLE XIX - GRIEVANCE AND ARBITRATION PROCEDURE

Definitions: 1. A grievance is any claim or question in dispute by the Union or an Employee that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement.
2. All time limits consist of business days in which the College is open, except Saturdays and Sundays.

Procedures: The parties agree that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the Employee, a Union Representative may accompany the Employee to assist in the informal or formal resolution of the grievance. If the informal process fails to satisfy the Employee or the Union, a grievance may be processed as follows:

Step 1: The Employee or the Union may present a grievance in writing, as well as a proposed remedy, to the immediately involved supervisor and the Chief Human Resource Officer or official designee. The grievance must be submitted in writing within ten (10) business days following the date of the act or omission giving rise to the grievance or following the date on which the Employee knew or, in the exercise of reasonable diligence, should have known of such act or omission if that date is later. The Chief Human Resource Officer or official designee will arrange for a meeting of the affected parties within ten (10) business days after receipt of the grievance. The Chief Human Resource Officer or official designee shall provide a written answer to the grievant within ten (10) business days after the meeting. The answer shall include a reason for the decision.

Step 2: If the grievance is not resolved to the satisfaction of the Employee or the Union at Step 1, then the Union may refer the grievance to the College President or the official designee within ten (10) business days after receipt of the Step 1 answer. The College President or designee shall arrange with the Union Representative for a meeting to take place within ten (10) business days of the College President's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) business

days of the meeting, the Union shall be provided with a written response from the College President or designee, including the reasons for the decision.

Step 3: If the Union is not satisfied with the disposition of the grievance at Step 2 or if the time limits expire without the issuance of the College President's written reply, the Union may submit the grievance to final and binding arbitration. The Parties shall attempt to agree on an arbitrator. In the event that the parties are unable to agree on an arbitrator, the Employer and the Union shall join in a request to the Federal Mediation and Conciliation Services for a list of seven (7) qualified arbitrators who are members of the National Academy of Arbitrators (NAA) and are available to serve in the Chicago area. The parties shall then attempt to agree upon an arbitrator, and if they fail to agree, six (6) names from the list of seven (7) arbitrators, who are members of the NAA, shall be eliminated by the Union and Employer alternately striking one (1) name at a time. The remaining name shall be the arbitrator chosen, and the arbitrator's authority shall be limited to making a decision on the grievance in question in conformity with the terms of this Agreement.

Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provision of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The decision of the arbitrator shall be final and binding on the parties.

Union Participation - Employee Represented The Board acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level, and no Employee shall be required to discuss any grievance if the Union's Representative is not present.

Union Participation - Employee Not Represented When an Employee is not represented by the Union, the Union shall reserve the right to have its representative present to state its views at any formal stage of the grievance procedure. The administration shall make every effort to notify the Union of any adjustment of a grievance filed at the informal level when the Union is not present.

No Reprisals Clause No reprisals shall be taken by the Board or the Administration against an Employee because of their participation in a grievance.

Released Time: Should a grievance hearing require that an Employee or a Union Representative be released from their regular assignment; they shall be released without loss of pay or benefits.

Filing of Materials: All records related to a grievance shall be filed separately from the personnel files of the participants, to the extent legally permitted, in Human Resources and the Paralegal's office.

Grievance Withdrawal: A grievance may be withdrawn at any level without establishing precedent and shall be deemed as never having been filed.

Time Limit Extension: Time limits may be extended by the mutual consent of the Union and the Board. If no written response or decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

Expense of Arbitration Each party shall bear the full cost of its representation in arbitration. The cost of the arbitrator shall be divided equally between the parties. If either party requests a transcript of the proceedings, that party shall bear the full cost of such transcripts. If both parties request a transcript, the cost shall be equally divided. If the arbitrator requests a copy of the transcript, these costs shall be divided equally between the parties.

ARTICLE XX -PROFESSIONAL DEVELOPMENT/TUITION REIMBURSEMENT

- A. Employees may be reimbursed up to \$2,200 per fiscal year for professional development activities and other approved costs. In order for an item to qualify for reimbursement, the Employee must follow the preapproval process prior to purchase. Professional development may include activities and related expenses associated with conferences and workshops, non-Elgin Community College tuition, dues for approved professional organizations, books, and professional publications and other activities and materials that are directly related to the performance of the engineer's job. Certification related to the eligibility to work is not included in this section. Computer hardware and software may be purchased once every three (3) years with professional development.
- B. Each Employee, Employee's spouse, and Employee's children age twenty-five (25) or younger shall have the right to receive reimbursement of tuition for ECC credit courses. To receive reimbursement, an Employee must be actively employed at the completion of the course and the student must earn a grade of "C" or better. If the course is graded on a pass/fail scale, the grade earned must be "pass". The tuition reimbursement is limited to tuition only. Other fees must be paid by the individual and will not be reimbursed, including, but not limited to: laboratory fees, supplies, textbooks, etc. Qualified individuals, upon successful completion of a College course, shall submit a reimbursement form to the Human Resource Department within sixty (60) days of the completion of the course. The request will be validated both for eligibility and course grade by the Human Resource Department and the Business and Finance Department, respectively.

ARTICLE XXI - COALITION OF UNION LABOR CREDIT UNION

Local 399 members are now eligible for participation in the Coalition of Union Labor Credit Union. If mutually agreed upon between the Employer and Employee, direct deposit and savings deductions will be made available.

ARTICLE XXII - DURATION OF AGREEMENT

A. This Agreement shall be effective as of January 26, 2021, and shall continue in full force and effect until midnight June 30, 2024.

B. For the duration of this Agreement, the parties hereto waive further collective bargaining on all appropriate subjects of bargaining, whether or not discussed during negotiations or mentioned herein; provided, however, such waiver shall not prevent the parties from reaching mutual understandings as to the application or interpretation of any provisions of this Agreement.

This Agreement is made in duplicate and each copy is an original copy executed at Elgin, Illinois this _____ day of _____, 2021.

EMPLOYER:

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 399

BRIAN E. HICKEY
PRESIDENT & BUSINESS MANAGER

DONNA REDMER, Ed. D
CHAIR, BOARD OF TRUSTEES

VINCENT T. WINTERS
RECORDING/CORRESPONDING SECRETARY

APPENDIX A – PART-TIME EMPLOYEES

The College agrees that the recognition and jurisdiction in Article II refers to part-time Employees. However, Elgin Community College does not currently employ any part-time Employees in this classification. As such, the wages, paid time off (PTO), scope of work, overtime, benefits, holidays, professional development, and tuition reimbursement in this agreement do not apply. These sections may be opened for discussions prior to hiring the first part-time Employee.

The parties have tentatively agreed to the Collective Bargaining Agreement as of 01/14/21.
The signatures of each negotiator affixed to the document confirms this tentative agreement.

UOE Negotiator_____

Date_____

ECC Negotiator_____

Date_____

**MINUTES OF REGULAR BOARD MEETING
DECEMBER 8, 2020**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held December 8, 2020.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.1 and 5 *ILCS 120/2.06*:
(from Ch. 102, par. 42.06)

- Sec. 2.06* (a) All public bodies shall keep written minutes of all their meetings, whether open or closed
- (b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

Staff Contact: Dr. David Sam, President, 847-214-7374

**MINUTES OF REGULAR BOARD MEETING
DECEMBER 8, 2020**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a regular meeting on Tuesday, December 8, 2020, in Building E, Room E100.01/Virtual.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:35 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Meyer, Mr. Duffy, Dr. McCreary, Mr. Nowak, Dr. Ollayos and student trustee, Ms. Vitacco
All trustees participated virtually.

Trustees absent: None.

ECC staff and Others 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; Mr. Ray, Chief Human Resources Officer; and Ms. Kerruish, Recorder.

2. Statement from the Chair regarding COVID-19 Disaster

On November 13, 2020, Governor J B Pritzker extended by 30 days, until December 12, 2020, the disaster proclamation relating to COVID-19. Since attendance at the meeting location is not practical or prudent because of the COVID-19 disaster, members of the public may virtually attend this meeting.

On June 12, 2020, the Governor signed Public Act 101-0640 into law. This new law amends the Open Meetings Act to authorize public bodies to meet remotely without the otherwise required quorum present at the meeting place.

- 1. This authorization is only effective when the Governor has issued a disaster declaration that covers the jurisdiction of the public body.*
- 2. The head of the public body must make a determination that an in-person meeting is not practical or prudent due to a disaster. Our agenda states that there is a virtual component to this meeting as we adhere to the restrictions of the Phase 4 Recovery Plan.*
- 3. Roll Call will determine whether a trustee is attending in-person or virtually and confirm that all are able to hear each other during the meeting.*
- 4. Members of the public are welcome to attend in person or virtually.*
- 5. One member of the public body or the chief administrative officer or the chief legal officer must be present at the meeting place. Dr. Sam is present at the meeting location.*
- 6. All votes must be by roll call.*
- 7. Notification has been provided in accordance with the Open Meetings Act.*
- 8. Both Open and Closed sessions of a virtual meeting of the public body must be recorded.*

MINUTES OF REGULAR MEETING OF
DECEMBER 8, 2020

3. Recess to Closed Session

The chair asked for a motion to recess immediately to closed session under the following exceptions to the *Illinois Open Meetings Act*:

- A. To discuss minutes of meetings lawfully closed under this Act...
- B. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college...
- C. To discuss litigation, when an action...has been filed...or when the public body finds that an action is probable or imminent...
- D. To consider collective negotiation matters...for one or more classes of employees...all pursuant to Chapter 5 of the *Illinois Compiled Statutes* Sections 120/2 (c) (21, 1, 11 and 2 respectively).

Motion: Trustee Nowak moved to recess to closed session.

Second: Trustee Ollayos seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried at 5:39 p.m.

4. Reconvene Open Session

The closed session concluded at 6:33 p.m. The board reconvened in open session at 6:35 p.m.

5. Preliminary Matters

Following the Pledge of Allegiance led by Trustee Ollayos, Trustee Rakow read the Board Purpose.

Chair Redmer asked Ms. Kerruish to call the roll.

Roll Call

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Meyer, Mr. Duffy, Dr. McCreary, Mr. Nowak, Dr. Ollayos and student trustee, Ms. Vitacco
All trustees participated virtually.

Trustees absent: None.

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

MINUTES OF REGULAR MEETING OF
DECEMBER 8, 2020

6. President's Report

- Dr. Sam recognized ECCFA and SSECCA representatives present via virtual connection. He expressed his appreciation for their hard work and support of the College throughout this challenging semester.
- Dr. Sam stated ECC may be utilized as a location for the COVID vaccine to be administered once it is available to the public. He noted that the College has also been used as a COVID testing site several times.
- Enrollment for the spring semester is down about 14% compared to last year at this time, however it is improving as we work to get students enrolled. It was noted that enrollment at most colleges is down.
- Fall Commencement is scheduled for December 19 at 10:00 a.m. and 2:00 p.m., and we will have a large group participating. Please plan on joining us at this virtual event.
- Dr. Sam extended his wishes for a safe, healthy and blessed holiday season. We are hoping to resume near normal operations at the College in May or June, 2021.

7. Audience Wishing to Address the Board

Kevin Tomsha and Crystal May, Postal Source representatives, addressed the Board virtually. A statement was read concerning the RFP for postal equipment and what they perceive as conflicting specifications. Ms. Tait responded, providing details on how the College is in compliance with U.S. Postal Service regulations.

Jessica Carpenter, ECCFA member, addressed the Board inviting them to the virtual ECCFA end of semester party on Thursday, December 17.

8. Board Action No. 067-A-21, Acceptance of College Reports

- A. Personnel (November)
- B. Treasurer (October)
- C. Student (November)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (November)
- E. Community Engagement and Legislative Affairs (November)
- F. Marketing & Communications (quarterly)
- G. Student Success (quarterly)
- H. Annual Security Report

Chair Redmer confirmed receipt, either attached or under separate cover, of the aforementioned written reports.

Motion: Trustee Ollayos moved to accept the college reports.

Second: Trustee Nowak seconded the motion.

Trustee Ollayos commented on the thorough and informative reports, noting it is particularly helpful to receive the annual security report, which is useful throughout the year.

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DECEMBER 8, 2020

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

Trustee McCreary left the meeting at 6:54 p.m.

9. 2020 Tax Levy Hearing

The public hearing regarding the adoption of the 2020 tax levy was opened at 6:55 p.m. Chair Redmer asked if there was anyone present wishing to comment on the tax levy. There was no response to this request; and no comments followed the second and third requests for comments. The public hearing was closed at 6:59 p.m.

10. Board Action No. 068-F-21, Resolution to Adopt 2020 Tax Levy

Motion: Trustee Meyer moved to accept the agenda item as presented.

Second: Trustee Nowak seconded the motion.

Trustee Meyer stated he was very pleased to see a truly flat tax levy and he expressed his appreciation to everyone involved. He added this is the right time to provide relief for taxpayers. Chair Redmer noted the efforts in working with the Finance office since August. Dr. Sam thanked the Board for their efforts and consideration of this action, which will result in tremendous savings to taxpayers.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Meyer, Duffy, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

11. Board Action No. 069-A-21, Consideration of Approval of the Agreement between the Board of Trustees of Community College District 509 (Elgin Community College or ECC) and the Elgin Community College Faculty Association IFT/AFT AFL-CIO Local 3791 (ECCFA) January 1, 2021 – December 31, 2022

Motion: Trustee Ollayos moved to accept the agenda item as presented.

Second: Trustee Rakow seconded the motion.

Mr. Vazquez provided an overview of the current agreement with ECCFA, which expires on December 31, 2020. Following extensive meetings which began in the fall, a successful two-year contract extension was agreed on; and Mr. Vazquez elaborated on details of the agreement. Trustee Ollayos indicated she will abstain from voting, as her spouse is an ECC adjunct faculty member.

Roll-Call Vote: Aye, 5; Redmer, Rakow, Meyer, Duffy, Nowak; nay, 0; abstain, 1, Ollayos; student trustee Vitacco, aye; motion carried.

12. Consent Agenda

The following items were removed from the Consent Agenda for comments prior to consideration:

I. Board Action No. 078-F-21, 2020 Cook County Resolution to Allocate PTELL Reduction

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DECEMBER 8, 2020

- K. Board Action No. 080-F-21, Tuition for Fiscal Year 2022**
- N. Board Action No. 083-A-21, Intergovernmental Agreement between Elgin Community College District 509 and St. Charles Township Public Bodies**
- O. Board Action No. 084-A-21, Compensation Rates for Non Unit Adjunct Faculty**
- P.1 Board Action No. 085-A-21, Arts Center Ticketing System**
- P.2 Board Action No. 086-T-21, Asset Management Software**
- P.5 Board Action No. 089-I-21, Fire Engine Purchase**
- P.8 Board Action No. 092-F-21, Postal Equipment**

Chair Redmer read the following consent agenda items:

- A. Board Action No. 070-A-21, Minutes of the Special Board Meeting of November 5, 2020**
- B. Board Action No. 071-A-21, Minutes of Closed Session of the Special Board Meeting of November 5, 2020**
- C. Board Action No. 072-A-21, Minutes of the Regular Board Meeting of November 10, 2020**
- D. Board Action No. 073-A-21, Closed Session Minutes of the Regular Board Meeting of November 10, 2020**
- E. Board Action No. 074-A-21, Destruction of Audiotape of Closed Session Meeting of May 14, 2019**
- F. Board Action No. 075-F-21, Ratification of Report of Expenses**
- G. Board Action No. 076-A-21, Release of Select Closed-Session Minutes of Board Meetings of July 2001 – October 2020**
- H. Board Action No. 077-F-21, Comprehensive Annual Financial Reports for Fiscal Year 2020**
- J. Board Action No. 079-F-21, Transfer from Education Fund to Operations and Maintenance Restricted Fund for Capital Projects**
- L. Board Action No. 081-I-21, Instructional Fee Recommendations for Fiscal Year 2022**
- M. Board Action No. 082-A-21, Intergovernmental Agreement between Community College District 509 and the Elgin Police Department**
- P. Purchases**
 - 3. Board Action No. 087-T-21, Computer Purchase**, authorizes the administration to purchase iMac 27-inch computers direct from the manufacturer, Apple Inc. (Austin, TX) in the amount of \$56,975.00.
 - 4. Board Action No. 088-M-21, Content Management System Upgrade**, authorizes the administration to contract for content management system (CMS) maintenance fees with TerminalFour (Boston, MA) in the amount of \$40,078.95 annually for the period of three years with the option of two (2), one (1) year extensions.
 - 6. Board Action No. 090-F-21, Mail House Services**, authorizes the administration to purchase mail house services from Carol Ann Marketing (West Chicago, IL), the lowest responsible proposer, for three (3) years with the option to renew for two (2) additional one-year periods in the total amount of \$151,843.38.
 - 7. Board Action No. 091-I-21, Math Placement Tests**, authorizes the administration to renew the contract with McGraw-Hill Education, LLC (Burr Ridge, IL) to purchase

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math placement tests for the period of three (3) years with the ability to extend the contract for two (2) additional, one (1) year terms in an amount not to exceed \$45,000 annually. This amount is based on an estimated 3,000 tests at \$15.00 per test per year.

9. **Board Action No. 093-M-21, Project Management System**, authorizes the administration to purchase Workfront Management software from Workfront (Lehi, UT) for three (3) years with the option to renew for two (2) additional one-year periods in the total amount not to exceed \$58,860.00 for the first three (3) years and \$15,000 for years four (4) and five (5) each.
10. **Board Action No. 094-A-21, Records Management Software**, authorizes the administration to contract for World Public Safety records management software for the College's Police Department from Tyler Technologies (Plano, TX) in the amount of \$45,690. The total cost of the contract is \$51,570, which includes annual maintenance fees of \$5,880.

Q. Personnel

1. **Board Action No. 095-P-21, New Hire, Instructor of Nursing, Ms. Jackie Dalke**
2. **Board Action No. 096-P-21, New Hire, Instructor of Nursing, Ms. Lisa Hodson**
3. **Board Action No. 097-P-21, New Hire, Public Services Librarian, Ms. Elizabeth Hultman**
4. **Board Action No. 098-P-21, New Hire, Instructor of Welding, Mr. Thomas Limberis**

R. Resolution of Appreciation

1. **Board Action No. 099-A-21, Retiree, Mary Arndt, Professor II of Nursing**
2. **Board Action No. 100-A-21, Retiree, Donna Garcia, Professor II of Biology**

Motion: Trustee Duffy moved to approve the consent agenda as presented.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Meyer, Duffy, Nowak, Ollayos; Nay, 0; student trustee Vitacco, aye; motion carried

Other

I. Board Action No. 078-F-21, 2020 Cook County Resolution to Allocate PTELL Reduction

Motion: Trustee Meyer moved to approve the agenda item as presented.

Second: Trustee Rakow seconded the motion.

Dr. Sam stated the Board is planning on holding a special meeting on December 22 to consider acting on the abatement of a portion of the tax levied for 2020 to pay debt service on general obligation refunding bonds, for a savings of approximately \$1,000,000; and this is the first step in the process.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Meyer, Duffy, Nowak, Ollayos; Nay, 0; student trustee Vitacco, aye; motion carried

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Trustee McCreary returned to the meeting at 7:15 p.m.

K. Board Action No. 080-F-21, Tuition for Fiscal Year 2022

Motion: Trustee Ollayos moved to approve the agenda item as presented.

Second: Trustee Nowak seconded the motion.

Dr. Sam noted the Board is cognizant of financial challenges of students, and they always look for ways to help ease students' burdens. This is the fourth year the Board has approved that there be no tuition increase. On behalf of ECC students, Dr. Sam thanked the Board.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

N. Board Action No. 083-A-21, Intergovernmental Agreement between Elgin Community College District 509 and St. Charles Township Public Bodies

Motion: Trustee Nowak moved to approve the agenda item as presented.

Second: Trustee Rakow seconded the motion.

Trustee Nowak stated his disagreement in principal with this proposed agreement and further indicated it is unfair to taxpayers. Trustee Meyer agreed with Trustee Nowak, detailing his concerns.

Trustee Ollayos inquired about the status of the previous agreement if the Board votes against participating in the revised agreement. Mr. Vazquez stated the other entities involved would move ahead and the College's agreement would cease, adding it is possible to postpone voting on this action as there is no strict deadline. Dr. Sam suggested this action could be added to the December 22 special meeting agenda if specific concerns need to be addressed, but if the Board feels it is just unfair, there is nothing further to address.

Motion: Trustee Meyer moved to table the action indefinitely.

Second: Trustee Nowak seconded the motion.

Trustee Meyer then withdrew the motion to table the action and called the question.

Roll-Call Vote: Aye, 0; nay, 7, Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; student trustee Vitacco, nay; motion failed.

O. Board Action No. 084-A-21, Compensation Rates for Non Unit Adjunct Faculty

Motion: Trustee McCreary moved to approve the agenda item as presented.

Second: Trustee Ollayos seconded the motion.

Dr. Sam explained that while the Board has made adjustments to the ECCFA contracts over the years, this recommendation is for those not in the union, adding that ECC's non unit adjunct faculty members are valued employees.

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Motion: Trustee Meyer moved to amend the agenda item to reflect a base increase of 2%.

Second: Trustee Nowak seconded the motion.

Trustee Meyer stated he feels the rate for non unit adjunct faculty should be the same as it is for unit adjunct faculty 1. It was clarified that this recommended action would reflect the same increase for non unit adjunct faculty as for unit adjunct faculty 1. Trustee Meyer then withdrew the motion to amend the action.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Meyer, McCreary, Duffy, Nowak; Nay, 0; (on original motion) abstain, 1, Ollayos; student trustee Vitacco, aye; motion carried.

P.1 Board Action No. 085-A-21, Arts Center Ticketing System, authorizes the administration to contract with Spectrix Inc. (New York, NY) for a ticketing system for the Arts Center for a period of three (3) years, in the amount of \$64,770.

Motion: Trustee Duffy moved to approve the agenda item as presented.

Second: Trustee Rakow seconded the motion.

Trustee Ollayos remarked on the response received addressing questions on this agenda item, noting it was well presented and thorough. Trustee Rakow commended the team on their great collaboration in putting this together.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

P.2 Board Action No. 086-T-21, Asset Management Software, authorizes the administration to purchase Certero Enterprise Standard Edition from CDW Government LLC (Vernon Hills, IL), in the amounts of \$83,247, \$54,579, and \$57,305 for years one, two, and three, respectively.

Motion: Trustee Duffy moved to approve the agenda item as presented.

Second: Trustee Nowak seconded the motion.

It was noted that the explanation received after the committee of the whole meeting clarified outstanding questions regarding this agenda item.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; Nay, 0; student trustee Vitacco, aye; motion carried.

P.5 Board Action No. 089-I-21, Fire Engine Purchase, authorizes the administration to purchase a fire engine from Sentinel (St. Louis, MO), the lowest responsive bidder, in the amount of \$290,115.00.

Motion: Trustee Rakow moved to approve the agenda item as presented.

Second: Trustee McCreary seconded the motion.

Trustee Meyer spoke about the background of the fire engine purchase, which has been discussed for years. He pointed out its importance to the program and acknowledged the

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creativity of administration and staff who used their knowledge of this equipment to make a proper, cost effective selection. Trustee Rakow added it is exciting to see the Impact magazine has featured a female in the fire science program. Dr. Sam commended the fire science department for this accomplishment, as well as for the success of the program.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

P.8 Board Action No. 092-F-21, Postal Equipment, authorizes the administration to lease mailroom mailing and receiving equipment from Quadient (Milford, CT), in an amount not to exceed \$74,340.00 for the five (5) year term.

Motion: Trustee Ollayos moved to approve the agenda item as presented.

Second: Trustee Nowak seconded the motion.

It was noted that an update with details explaining the postal equipment purchase was provided after the December 8 committee of the whole meeting, and there are no further questions.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye; motion carried.

13. Other Possible Action Subsequent to Discussion in Closed Session

There were no actions brought forward subsequent to discussions in closed session.

14. Old Business

Trustee Ollayos provided several ICCTA updates, including a listing issues of interest received from Mr. Reed. Topics included the DACA reinstatement issue, COVID relief package, and equity and diversity training. It was noted the executive order on diversity training will not likely have any effect. Trustee McCreary submitted an excellent report on the November 13 ICCTA seminar. Trustee Ollayos attended the afternoon session of the November 13 ICCTA meeting, and the board of representatives presentation, which was excellent. She is checking to see if the session could be made available for others to view. This would also be a great resource for a regional meeting.

15. New Business

Trustee McCreary reported on an ACCT webinar she participated in, commenting on the need to reinstate second chance Pell Grants, which could potentially be utilized for incarcerated student use through the Kane County Jail program. Chair Redmer mentioned further discussions on this topic with Trustee Rakow may be held in planning for upcoming legislative meetings.

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DECEMBER 8, 2020

Adjournment

Motion: Trustee Ollayos moved to adjourn the meeting.

Second: Trustee Nowak seconded the motion.

Roll Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos;
Nay, 0; student trustee Vitacco, aye; meeting adjourned at 7:54 p.m.

Jeffrey A Meyer, JD, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF REGULAR BOARD MEETING
DECEMBER 8, 2020**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held December 8, 2020.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.1 and 5 *ILCS* 120/2.06 (a, f):

Sec. 2.06 (a) All public bodies shall keep written minutes of all their meetings, whether open or closed

Sec. 2.06 (f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

Staff Contact: Dr. David Sam, President, 847-214-7374

**MINUTES OF SPECIAL BOARD MEETING
DECEMBER 22, 2020**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the special board meeting held December 22, 2020.



Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP 8.1 and 5 *ILCS 120/2.06*:
(from Ch. 102, par. 42.06)

- Sec. 2.06* (a) All public bodies shall keep written minutes of all their meetings, whether open or closed
- (b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

Staff Contact: Dr. David Sam, President, 847-214-7374

**MINUTES OF SPECIAL BOARD MEETING
DECEMBER 22, 2020**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a special meeting Tuesday, December 22, 2020. The meeting was conducted virtually as authorized by Executive Order and current mitigation status in Kane County.

1. Call to Order and Roll Call

Chair Redmer called the special meeting to order at 5:30 p.m. and asked the recorder to call roll.

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Meyer, Mr. Duffy, Dr. McCreary, Mr. Nowak, Dr. Ollayos and student trustee, Ms. Vitacco.
All trustees attended virtually.

Trustees absent: None

ECC staff and

Others 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, Mr. Ray, Chief Human Resources Officer; and Ms. Kerruish, Recorder; ECC staff members and visitors.

2. Statement from the Chair regarding COVID-19 Disaster

On December 11, 2020, Governor J B Pritzker extended by 30 days, until January 9, 2021, the disaster proclamation relating to COVID-19. Since attendance at this meeting location is not practical or prudent because of the COVID-19 disaster this meeting is being conducted virtually. Members of the public may virtually attend this meeting. There is no in-person attendance for this meeting.

On June 12, 2020, the Governor signed Public Act 101-0640 into law. This new law amends the Open Meetings Act to authorize public bodies to meet remotely without the otherwise required quorum present at the meeting place.

- 1. This authorization is only effective when the Governor has issued a disaster declaration that covers the jurisdiction of the public body.*
- 2. The head of the public body must make a determination that an in-person meeting is not practical or prudent due to a disaster. Our agenda states that there is a virtual component to this meeting as we adhere to the restrictions of the Phase 4 Recovery Plan.*
- 3. Roll Call will determine whether a trustee is attending in-person or virtually and confirm that all are able to hear each other during the meeting.*
- 4. Members of the public are welcome to attend in person or virtually.*
- 5. One member of the public body or the chief administrative officer or the chief legal officer must be present at the meeting place. Since attendance at this meeting is not practical or prudent, there is no in-person attendance for this meeting.*
- 6. All votes must be by roll call.*

MINUTES OF SPECIAL BOARD MEETING
DECEMBER 22, 2020

7. *Notification has been provided in accordance with the Open Meetings Act.*
8. *Both Open and Closed sessions of a virtual meeting of the public body must be recorded.*

3. Preliminary Matters

Following the Pledge of Allegiance led by Student Trustee Vitacco, Trustee McCreary read the Board Purpose.

4. President's Comments

Dr. Sam provided the following:

- Saturday, December 19, two commencements were held virtually. 565 transfer program and 482 certificate program students completed the requirements to graduate in December 2020. A total of 1,047 students received their degrees and certificates.
- Enrollment numbers for 30 days before the start of the Spring semester were provided. We are down approximately 10.2% from last year; transfer enrollment is up .4%, career tech is down due to capacity, ESL is down 418 students and ABE is up by 15 students.
- A short video was presented; a message from Dr. Sam about the many accomplishments at ECC during this unprecedented time.

5. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

6. Board Action No. 101-F-21, Resolution Authorizing the Abatement of a Portion of the Tax Levied for 2020 to pay Debt Service on General Obligation Refunding Bonds

Motion: Trustee McCreary moved to approve Board Action No. 101-F-21.

Second: Trustee Meyer seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos, nay, 0; student trustee Vitacco; aye; motion carried.

7. Consent Agenda

The following items were removed from the consent agenda:

- B. Board Action No. 103-A-21, Memorandum of Understanding Between the Kane County Health Department and Elgin Community College for Preauthorization of Point of Dispensing Site Operations at Elgin Community College**
- C. Board Action No. 104-A-21, Settlement Agreement in Community Unit School District 300, et al., v. Village of Hoffman Estates, et al., Case No. 2018 CH 12683, Cook County Circuit Court, State of Illinois**

Chair Redmer read the following consent agenda items:

- A. Board Action No. 102-F-21, Transfer from the Education Fund to the Debt Service Fund,** authorizing the administration to transfer from the Education Fund to the Debt Service Fund, \$1,000,000 for the payment of interest on the General Obligation Refunding Bonds, Series 2019.

MINUTES OF SPECIAL BOARD MEETING
DECEMBER 22, 2020

D. Personnel

- 1. Board Action No. 105-P-21, New Hire, Instructor of Nursing, Ms. Crystal Leverette**
- 2. Board Action No. 106-P-21, Extension, Temporary Instructor of Heating, Air Conditioning, Ventilation and Refrigeration, Mr. Frank Cassara, III**

Motion: Trustee Rakow moved to approve the consent agenda as read.

Second: Trustee Ollayos seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco, aye: motion carried.

Other

- B. Board Action No. 103-A-21, Memorandum of Understanding Between the Kane County Health Department and Elgin Community College for Preauthorization of Point of Dispensing Site Operations at Elgin Community College**

Motion: Trustee Duffy moved to approve Board Action No. 103-A-21.

Second: Trustee Nowak seconded the motion.

Trustee McCreary stated her concerns with the proposed MOU; questioning the liability to ECC; whether this activity fits our mission; and that there is no beginning or ending date addressed. Trustee Ollayos stated that this type of work surrounds our mission; we have the capability to service our community. Trustee Meyer indicated his concerns that our expense for this operation is not defined. Dr. Sam provided an overview of the process at this point in time. This is being done proactively, to be prepared for potential future distribution. Updates will be provided as they become known.

Roll Call Vote: Aye, 6; Redmer, Rakow, Meyer, Duffy, Nowak, Ollayos; nay, 1; McCreary; student trustee Vitacco; aye.

- C. Board Action No. 104-A-21, Settlement Agreement in Community Unit School District 300, et al., v. Village of Hoffman Estates, et al., Case No. 2018 CH 12683, Cook County Circuit Court, State of Illinois**

Motion: Trustee Meyer moved to approve Board Action No. 104-A-21.

Second: Trustee Rakow seconded the motion.

Mr. Vazquez provided a review and summary of the litigation regarding the economic development area (EDA) involving several public entities. D300 took the lead trying to dismantle the EDA due to Sears bankruptcy. The College should receive \$450,760 for the years 2018 and 2019. An agreement will dispose of the litigation and the EDA, as well as benefit the College. 2020 tax money will be received by ECC.

Roll Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco; aye.

MINUTES OF SPECIAL BOARD MEETING
DECEMBER 22, 2020

8. Old Business

No old business was brought forward.

9. New Business

Student Trustee Vitacco shared activities in student government. An all-student survey was sent recently to students regarding the past semester. 683 responses have been received and the general tone is positive. A full report will be provided and shared when complete. In addition, a mask fund-raiser will be provided to students, staff and the community. Three mask fundraisers are proposed with proceeds being provided to the Student Success Fund. Trustees congratulated Ms. Vitacco on her initiatives and inspiration, and complimented her participation on the Board.

Trustee McCreary provided an overview of the ACCT listening tour report, previously shared with trustees via email, which outlined how ACCT will be conducting business over the next few months. The report also outlined major and minor goals for the coming year.

Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Ollayos seconded the motion.

Roll Call Vote: Aye, 7; Redmer, Rakow, Meyer, Duffy, McCreary, Nowak, Ollayos; nay, 0; student trustee Vitacco; aye; meeting adjourned at 6:14 p.m.

Jeffrey A Meyer, JD, Board Secretary

Diane Kerruish, Board Recorder

**DESTRUCTION OF AUDIOTAPES OF CLOSED SESSIONS AT BOARD MEETINGS
JUNE 11, JUNE 18 AND JUNE 19, 2019**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed sessions of June 11, June 18 and June 19, 2019 as all criteria for destruction of these tapes have been met.



Dr. David Sam, President

Background

With no lawsuit pending regarding the legality of these closed sessions, in accordance with *The Open Meetings Act (5 ILCS 120/2.06)*:

- (c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:
 - (1) the public body approves the destruction of a particular recording; and
 - (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

The audiotaped recordings of the closed sessions noted above meet the legal criteria, as stated.

RATIFICATION OF REPORT OF EXPENSES

Recommendation

The Treasurer recommends that the Board of Trustees ratifies the Report of Expenses for the month of December 2020. (Reports provided under separate cover.)



Dr. David Sam, President

Background

The enclosed Report of Expenses identifies the vendors that have been paid during the month of December 2020 in the amount of \$2,814,344.10.

Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance 847-214-7728

**SINGLE AUDIT REPORT
FISCAL YEAR 2020**

Recommendation

The administration recommends that the Board of Trustees accepts the Fiscal Year 2020 Single Audit Report from Sikich, LLP.



Dr. David Sam, President

Background

At the December 8, 2020 board meeting, the Board of Trustees approved the fiscal year 2020 Comprehensive Annual Financial Report (CAFR) and the fiscal year 2020 Independent Auditor's Report in Accordance with Generally Accepted Government Auditing Standards (GAGAS). These reports are typically approved along with the Single Audit Report. Sikich, LLP was waiting for the compliance supplement from the Federal Government to complete the College's Single Audit. The supplement was received late in December and the fiscal year 2020 single audit is now complete. The fiscal year 2020 Single Audit Report was distributed to the Board of Trustees under separate cover. The report does not impact the reports previously approved on December 8, 2020.

Staff Contact: Dr. Kimberly Wagner, Vice President, Business & Finance,
847-214-7728

**STATE DEFERRED MAINTENANCE CAPITAL PROJECT
CAMPUS DOOR REPLACEMENT AND SECURITY SYSTEM**

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to participate in the deferred maintenance capital project for the replacement of interior and exterior doors across campus and the integration of the doors into the College's automated security system. The authorization is required by the Illinois Community College Board (ICCB) and the Community Development Board (CDB) for participation in the project. The state has allocated grant funds of \$2,328,750 for the project and the College will fund the remaining \$776,250 for a total estimated project cost of \$3,105,000.



Dr. David Sam, President

Background

The State of Illinois has allocated grant funds for deferred maintenance capital projects to CDB. The College has received an allocation of \$2,328,750 for the replacement of the interior and exterior doors across campus including the integration of the doors into the automated security system. The total estimated cost of the project is \$3,105,000. The College's share of the project will be \$776,250. The funds have not yet been released by the State of Illinois; however, in anticipation of the release, administration is seeking the approval of the board to participate in the project with CDB. Upon release of the funds, the CDB will administer the grant and the contracts with the architect and the contractor. Board approval for the total project will be sought after the appropriate bidding process is complete. This approval provides the ability to proceed with the project through CDB once the funds have been released.

Funding Source: Fiscal Year 2021 Deferred Maintenance Capital Projects Grant and Operations and Maintenance – Restricted Fund

Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance, 847-214-7728

ARCHITECTURAL FEES - BUILDING H RENOVATION - PHASE 2

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for professional programming, design, and administration of the College's Building H Renovation - Phase 2 project with Dewberry Architects, Inc. (Elmhurst, IL) in an amount not to exceed \$548,280.



Dr. David Sam, President

Background

Board Action No. 214-B-18 was approved by the Board of Trustees in June 2018 for architectural services from Dewberry that included programming, design services, and administration for the Building H Renovation - Phase 1 project during the summer of 2019. A Quality Based Selection (QBS) process was used to determine that Dewberry best met the qualifications for this project. For Phase 2, the administration is recommending Dewberry to capitalize on the knowledge gained and satisfactory services provided previously in Phase 1 by this team.

Phase 1 focused on common space that included the lobby and furniture, theaters and back-of-the-house, and restrooms. The purpose of Phase 2 is to complete the renovations that the College was unable to complete in Phase 1 due to funding. This project will require a greater amount of HVAC, mechanical, and electrical work and is focused on classroom, lab, and office space. These spaces are original to construction in 1993. The needs and growth of programs dictate the need for this renovation. Dewberry will conduct stakeholder meetings to understand areas of concern and understand where the current conditions do not support our student's success. Spaces for programs that have expanded/consolidated or require additional infrastructure for equipment and ventilation will also be addressed.

The Phase 2 project will include:

- Heating, Ventilation, and Air Conditioning (HVAC) Equipment
 - Air Handlers/ Exhaust Fans/Dust Collectors
- Hot Water Heaters
- Door & Hardware Replacement
- Lighting
- Painting/Flooring
- Furniture/Blinds
- Potential Re-allocation of Space

The fee negotiated for basic services for design through conclusion of construction is 7.9% of the total construction costs, including construction management and general conditions. This percent is within the Illinois Capital Development Board (CDB) guidelines for the renovation of existing space based on project cost and complexities. Based on an estimate of construction costs, general conditions, and design contingency of \$6,300,000, this fee would be \$497,700. This fee percentage will also be used for any design alternates requested by administration to be included at the time of bidding.

Additional fees are as follows:

- Site visits in addition to monthly and substantial completion visits included in basic services. These will be charged on an as needed basis at \$720/half day in a total amount not to exceed \$17,280.
- Reasonable reimbursable expenses, which will include such costs as travel, copying expense, etc., for which supporting documentation will be provided in an amount not to exceed \$7,500.
- Optional fees include a feasibility study in an amount not to exceed \$19,800 to analyze existing conditions and systems in relation to the scenery shop and costume storage. These areas have been outgrown by the functions they serve and require consideration as part of this project.
- As-designed record drawings in the amount of \$6,000 is the compilation of drawings and all changes through-out the project to ensure the College has a final, accurate electronic record of the project.

Funding Source: Operations and Maintenance – Restricted Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

ARCHITECTURAL FEES – DEMOLITION AND PROPERTY RESTORATION

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for professional architectural services from JP Architects, LTD (Palos Heights, IL) for the demolition of the building and restoration of the property at 600 S. McLean Blvd. and generator and hot water heater installation in building L in the amounts of \$28,000 and \$16,640 respectively.



Dr. David Sam, President

Background

Board Action No. 012-A-21 was approved by the Board of Trustees in August, 2020 for General Architectural and Engineering (A/E) Services. JP Architects, LTD. was one (1) of three (3) architectural firms that were approved of to provide these services through a Quality Based Selection (QBS) process.

Architectural services will be on an as-needed basis and will include interior and exterior building space-related projects. The intent is for these firms to provide services for less complex, small to medium sized projects at the College. Each project's scope of work will be reviewed against cost and complexity criteria. If the project falls within the pre-defined parameters, the scope of work will be sent to the contracted architects for pricing and availability.

Projects Overviews:

Demolition and Restoration

The College purchased the property and building at 600 S. McLean Blvd. The building has been vacated for a long period of time and as is, does not serve the needs of the College. This project is for the demolition of the building and restoration of the property. The scope of work consists of ordering surveys, coordinating efforts with the City of Elgin and utility companies, obtaining permits, preparation of a Stormwater Pollution Prevention Plan, and preparation of the demolition plan.

Building L

Building L requires the installation of an emergency generator, hot water heater replacement, and office heating, ventilation, and air conditioning upgrade. The cost will be calculated at a rate of 13.64% of construction costs and a project cost of \$100,000. If the construction costs bid are lower, the architectural fees will be reduced. This percent is within CDB guidelines for this size and complexity of a project.

As part of both projects, the architect will also develop drawings/bid documents and provide bidding and construction administration. In the future, the site will be prepared for College expansion plans.

Funding Source: Operations and Maintenance - Restricted Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

ARCHITECTURAL FEES – TRUCK DRIVING AND BUILDING B

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for professional architectural services from Perkins and Will (Chicago, IL) for the Truck Driving Modular Building and the Building B Student Services Remodel projects in the amounts of \$20,933 and \$24,487 respectively.



Dr. David Sam, President

Background

Board Action No. 012-A-21 was approved by the Board of Trustees in August, 2020 for General Architectural and Engineering (A/E) Services. Perkins and Will was one (1) of three (3) architectural firms that were approved of to provide these services through a Quality Based Selection (QBS) process.

Architectural services will be on an as-needed basis and will include interior and exterior building space-related projects. The intent is for these firms to provide services for less complex, small to medium sized projects at the College. Each project's scope of work will be reviewed against cost and complexity criteria. If the project falls within the pre-defined parameters, the scope of work will be sent to the contracted architects for pricing and availability.

Project Overviews:

Truck Driving Modular Building

This project is for the replacement of the aging, modular structure currently being used as a classroom for the truck driver training program. Due to its age, it has become non-compliant with current code/ADA regulations. This project will provide a heated, cooled, building & fire code/ADA compliant classroom structure for a minimum of 30 students and instructors. The project will also provide an ADA compliant restroom with running water to replace the self-contained, chemical sanitary system currently in use.

Building B Student Services Remodel

This project is for the evaluation of existing space and creation of new space in building B, student services. Additional personnel was hired to support student success but they currently are housed in building A, second floor. To provide a seamless student services experience and better utilize internal resources, four (4) to (5) offices and storage space will be created. The project will also require the redistribution of the existing ventilation system.

As part of both projects, the architect will develop drawings/bid documents and provide bidding and construction administration.

Funding Source: Operations and Maintenance – Restricted Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

BUILDING O CHILLER REPAIRS

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Thermosystems, LLC (Elmhurst, IL) for the repair of the Daikin/McQuay TurboCore chiller located in building O in the amount of \$60,028.00.



Dr. David Sam, President

Background

Thermosystems, LLC is the single regional source for Daikin/McQuay factory service and parts. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, "contracts for goods or services which are economically procurable from only one source" are exempt from bidding.

The existing 250-ton Daikin/McQuay Turbocore centrifugal chiller was installed new in 2012. While conducting annual winter maintenance this year it was discovered that one (1) of the two (2) proprietary Danfoss Turbocore compressors had failed and is not repairable.

This 250-ton chiller provides mechanical cooling to building O. It is equipped with two (2) 125-ton magnetic bearing, variable speed centrifugal compressors. Currently this unit is only able to operate at 50% capacity due to the failure of one compressor. Following this critical repair, the chiller is expected to stay in service for an additional 15-18 years.

Funding Source: Operations & Maintenance Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

CONSTRUCTION MANAGEMENT FEES - BUILDING H RENOVATION - PHASE 2

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for professional construction management fees for the College's Building H Renovation - Phase 2 project with Lamp, Inc. (Elgin, IL) in an amount not to exceed \$588,495.



Dr. David Sam, President

Background

Board Action No. 215-B-18 was approved by the Board of Trustees in June 2018 construction management services for the partial renovation of building H during the summer of 2019 from Lamp, Inc. A Quality Based Selection (QBS) process was used to determine that Lamp best met the qualifications for this project. For Phase 2, the administration is recommending Lamp to capitalize on the knowledge gained and satisfactory services previously provided that included ability to meet aggressive timelines and budget constraints in Phase 1 by this team.

Phase 1 focused on common space that included the lobby and furniture, theaters and back-of-the-house, and restrooms. The purpose of Phase 2 is to complete the renovations that the College was unable to complete in Phase 1 due to funding. This project will require a greater amount of HVAC, mechanical, and electrical work and is focused on classroom, lab, and office space. These spaces are original to construction in 1993. The needs and growth of programs dictate the need for this renovation. Stakeholder meetings will be conducted to understand areas of concern and understand where the current conditions do not support our student's success. Spaces for programs that have expanded/consolidated or require additional infrastructure for equipment and ventilation will also be addressed.

The Phase 2 project will include:

- Heating, Ventilation, and Air Conditioning (HVAC) Equipment
 - Air Handlers/ Exhaust Fans/Dust Collectors
- Hot Water Heaters
- Door & Hardware Replacement
- Lighting
- Painting/Flooring
- Furniture/Blinds
- Potential Re-allocation of Space

Construction management services consist of cost estimating, value engineering, scheduling and development of phasing strategies, and site logistics planning. The construction manager is responsible to collaborate with the architect to provide estimated project costs and with the College's project manager to ensure that the owner's visions are achieved.

The construction management fee negotiated is 2.5% of the total construction cost including general conditions and reimbursable expenses, based on a budgeted amount of \$5,500,000, in an estimated amount of \$137,500.

Additional costs are as follows:

- Design Phase Fees - \$22,640
- Personnel - \$252,400
- Project general conditions and reasonable reimbursable expenses which include, but are not limited to, temporary enclosures/barriers, dumpsters, general and final clean-up of job site, document reproduction and postage expense, etc., for which supporting documentation will be provided in an amount not to exceed - \$86,600
- Performance bond and general liability insurance expenses - \$89,355

These fees are consistent with other previous projects on campus and industry standards.

Funding Source: Operations and Maintenance – Restricted Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

DATA CENTER SERVER ROOM HVAC PROJECT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for the replacement of and installation of heating, ventilation, and air conditioning (HVAC) equipment in the College's main server room with Amber Mechanical Contractors, Inc. (Alsip, IL), the lowest responsible bidder, in an amount not to exceed \$273,000.

Vendor	Location	Base Bid
Amber Mechanical Contractors, Inc.	Alsip, IL	\$ 273,000
F.E. Moran, Inc.	Northbrook, IL	\$ 274,000
Oakbrook Mechanical	Elmhurst, IL	\$ 277,000
Ideal Heating Company	Brookfield, IL	\$ 292,555
Helm Mechanical	Freeport, IL	\$ 306,000
MG Mechanical Contracting, Inc.	Woodstock, IL	\$ 316,990
Arlington Construction Services, Inc.	Arlington Hts, IL	\$ 361,374



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to twenty (20) vendors, of which none were in-district. Eight (8) bids were received but following a scope review, one (1) vendor chose to withdraw their bid.

In September 2020, a contract was issued to Mechanical Services Associates Corp. (MSA) of Crystal Lake, IL for engineering services. MSA provided design services and bid documents for the replacement of the existing HVAC unit located in the College's main server room.

This bid is to contract with a HVAC company to act as a general contractor for all aspects of this project that includes subcontracting with professional contractors for fire protection, plumbing, piping, concrete work, and electrical services. This project consists of the replacement of the existing HVAC unit which has reached the end of its useful life and the installation of a redundant system to provide protection to the College's vital data systems from heat damage.

Both systems will be installed in the data center-server room which houses the College's main servers and associated equipment. This equipment is critical to daily operations and is sensitive to heat, requiring year-round continuous cooling. Due to previous periods of service interruptions with the existing single system, a second redundant system is essential to operations. This will allow for improved maintenance capabilities with the new units and will also provide 100% of the required cooling even when one unit is down for repair or maintenance.

Funding Source: Operations and Maintenance Fund

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728

DESKTOP MILLING MACHINES PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase three (3) Haas CNC (Computerized Numerical Control) Desktop Milling machines for Industrial Manufacturing Technology (IMT) Program from Haas Factory Outlet (HFO) Chicago LLC (Elk Grove Village, IL), in the amount of \$11,047.50 per each unit, for a total of \$33,142.50.



Dr. David Sam, President

Background

The IMT & Computer Integrated Manufacturing (CIM) program runs exclusively on Haas CNC machine tools. HFO Chicago is the exclusive distributor and is responsible for all sales and service within our Illinois territory. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, "contracts for goods or services which are economically procurable from only one source" are exempt from bidding.

This purchase is for three (3) new 3-Axis CNC desktop milling machines for the IMT program to satisfy current and upcoming industry trends. CNC milling machines are large machines typically used in manufacturing. These desktop units simulate the production of manufactured pieces that faculty can then use to demonstrate in the classroom. The desktop milling machines provides an in-depth, hands-on experience for students in the lab to prepare them for use of the large milling equipment in their chosen careers.

The students are introduced to CNC programming skills in their educational sequence and the majority of companies are looking for students with advanced skills on CNC automation systems equipment. The demand to introduce the CNC automation at an earlier time in the course sequence and the increased use of the CNC automation by more students in more courses necessitates the need for additional equipment.

Additionally, this cutting-edge portable technology can be easily transported to student recruitment events such as the U-46 middle-school career expo to showcase the IMT program and demonstrate career opportunities in CNC operations/programming.

Funding Source: Perkins Grant

Staff Contact: Dr. Peggy Heinrich, Vice President of Teaching, Learning, and Student Development, 847-214-7363

DONOR RELATIONSHIP MANAGEMENT SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for Donor Management software system for the College's Foundation from Sleek Consulting (Kingston, NH), Salesforce (San Francisco, CA), and other third-party software, in the amounts of \$154,400.00, \$56,277.00, and \$60,528.00 respectively, for a total of \$271,205.00 for the period of three (3) years.

Description	Sleek Consulting Kingston, NH	Cloud for Good Asheville, NC
Implementation Services	\$ 154,400.00	\$ 191,160.00

Description	Salesforce San Francisco, CA	Salesforce San Francisco, CA
Software Licence - Year 1	\$ 18,759.00	\$ 8,640.00
Software Licence - Year 2	\$ 18,759.00	\$ 8,640.00
Software Licence - Year 3	\$ 18,759.00	\$ 8,640.00
Sub-total	\$ 56,277.00	\$ 25,920.00

Description	Other Software Required (note 1)	Other Software Required (note 2)
Software License - Year 1	\$ 20,176.00	\$ 37,000.00
Software License - Year 2	\$ 20,176.00	\$ 37,000.00
Software License - Year 3	\$ 20,176.00	\$ 37,000.00
Sub-total	\$ 60,528.00	\$ 111,000.00

Total	\$ 271,205.00	\$ 328,080.00
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Note 1: includes Accounting Seed, Windfall, Mailchimp

Note 2: includes Accounting Subledger, Mail, Creations, Donations



Dr. David Sam, President

Background

A Request for Proposal (RFP) was sent to six (6) vendors, none of which were in-district. The College received three (3) responses and invited three (3) vendors to interview and discuss their proposals; Sleek Consulting (Kingston, NH), Anthology (Indianapolis, IN), and Cloud for Good (Asheville, NC). Anthology chose not to participate in the interview process, and could not be considered for award of this project.

The existing software used by Institutional Advancement is not meeting the current needs of the department. To progress in the future, with the capabilities of capturing donor and fundraising efforts, administration is recommending the approval of these purchases. The existing software is not intuitive or user-friendly, cannot integrate third party applications, and was the target of a major security breach of confidential ECC alumni, retiree, and employee data and Foundation donor data in the past year.

The purpose of this RFP is to procure Salesforce software and retain a third-party firm to design and implement a robust software system to provide enhanced support of donor activities for the office of Institutional Advancement. A cross-functional team consisting of Foundation, Business Services, IT, and Finance personnel conducted a rigorous review process of each firm. The process included Request for Proposal (RFP) reviews, in-depth technical discussions on the product's functionality, interviews with the firms' representatives and management teams, and reference checks.

The goal was to select a replacement system for the existing software currently used in Institutional Advancement offices that offers improved user functionality and best fits the College's and the Foundation's requirements.

Both Sleek Consulting and Cloud for Good provide implementation of Salesforce software. The software will provide Institutional Advancement and the Foundation with a more stable environment for alumni, retiree, employee, and donor communication and outreach, data integrity and security and gift/scholarship processing and tracking. The following is an overview of the benefits of Salesforce Software and Sleek Consulting.

Software Overview:

- Salesforce's data security (for its core platform and applications) is unrivaled in the industry and has several safeguards
- Salesforce is a user-friendly "point-and-click" software solution with an intuitive user-interface that requires less training to learn, allowing a novice user to begin utilizing the system almost immediately.
- Salesforce utilize an "open system" for applications, allowing a myriad of third-party applications to seamlessly and securely integrate with the system, allowing for staff to spend less time integrating and to more readily employ cutting edge techniques and practices in alumni and constituent outreach.
- Implementation a common system such as Salesforce is the official goal of ECC for all external-facing units. The adoption of this common system will allow secure data collaborations that are simply not possible at this time across the entire College.

Consulting and Implementation Overview:

The following services will be provided:

- Consult on database and workflow best practices
- Customize and build an architecture in the Salesforce platform
- Migrate data from the Foundation's existing system to the new Salesforce architecture
- Train relevant employees on the new system, workflows, and future customization techniques

The benefits of Sleek Consulting are as follows:

- They have ample experience with both our existing software and Salesforce. This will enable them to integrate current data from the existing system into the new system.
- Specialize in integrating advancement solutions within Salesforce
- Utilizes "quick start solutions" for their Salesforce software which allows for quick implementation of templates that will be further configured for our specific needs.
- Specialize in automating many advancement business processes during integration, thus leading to many staff hours in savings long term, freeing up staff to focus on other priorities.

For these reasons, administration recommends that the College contract with Sleek Consulting.

Funding Sources: Foundation and Education Funds

Staff Contact: Mr. David Davin, Executive Director Institutional Advancement and Elgin
Community College Foundation, 847-214-7143

TRACTOR PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase a tractor from Alta Equipment Company (South Elgin, IL), the lowest responsible bidder, in the amount of \$53,107.72.

Vendors	Location	Description	Base Bid	Trade-In	Total Cost
Alta Equipment Co.	South Elgin, IL	Kubota M5-091HDC-1 Tractor	\$59,107.72	(\$6,000)	\$53,107.72
Russo	Schiller Park, IL	Kubota M5-111HDC-1 Tractor	\$55,467.00	-	\$55,467.00
Johnson Tractor	Rochelle, IL	Kubota M5-091HDC12- 1 Tractor	\$63,107.76	(\$6,000)	\$57,107.76
Buck Brothers	Hampshire, IL	John Deere 5075E	\$71,748.54	(\$7,500)	\$64,248.54



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to nine (9) vendors, two (2) of which were in-district, and one of which was an Illinois Certified minority owned business. There were five (5) bids that were not considered because they did not meet the specifications of the bid.

This bid is for the purchase of one (1) tractor for the College's Grounds Department. It will replace an existing 2003 New Holland TN75D Tractor that is being traded-in for a credit of \$6,000. The existing equipment is 17 years old and is inoperable. The new tractor has higher horse power which will allow for more rapid job completion. It also features a loading bucket on the front of the tractor, thus allowing the crew to easily load salt during the winter season.

The tractor will be used extensively for mowing the lawn, periodic weed spraying, and cutting down the prairie grasses in the fall by the Grounds Department at the main campus and the Center for Emergency Services. This is a critical purchase for these operations.

Funding Source: Operations and Maintenance

Staff Contact: Dr. Kim Wagner, Vice President of Business and Finance, 847-214-7728

TRANSCRIPT SERVICES

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Parchment (Scottsdale, AZ) for transcript credential services for the period of three (3) years with the ability to extend the contract for two (2) additional, one (1) year terms in an amount not to exceed \$10,000 annually. This amount is based on an estimated 25,000 requests.



Dr. David Sam, President

Background

The College Admissions' and Registrars' department has been using eScript for transcript services for several years. After notification that eScript was purchased by Parchment, the College was required to respond quickly to contract with Parchment. Parchment provides a transcript service which allows for staff to receive and students to send in their credentials and transcripts. This service is essential to the daily operations of the Admissions' and Registrars' offices. Parchment transcript services are recommended for the following reasons:

- Parchment is a digital service, eliminating the need to keep printed transcripts in-house.
- Parchment will maintain pricing for three (3) years.
- As an institution, we established criteria for receiving transcripts from eScript and want to maintain consistency with Parchment.
- Using these services, the College has been able to provide remote transcript services for our students/staff.
- Parchment is a highly recommended service in Education for gathering and submitting transcripts and credentials.

Funding Source: Education Fund

Staff Contact: Dr. Peggy Heinrich, Vice President of Teaching, Learning, and Student Development, 847-214-7363

RESOLUTION OF APPRECIATION
Director of Clinical Lab Technology and Histotechnology Programs
Ms. Deborah Wollenberg

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Deborah Wollenberg, Director of Clinical Lab Technology and Histotechnology Programs, who will retire January 31, 2021.



Dr. David Sam, President

Staff Contact: Dr. Peggy Heinrich, Vice President, Teaching, Learning and Student
Development, 847-214-7363

RESOLUTION OF APPRECIATION
Director of Clinical Lab Technology and Histotechnology Programs
Ms. Deborah Wollenberg

WHEREAS, Ms. Wollenberg earned her Bachelor of Science degree in Medical Technology from Northern Illinois University and her Masters of Arts Degree in Teaching from National Louis University; and

WHEREAS, Ms. Wollenberg worked as a Medical Technologist Generalist at Rockford Memorial Hospital and Provena Presence St. Joseph Hospital before transitioning to the Blood Bank department at St. Alexius Medical Center; and

WHEREAS, Ms. Wollenberg was promoted to Blood Bank and Hematology Supervisor at St. Alexius Medical Center as well as worked in the Microbiology department there; and

WHEREAS, Ms. Wollenberg began teaching as an adjunct instructor in the Clinical Lab Technology program at Elgin Community College in 1996, and has instructed a generation of CLT students in the following courses: Phlebotomy, Introduction to Clinical Lab Technology, Clinical Lab Assistant Skills I and II, Clinical Microscopy, Clinical Hematology, Clinical Immunology, Clinical Lab Technology Conference, and Clinical Lab Technology Practicums I, II, and III; and

WHEREAS, Ms. Wollenberg also taught Anatomy and Physiology, Biology, and Environmental Science courses at Dundee Crown High School during this time; and

WHEREAS, Ms. Wollenberg was promoted to the Director of the Clinical Lab Technology and Histotechnology Programs in 2009, where she solidified ECC's clinical partnerships with numerous diagnostic laboratories throughout northern Illinois and beyond, as well as secured equipment donations totaling over \$100,000; and

WHEREAS, Ms. Wollenberg was active in her professional society at the state level, serving on the meeting planning committee as the recording secretary for the American Society for Clinical Laboratory Science-Illinois (ASCLS-IL); and

WHEREAS, Ms. Wollenberg has brought an unwavering commitment to student success and a terrific sense of humor and camaraderie to the Health Professions division; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Wollenberg upon her retirement from Elgin Community College on January 31, 2021; and now, therefore, be it

RESOLVED that the Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry, and DeKalb, State of Illinois, on the 26th day of January, 2021, expresses to Ms. Deborah Wollenberg, on behalf of District 509 citizens, her colleagues, and the many students who have benefitted from her teaching, heartfelt appreciation for her many years of dedicated service, valuable contributions and service to the college, and extends to her best wishes for the future; and be it further

RESOLVED that this resolution be entered into the minutes of the Board of Trustees and a copy signed by all trustees be prepared for, and presented to, Ms. Deborah Wollenberg.