



BOARD OF TRUSTEES AGENDA

SEPTEMBER 21 and 22, 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.

**ELGIN COMMUNITY COLLEGE BOARD OF TRUSTEES SPECIAL MEETING
TRAINING AND PROFESSIONAL DEVELOPMENT
SEPTEMBER 21 AND 22, 2021**

8:00 a.m.

Open Session
Closed Session, Self-Assessment

Elgin Community College
1700 Spartan Drive
Elgin, IL 60123
Room E 121

With the current mitigation status, the September 21 and September 22, 2021 Special Board Meeting and Retreat will be conducted in-person.

Anyone wishing to provide public comment is welcome to do so at the appropriate time indicated on the agenda. Written comments can be sent to dkerruish@elgin.edu in advance of the meeting.

AGENDA

Call to Order by Presiding Officer

1. Preliminary Matters

1. Roll Call
2. Pledge of Allegiance

Actions

2. Ratification of the Memorandum of Agreement Regarding the Spring 2022 Semester Between The Board of Trustees of Community College District 509 and The Elgin Community College Faculty Association (ECCFA)

1

3. Dump Truck Purchase

8

4. Police Vehicle Purchase

9

5. Ratification of Technology Software

10

6. President's Remarks

7. Audience Wishing to Address the Board

8. Recess to Closed Session

To undertake self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the college is a member, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (c) (16)

9. Reconvene Open Session

10. Adjourn until 8 a.m. September 22, 2021

11. Reconvene Open Session 8 a.m. September 22, 2021

Call to Order by Presiding Officer

12. Preliminary Matters

1. Roll Call
2. Pledge of Allegiance

13. Recess to Closed Session

To undertake self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the college is a member, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (c) (16)

14. Reconvene Open Session

15. Audience Wishing to Address the Board

16. Adjournment

**RATIFICATION OF THE MEMORANDUM OF AGREEMENT REGARDING
THE SPRING 2022 SEMESTER
BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 509 AND
THE ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION (ECCFA)**

Recommendation

The administration recommends the Board of Trustees of Community College District 509 ratifies the Memorandum of Agreement regarding the spring 2022 semester with the Elgin Community College Faculty Association.



Dr. David Sam, President

Background

Impact bargaining between the Board of Trustees and the Elgin Community College Faculty Association commenced on August 27, 2021, and the parties reached a tentative agreement on September 10, 2021 which was fully executed on September 13, 2021.

Staff Contacts: Respicio F. Vazquez, General Counsel, 847-214-7760

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

**MEMORANDUM OF AGREEMENT
SPRING 2022 SEMESTER
September 10, 2021**

This is an Agreement between the Board of Trustees Community College District 509 Elgin Community College (ECC) and the Elgin Community College Faculty Association, Illinois Federation of Teachers, AFT/AFL-CIO, IFT Local 3791 (ECCFA) in response to the COVID-19 (coronavirus) pandemic. The College has decided that, in order to address the impact of COVID-19, instruction will be comprised of a mixture of online, hybrid, and face-to-face classes in the spring 2022 semester. This is a non-precedent setting agreement between the Board of Trustees Community College District 509 Elgin Community College (ECC) and the Elgin Community College Faculty Association, Illinois Federation of Teachers, AFT/AFL-CIO, IFT Local 3791 (ECCFA) associated with the spring 2022 semester only. Therefore, ECC and the ECCFA agree to the following:

1. Notwithstanding the definition of "hybrid" or "hybrid course development" set forth in the current contract, in spring 2022 a "hybrid" class shall mean a class inclusive of both face-to-face and online instruction including but not limited to an assignment in an on-campus lab or other instructional setting, or an assignment off campus at a clinic, hospital, or other off campus location. This definition shall be limited to the spring 2022 semester and shall sunset at the conclusion of the semester.
2. Online classes that are submitted for approval to be developed for spring 2022 may have no synchronous content, synchronous content consistent with the amount of class time in the equivalent face-to-face class, or anything in between. Approval of online courses will be consistent with current practice whereby the inclusion or exclusion of synchronously delivered instruction is not a factor for approval. It is encouraged, but not required, that recorded synchronous class time be made available to students outside scheduled class time. Synchronous sessions shall be scheduled to meet on a regular weekly basis throughout the semester conditional to the academic calendar, and should not be used for the provision of office hours.
3. Librarian faculty shall provide a combination of online and in person support. Available in person shifts shall be offered in seniority order. If, after selection, and reoffering of unselected shifts to all librarian faculty, shifts remain unfilled such shifts shall be filled beginning with librarian faculty with the least seniority. The library schedule will be released to library faculty for shift selection by November 1, 2021. Library faculty who have been offered and chosen their shifts shall provide notification of their shifts to their Dean or Designee by November 11, 2021.
4. The College shall release the schedule to faculty by September 14, 2021 for load selection. With regard to online classes, other than those offered in Adult Education, faculty shall choose whether their sections shall be offered asynchronously or synchronously. Given ICCB requirements, classes in Adult Education will follow the same format as in fall 2020. Faculty who have been offered and chosen load shall provide notification of their choice to their Dean or Designee by September 24, 2021. Faculty choosing load in accordance to existing protocol procedure, after September 24, 2021 shall include their choice for synchronous/asynchronous when selecting courses. In the event that the instructor of record chooses to include synchronous content, the synchronous meeting dates/times shall be built into the schedule at the onset, with advance notification provided to the dean or supervising administrator by September 24, 2021 or when they are making their course selection according to load protocol if after September 24, 2021 so that the course listing can be modified to make students aware of the expectations at the time of registration. Faculty who elect to include a synchronous component in their online class shall schedule the synchronous dates/times within the originally scheduled face-to-face class meeting times. Once the load assignment protocol procedure has been completed (minimum load requirements have been met which shall be defined as for FT load plus one overload, for UAFII 10 credit/contact hours or as otherwise described in Article 8.2.1, for UAFI 8 credit/contact hours or as otherwise described in Article 10.4.1), any sections remaining unstaffed after September 24, 2021 shall be scheduled at the discretion of the Dean or Designee. When new sections are added after September 24, 2021, faculty who do not yet have load, as defined above, shall choose whether their sections shall be offered asynchronously or synchronously.
5. In the rare case where an asynchronous class requires students to attend a synchronous component for a specific purpose (for example, testing), the meeting date(s) and time(s) must be conveyed to the dean/supervising administrator by September 24, 2021 so as to be included in the class schedule from the onset.
6. For classes that require a face-to-face component, the dean/supervising administrator may adopt the following strategies for scheduling:

- a. Cross-list sections so that lecture portion (online) includes all students, and labs are scheduled individually/separately in smaller groups, provided that each scheduled group lab teaching session shall count toward the calculation of credit/contact hours for determining faculty member compensation.
 - b. Class sizes will be designed based on social distancing parameters within each identified classroom or lab, as recommended by governing entities {i.e. IDPH, CDC, Governor's Executive Orders), not to exceed the course maximum. Section caps shall not be raised less than one week before the section starts.
 - c. Instruction for Ceramics and Jewelry classes will be spread out between two classroom spaces if required to meet social distancing parameters. All applicable safety procedures that were current as of the spring 2020 semester prior to March 16, 2020 will be followed.
 - d. For the purpose of this agreement, Article 4.29 (Load Assignment Protocol) will not be triggered when an assignment has a change in modality, including but not limited to a change from the face to face to online modality occurring as classes are converted as discussed in this Agreement, and consequently there shall not be a need to newly offer load in that event. Article 4.29 must be followed when an assignment has a change in times or days of instruction.
7. In the event a class with an in-person face to-face component in the spring should be interrupted due to an unexpected COVID closure, every effort will be made to complete the in-person face-to-face delivery virtually during the same scheduled class time to the extent possible within the dates of the spring 2022 semester.
 - a. In this event, should a faculty member teaching a fully face-to-face class be required to convert the class to online delivery, they will receive a stipend equal to 15 percent of the voluntary overload rate or the Unit Adjunct rate (whichever is applicable) for each credit/contact hour of the class, prorated to the percentage of the class remaining after the campus closure date. Calendar days will be used to calculate the percentage of the class remaining after the campus closure date. Classes with end dates occurring prior to the closure date and classes that were originally established to be delivered in a fully online format will be excluded.
 - b. Should a faculty member teaching a hybrid class be required to convert the class to online delivery, they will receive a stipend equal to 7.5 percent of the voluntary overload rate or the Unit Adjunct rate (whichever is applicable) for each credit/contact hour of the class, prorated to the percentage of the class remaining after the campus closure date. Calendar days will be used to calculate the percentage of the class remaining after the campus closure date. Classes with end dates occurring prior to the closure date will be excluded.
 - c. In the event that a faculty member has to quarantine because of exposure to COVID, online classes and hybrid classes without a lab shall continue virtually. For hybrid classes with a lab and fully face-to-face classes, the college will hire a substitute teacher for the duration of the quarantine and/or until the faculty member is cleared to return to campus.
 8. Faculty will be encouraged to be more flexible than in ordinary semesters in accommodating student absences resulting from COVID19-related issues (illness of self, family, childcare challenges). However, faculty members shall retain the freedom to establish attendance policies that they deem appropriate for the subject matter and class but must be in compliance with guidelines issued by the Illinois Community College Board or the Higher Learning Commission.
 - a. Faculty shall have the option to stop a face-to-face instruction session temporarily if there is continued student noncompliance with masking, social distancing requirements, and other required COVID safety protocols. Instruction will continue and student discipline procedures will be followed once the immediate concern has been addressed. Per Administrative Procedure 4.401, the faculty member will file a complaint with the Assistant Dean/Director of Student Success and Judicial Affairs to ensure due process.
 9. Pay rates for course development and first time online or hybrid course delivery remain as stated in the current contract, and for the purpose of determining whether online or hybrid course delivery in spring 2022 is for the "first time," online teaching during spring 2020 that occurred on or after March 16, 2020 does not count. Online courses delivered during summer 2020, fall 2020, spring 2021, or fall 2021 will count towards teaching online for the "first time."
 - a. If a faculty member believes an existing online or hybrid course is in need of redevelopment for reasons

outside the control of the faculty member, including but not limited to; courses developed more than five (5) years ago; or changes as required by accreditation bodies or certifying authorities; or due to discontinuation/substantive changes to a textbook and/or manual; or due to a major course change; or due to significant technological changes to equipment, the faculty member may make a recommendation to their dean for course redevelopment. If redevelopment is approved, the faculty member will receive compensation in accordance with the pay rates for first time course development. The requirement for approval of course development shall apply to redevelopment of courses. This is non-precedent setting and restricted to the spring 2022 semester.

10. Faculty shall use D2L as the primary point of access to online and hybrid course content.
11. The requirement for formal approval of online and hybrid classes through the existing processes shall apply (subject to the altered timeline set forth below), except that the formal process may be waived with respect to specific instructors/classes upon mutual agreement of the College and the Association. In addition, with regard to sections of courses that have been previously approved for the online modality, a decision to include synchronous content will not require a new approval process.
12. Office hours will be made available to students virtually (live/online and scheduled) and the syllabus shall be posted to D2L. For faculty who teach minimally one class on campus, at the discretion of the faculty member, up to 50% of office hours may be held in person, on campus, following all required safety protocols and COVID mitigations. All other provisions related to office hours as detailed in the current contract apply except for provisions that require an in- person presence, such as posting office hours outside an instructor's office.
13. Faculty members who taught online or hybrid class(es) at the College between fall 2016 and March 15, 2020 are not required to undergo any further training at this time in order to teach online or hybrid classes. Any other faculty teaching online or hybrid classes in the spring 2022 semester will be required to meet at least one of the following listed parameters:
 - a. Completion of one of the following workshops provided by Instructional Improvement and Distance Learning, with appropriate CETL credit awarded
 - i. Online Instruction and Assessment Practices
Note: Techniques for Managing the Enhanced Classroom is also recommended for faculty unfamiliar with the mechanics of D2L;
 - ii. Other CETL training currently in development as approved by administration.
 - OR
 - b. Completion of one of the following online instruction external training/certification programs including, but not limited to:
 - i. Master Online Teacher Certificate from the Illinois Online Network;
 - ii. Quality Matters (QM) Teaching Online Certificate;
 - iii. Online Teaching Certificate from the Online Learning Consortium;
 - iv. Advanced Online Teaching Certificate from the Online Learning Consortium;
 - v. Other notable programs accepted at the discretion of the Dean, in consultation with the Associate Dean for Instructional Improvement and Distance Learning.
 - OR
 - c. With the Dean's approval, which shall not be arbitrarily or capriciously denied, prior online teaching experience.
14. All student evaluation of instruction surveys will be administered electronically, with the understanding that this practice shall be limited to the spring 2022 semester and shall sunset at the conclusion of the semester with regard to those faculty members, including but not limited to non-tenured full-time faculty and faculty teaching ABEC classes, for whom student evaluations were administered in person prior to the COVID 19 pandemic.
15. Proposals to develop new or redevelop online or hybrid courses shall be submitted to the dean or designee for approval by September 30, 2021. Course materials for new or redeveloped online or hybrid courses shall be delivered to the dean or designee for approval by November 15, 2021 and distributed by the

College to all other faculty assigned to teach the course by the later of December 15, 2021 or the date on which the other faculty is assigned. The timeline for approval of online and hybrid course materials set forth in the contract shall be decreased to allow for the development and redevelopment of courses in an expedited manner. Online courses in Adult Education were approved by the ICCB as being comprised of 50% synchronously delivered instruction. These courses will not require re-development in order to be offered as hybrid courses on campus.

16. In the event a unit adjunct faculty member elects not to teach in the spring 2022 semester due to the removal or to a lack of face-to-face classes, while they will not receive compensation for the semester, the semester will not count as an inactive semester in accordance with article 8.13 Inactive Status and 10.3 Inactive Status. Such faculty must notify the dean or designee no later than September 24, 2021, if they elect not to teach in the spring 2022 semester.
17. All faculty/librarian faculty members who are working remotely during spring 2022 shall be eligible to seek reimbursement in accordance with Administrative Procedure 5.207 regarding reimbursement of remote expenses.
18. The College shall make available for loan computers, webcams and other necessary equipment for teaching from home.
19. Any faculty/librarian faculty member who was preapproved for faculty development reimbursement for an activity in spring 2022 and who was unable to complete the activity due to a cancellation related, in whole or in part, to COVID-19 shall be entitled to obtain reimbursement for any applicable out-of-pocket costs notwithstanding the cancellation. In addition, full time and adjunct faculty professional expense and faculty development money will continue to accumulate and remain in the pool of money for faculty development proposals. Return to normal processes will take place at the end of year 2022 (December 31, 2022). All remaining roll-over funds will be adjusted at that time.
20. All safety protocols as provided by applicable federal, state and local governing entities, including but not limited to the Center for Disease Control & Prevention (CDC), Occupational Safety & Health Administration (OSHA), State of Illinois Governor Executive Orders and the Kane County Health Department (Governing Entities), shall be followed. If there is a setback of the pandemic whereby the college is unable to comply with the above safety protocols, either party may request to discuss and negotiate an amendment to this MOA.
21. In hybrid and face-to-face courses for which specialized equipment is reasonably necessary to allow course completion in compliance with social distancing, such equipment may be provided by the College and will not be arbitrarily or capriciously denied. This provision is subject to and amended from time to time as provided by applicable federal, state and local governing entities, including but not limited to the Center for Disease Control & Prevention ("CDC"), Occupational Safety & Health Administration ("OSHA"), State of Illinois Governor Executive Orders and the Kane County Health Department ("Governing Entities").
22. With respect to all faculty/librarian faculty members assigned in-person duties in the spring 2022 semester, including but not limited to on-campus lab, instructional, or library duties, or off-campus instructional duties at a clinic or hospital, the following conditions shall apply:
 - a. Due to the COVID-19 pandemic and associated health risks, faculty members assigned in person duties in the spring 2022 semester shall not be required to work under conditions which may be unsafe or hazardous or perform tasks which may endanger their health or safety without proper equipment or precautions. The College shall provide any such faculty member with personal protective equipment (PPE) that is necessary and appropriate to maintain a safe delivery of instruction. This will include, at a minimum, the ability to practice good hand hygiene (such as hand washing and sanitizing products that can be used for hands) and an appropriate face covering, and mitigation measures needed to address air quality issues in compliance with paragraph 22 above.
 - b. Any faculty/librarian faculty member assigned in-person duties in the spring 2022 semester who is full-time and wishes, due to being in a high risk group for COVID-19 as defined by the Center for Disease Control, to take a leave of absence without remuneration under section 5.9 of the contract shall be entitled to do so, and will notify the dean or supervising administrator and submit a written request to Human Resources by September 24, 2021. As a precondition for this, the College shall be entitled to ask the faculty/librarian faculty member to provide documentation from a medical or diagnosing professional of the high risk status, which

shall be provided by the faculty/librarian faculty member within seven (7) days. The College shall then have seven (7) days from the date that the documentation is provided to notify the faculty/librarian faculty member of anything that the College views as problematic with the documentation. All requests for such leaves are to be submitted to Human Resources for approval and, if documented as requested, shall be granted. This is in addition to all other rights that faculty members have under section 5.9 in the contract, which shall remain unchanged.

23. Any faculty member assigned in-person duties in the spring 2022 semester who is full-time and wishes, due to concerns about COVID-19, may choose block teaching with another faculty member, providing both faculty members are agreeable to the arrangement and with the approval of the dean/supervising administrator, which shall not be arbitrarily or capriciously denied.
24. Faculty/Librarians will be provided with the option to attend any and all TLSL related meetings, including but not limited to division, department, tenure, search, and advisory meetings, virtually. Virtual attendance will be considered equivalent to face-to-face attendance and the terms relating to compensation in 8.15 will apply.
25. Faculty who are experiencing COVID symptoms, have a positive test, or have been exposed to someone with a positive test shall contact Human Resources at staffliaison@elgin.edu and follow the Case on Campus protocols provided.
- a. Faculty who are directed by Human Resources to quarantine, or due to quarantining must care for a household member under the age of fourteen, or a household dependent who is functionally, mentally, or physically unable to care for themselves, may elect to move their face-to-face class(es) to an online format to allow for remote delivery of instruction for up to two weeks under the following parameters:
1. The election to move face-to-face instruction to an online format does not constitute online or hybrid course development; nor instruction for purposes of compensation.
 2. Lab-based classes may only be approved for remote delivery with the approval of the dean.
 3. Online delivery of instruction shall not exceed a two week period, at which time a substitution arrangement will be identified.
 4. Faculty who wish to exercise this option shall include language in their syllabus to ensure students are aware from the start of the semester that they will need to be prepared to participate in online instruction should the faculty member be quarantined due to COVID.
 5. Faculty shall include some degree of synchronous delivery of instruction in their online component, occurring within the originally scheduled times/days of the face-to-face section.
 6. Faculty should be flexible and non-punitive with students who may not be equipped to shift to online instruction.
- b. In the event a substitute is required for in-person instruction, due to COVID related illness, faculty shall notify the appropriate contact provided to them by their dean at the start of semester in the event a substitute is needed. The faculty may choose at his/her discretion to find and recommend his/her own substitute. In the case where no sub can be found, the class meeting will be cancelled, and students will be notified.
- c. In the event that faculty are not able to teach for any online instruction, including embedded librarian classes and online library instruction sessions, due to COVID related illness, faculty shall notify the appropriate contact provided to them by their dean at the start of semester in the event a substitute is needed. The faculty may choose at his/her discretion to find and recommend his/her own substitute. The substitute instructor will assume responsibility for any online instruction for a period of one week, to be reviewed on a weekly basis. In the case that substitute instructors cannot be found, the dean's office will notify students about temporary class cancellation and/or embedded librarian and online library session cancellations, for a period of one week, subject to weekly review. Substitutes will be compensated consistent with CBA section 6.10 (Substituting).
26. Any new legislation, executive order, and/or government regulations enacted with regard to COVID 19 leave shall be incorporated by reference into this memorandum.

IN WITNESS WHEREOF, the Association and the Board have caused this Agreement to be executed by the signatures of their authorized representatives as set forth below.

Kimberly Tarver 9/13/21
Kim Tarver
ECCFA President

Date

David A. Sam, Ph.D., J.D., LLM
David A. Sam, Ph.D., J.D., LLM
College President

Date

Luis Martinez 9/13/2021
Luis Martinez Date
ECCFA Chief Negotiator

Respicio F. Vazquez 9-13-21
Respicio F. Vazquez Date
General Counsel & Chief Negotiator

Peggy Heinrich 9-13-21
Peggy Heinrich Date
Vice President, TLSD

DUMP TRUCK PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase a 2020 Western Star 4700 dump truck not to exceed \$166,273.

Vendors	Location	Description	Base Bid	Trade-In	Total Cost
Henderson Products	Huntley, IL	Western Star 4700 (mileage 888)	\$158,736.00	\$0	\$158,736.00
Bonnell Industries, Inc.	Dixon, IL	Western Star 4700 (mileage 150)	\$167,273.00	(\$1,000)	\$166,273.00
Bonnell Industries, Inc.	Dixon, IL	Kenworth T370 (mileage 125)	\$176,000.50	(\$1,000)	\$175,000.50
Bonnell Industries, Inc.	Dixon, IL	Mack Granite (0 miles)	\$192,151.50	(\$1,000)	\$191,151.50



Dr. David Sam, President

Background

The Grounds Department is looking to replace the 1990 International dump truck due to its age, rust, mechanical fatigue, and the increased number of repairs required from year to year. The dump truck is used to salt and plow snow during the winter and for hauling materials for projects during other months on both main campus and at the Burlington campus.

An invitation to bid for the purchase of a dump truck was advertised and sent to eight (8) vendors. This bid was published twice. The initial bid was to have a new truck ordered which resulted in a lead time of 18 months or longer due to shortage of chips because of Covid-19. The re-bid was changed to reflect dump trucks in stock and available which resulted in more favorable results being received.

The administration is recommending the purchase of the 2020 Western Star 4700 SF series dump truck from the lowest responsible bidder, Henderson Products for \$158,736. However, if the vehicle is no longer available, administration requests the ability to move to the next responsible bidder, Bonnell Industries, Inc., to purchase a vehicle in line or seek another vehicle with similar features and functions if that vehicle is no longer available at an amount not to exceed \$166,273.

Funding Source: Operations and Maintenance Fund
Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance, 847-214-7728

POLICE VEHICLE PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase a new 2021 Ford Police Interceptor Utility Hybrid vehicle for the College's police department from Morrow Brothers Ford, Inc. (Greenfield, IL) in the amount of \$40,965.



Dr. David Sam, President

Background

Per 110 ILCS 805/3.27.2, the State allows for Joint Purchasing, which permits the College to proceed without doing a formal bid.

This is a specialized vehicle that is sold through a small number of dealerships. It is outfitted with specialized equipment specific to police usage. The current vehicle is a 2008 Ford Expedition with over 106,000 miles. This was budgeted and approved for replacement in FY21 but was held due to COVID budgetary concerns. Industry reviews of hybrid vehicles have become more favorable in recent years for emergency vehicle use. The Elgin Community College Police Department (ECCPD) squads do not normally experience high mileage over the lifetime. The hybrid version should prove to be economical with the amount of idling that occurs on campus.

Similar to the issues in other industries, there is a shortage of these vehicles due to COVID-19. This vehicle is available for immediate delivery upon approval. The College would like to proceed with this purchase at this time as lead times for ordered police vehicles is over 12 months.

The administration is recommending that we buy the vehicle from Morrow Brothers Ford utilizing their master state consortium contract with the Central Management Services of Illinois (CMS).

Funding Source: Operations and Maintenance Fund

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

RATIFICATION OF TECHNOLOGY SOFTWARE

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to purchase technology software from Cleared4 in the amount not to exceed \$83,000 through June 30, 2022.



Dr. David Sam, President

Background

In order to respond quickly to the State of Illinois Executive Order 2021-22, a comprehensive and secure platform was identified in collaboration with Illinois Council of Community College Administrators Technology Commission. Cleared4 provides a method to communicate to employees and students, obtain and store their COVID-19 vaccination or weekly testing records. Through this statewide collaboration, Cleared4 discounted the monthly per person rate for Illinois community colleges enrolled in their product. The administration enrolled all employees (administrators, faculty, staff – full-time and part-time) and all students enrolled in Fall 2021 term as they could be eligible for weekly testing at any time during the term. Additionally, the administration decided to enroll in the optional SMS text messaging service. Cleared4 will bill Elgin Community College for the active users uploaded to the system on a monthly basis.

An administrative team from IT, student services, and human resources have quickly worked to implement this product, provide necessary training to staff, and work with marketing to begin communications to comply with Executive Order 2021-22.

Funding Source: Higher Education Emergency Relief Funds

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