



BOARD OF TRUSTEES AGENDA

December 14, 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
DECEMBER 14, 2021**

IN-PERSON ATTENDANCE

| | | |
|---|---------------|-------------------------|
| 5:00 p.m. Board Dinner | Dining Bay | Building E |
| 5:30 p.m. Open Session | Room E 100.01 | Elgin Community College |
| 5:35 p.m. Closed Session | Room E 100.01 | 1700 Spartan Drive |
| 6:30 p.m. Reconvene Open Session | Room E 100.01 | Elgin, IL 60123 |

Virtual Attendance for Audience

<https://elgin-edu.zoom.us/j/98100769169>

Phone: 312-626-6799 / Meeting ID: 981 0076 9169#

With the current mitigation status, the December 14, 2021 Regular Board Meeting will be conducted in-person. Members of the public are welcome to attend in person but are encouraged to attend virtually due to limited seating at this time.

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 by 4:30 p.m.

AGENDA

Call to Order by Presiding Officer

1. Roll Call

2. Recess to Closed Session

- 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)

3. Reconvene Open Session

4. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Board Purpose

5. President's Report

6. Audience Wishing to Address the Board

7. Board Reports

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

8. College Reports

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

Reports
1
2
4

College Reports Under Separate Cover

- C. Institutional Advancement and ECC Foundation (November)
- D. Community Engagement and Legislative Affairs (November)
- E. Marketing and Communications (quarterly)
- F. Student Success (quarterly)

Acceptance of College Reports

Actions
1

9. 2021 Tax Levy Hearing

10. Resolution to Adopt Property Tax Levy, 2021

2

11. Ratification of the Memorandum of Agreement Regarding the Impact of the Governor's Executive Orders 2021-20 and 2021-22 Between the Board of Trustees of Community College District 509 and the Elgin Community College Faculty Association (ECCFA)

6

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

9

13. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of November 9, 2021 17
- B. Closed Session Minutes of the Regular Board Meeting of November 9, 2021 24
- C. Destruction of Audiotapes of May 12, 2020 25
- D. Ratification of Report of Expenses 26
- E. Ratification of Board of Trustees Travel Expenses 27
- F. 2021 Cook County Resolution to Allocate PTELL Reduction 28
- G. Resource Allocation and Management Plan for Community Colleges – Building F Renovation 31
- H. Higher Education Emergency Relief Funds Student Financial Aid Distribution Plan 34
- I. Tuition for Fiscal Year 2023 35

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| J. Academic Calendar for 2024-2025 | 36 |
| K. COVID-19 Testing Services Agreement with Vitality Urgent and Primary Care | 38 |
| L. Purchases | |
| 1. Automated External Defibrillator (AED) and Accessories Purchase | 42 |
| 2. Information Technology (IT) Risk Assessment | 43 |
| 3. Institutional Customer Relationship Management (CRM) Software | 45 |
| 4. Professional Fees – Building H Renovation Modification | 48 |
| 5. Water Bottle Filling Stations | 49 |
| M. Personnel | |
| 1. New Hire, Instructor of Communication Studies, Brian Bohr | 50 |
| 2. New Hire, Instructor of Adult Basic Education (ABE), Kathleen DeMars | 51 |
| 3. New Hire, Instructor of Culinary Arts and Hospitality, Jim Guzzaldo | 52 |
| 4. New Hire, Assistant Professor I of English, Dr. Melissa Gyimah-Concepcion | 53 |
| 5. New Hire, Director of Medical Assistant Program, Kelli Marlin | 54 |
| 6. New Hire, Instructor of Truck Driving, Brian Molyneux | 55 |
| 7. New Hire, Technical Services Librarian, Victoria Turner | 56 |
| N. Resolutions of Appreciation | |
| 1. Retiree, Program Director Truck Driving, Mr. Donald H. Anderson | 57 |
| 2. Retiree, Risk Manager, Ms. Robin Cook | 59 |
| 3. Retiree, Professor II of Communication Studies, Dr. James Dittus | 61 |
| 4. Retiree, Senior Director of Performing Arts, Mr. Steve Duchrow | 63 |
| 5. Retiree, Professor II Culinary Arts & Hospitality, Chef Stephanie Johnson | 65 |
| 6. Retiree, Professor II of Graphic Design, Mr. Timothy Kaar | 67 |
| 7. Retiree, Professor II of Graphic Design, Ms. Christina M. Leverenzzi | 69 |
| 8. Retiree, Office Assistant III, Ms. Mary Lopez | 71 |
| 9. Retiree, Office Coordinator, Ms. Minerva Negron-Figueroa | 73 |
| 10. Retiree, Professor II of English, Ms. Michele Noel | 75 |
| 11. Retiree, Director of Corporate and Continuing Education, Mr. Jorge Phillips | 77 |
| 12. Retiree, Bursar, Ms. Joyce Proctor | 79 |
| 13. Retiree, Web Services Coordinator I, Ms. Vickie Wiskerchen | 81 |
| 14. Old Business | |
| 15. New Business | |
| 16. Adjournment | |

Next regular meeting: 6:30 pm Tuesday, January 25, 2022

ELGIN COMMUNITY COLLEGE
ACADEMIC CALENDAR 2021 - 2022

SUMMER SESSION 2021

Beginning Fri., June 4 and ending Sun., Aug. 8 all general use facilities will be closed Fridays through Sundays. The University & Business Center, Early Child School, Events Center and Visual & Performing Arts Center will be open as scheduled.

Sat., May 29 – Mon., May 31 All Facilities Closed: Memorial Day Weekend
Mon., June 7..... Summer Session I Begins
Mon., June 14..... Summer Session II Begins
Mon., July 12 Summer Session III Begins
Monday, July 5 All Facilities Closed: Independence Day Observed
Thurs., Aug. 5 End of Summer Session Classes
Note: Summer session grades due by 4 p.m. the Monday following the last day of class.

***Critical Registration,
Financial Aid or
Payment Dates***

[Check dates»](#)

FALL SEMESTER 2021

Tues., Aug. 17 – Wed., Aug. 18..... New Full-Time Faculty Orientation
Thurs., Aug. 19 College Convocation
Fri., Aug. 20..... New Student Convocation
Mon., Aug. 23 Fall Semester Begins
Sat., Sept. 4 – Mon., Sept. 6..... All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
Mon., Sept. 27..... 12-Week Fall Session Begins
Mon., Oct. 18 2nd 8-Week Fall Session Begins
5:00 p.m. Wed., Nov. 24 – Sun., Nov. 28 All Facilities Closed: Thanksgiving Recess
Thurs., Dec. 16..... Fall Semester Classes End
Fri., Dec. 17 Grading Day/Semester Ends
Sat., Dec. 18..... Graduation
Mon., Dec. 20 Grades Due by 4 p.m.
5:00 p.m. Wed., Dec. 22 – Mon. Jan.3..... All Facilities Closed: Winter Recess

SPRING SEMESTER 2022

Tues., Jan. 4 Offices Reopen
Tues., Jan. 11 – Wed., Jan. 12..... New Full-Time Faculty Orientation
Thurs., Jan. 13..... College Convocation
Fri., Jan. 14 New Student Convocation
Mon., Jan. 17..... All Facilities Closed: Martin Luther King, Jr. Day
Tues., Jan. 18 Spring Semester Begins
Mon., Feb. 21 All Facilities Closed: Presidents' Day
Tues., Feb. 22 12-Week Spring Session Begins
Mon., Mar. 14 2nd 8-Week Spring Session Begins
Mon., Mar. 21 – Sun. Mar. 27..... All Facilities Closed: Spring Recess
Wed., May 18..... Spring Semester Classes End
Thurs., May 19..... Grading Day/Semester Ends
Fri., May 20 High School Equivalency Graduation Ceremony
Sat., May 21 Graduation
Mon., May 23..... Grades Due by 4:00 p.m.
Mon., May 30..... All Facilities 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 adopts tuition for next fiscal year | 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 provides input regarding budget projections and considerations proposed for next fiscal year | | 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 |
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| Suggested Reports for Presentations (for COTW or Board Meetings) | | | | | | | | | | | | |
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| 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) | | | | | | | | | | | | |
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| 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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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 10 – 11, 2021 | Wyndham Springfield City Centre, Springfield, IL |
| November 12 – 13, 2021 | Marriott Schaumburg, Schaumburg, IL |
| February 2022 – Date TBD | Marriott Marquis, Washington, DC – Board of Representatives meeting in conjunction with ACCT NLS |
| March 11 – 12, 2022 | Location TBD |
| April/May 2022 – Date TBD | Board of Representatives Meeting & Lobby Day, Springfield, IL |

ICCTA ANNUAL CONVENTION:

| | |
|-------------------|---|
| June 10 -11, 2022 | Chicago Marriott Downtown Magnificent Mile, Chicago, IL |
|-------------------|---|

ICCTA REGIONAL AND OTHER MEETINGS:

| | |
|----------------------|--|
| August 20 – 21, 2021 | Executive Committee Retreat, Kewanee, IL |
|----------------------|--|

ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):

| | |
|---------------------------|---|
| September 9 – 10, 2021 | Wyndham Springfield City Centre, Springfield, IL (ICCCP Meetings & Retreat) |
| November 12, 2021 | Marriott Schaumburg, Schaumburg, IL |
| January 21, 2022 | Virtual via Zoom |
| March 10, 2022 | Location to be determined (ICCCP Meetings & Joint meeting w/ CAO & CSSO groups) |
| April/May 2022 – Date TBD | Springfield, IL |
| June 9, 2022 | Chicago Marriott Downtown Magnificent Mile, Chicago, IL |

ICCB MEETINGS:

| | |
|--------------------|---|
| July 2021 | Subject to Call |
| September 17, 2021 | East Saint Louis Higher Education Center, East Saint Louis |
| December 3, 2021 | Harry L. Crisp II Community College Center, Springfield, IL |

IBHE MEETINGS:

| | |
|--------------------|---|
| August 10, 2021 | TBD |
| September 14, 2021 | Southern Illinois University, Carbondale, IL as conditions allow |
| December 14, 2021 | Northeastern Illinois University, Chicago, IL as conditions allow |

ACCT/AACC EVENTS:

| | |
|-----------------------|--|
| October 13 – 16, 2021 | ACCT Annual Leadership Congress, Manchester Grand Hyatt, San Diego, CA |
| February 6 – 9, 2022 | ACCT National Legislative Summit (NLS), Marriott Marquis, Washington, DC |

OTHER DATES/MEETINGS:



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

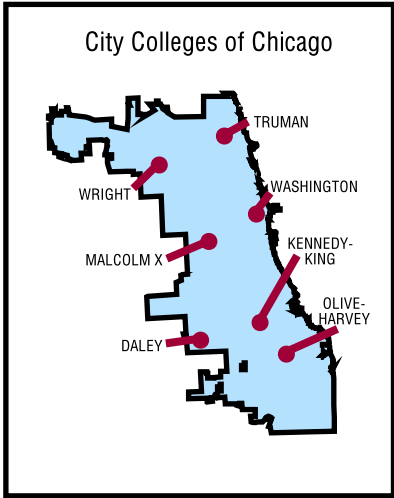
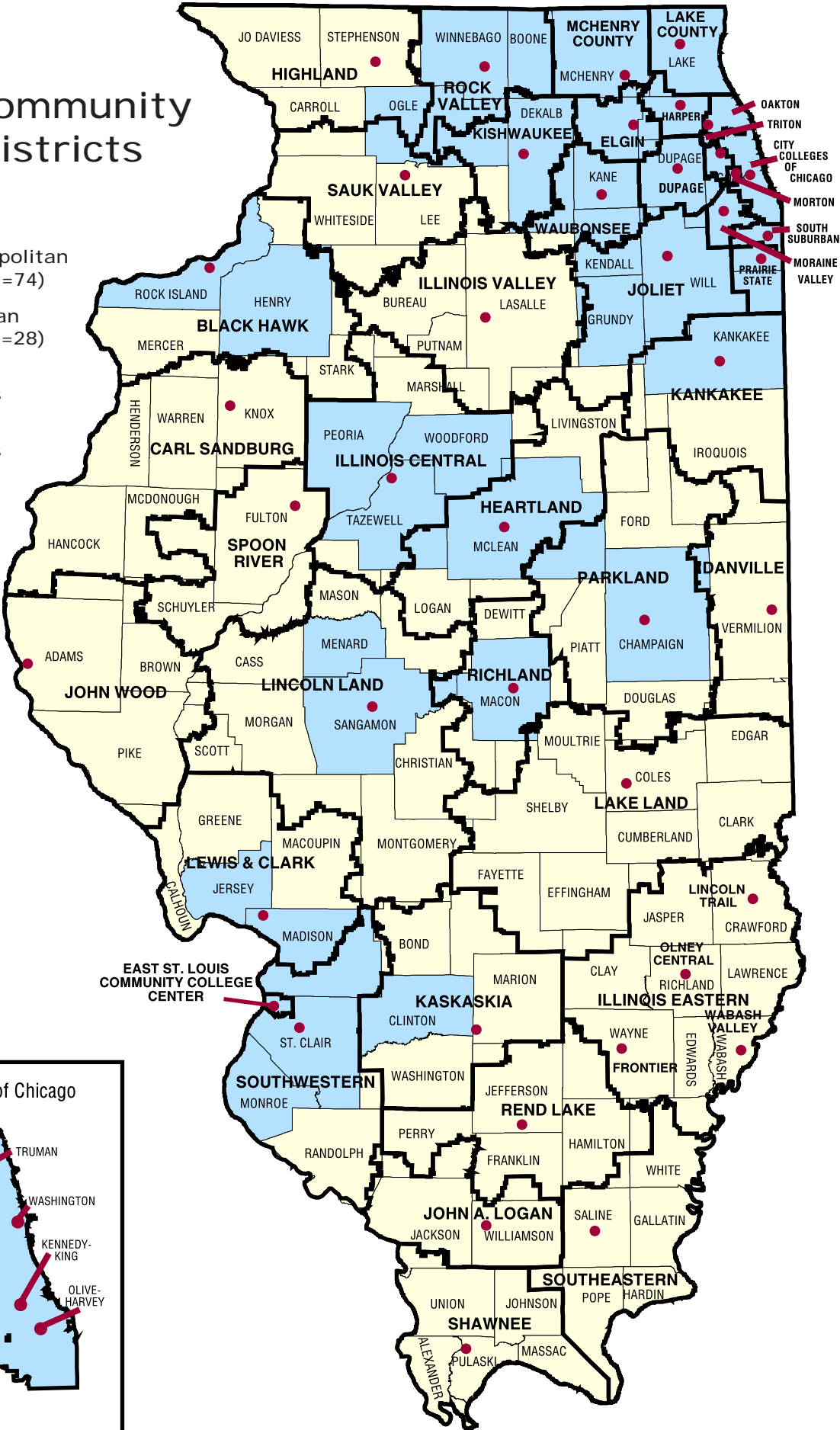
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school through dual credit. Community colleges offered **11,270 dual credit courses to 59,039 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

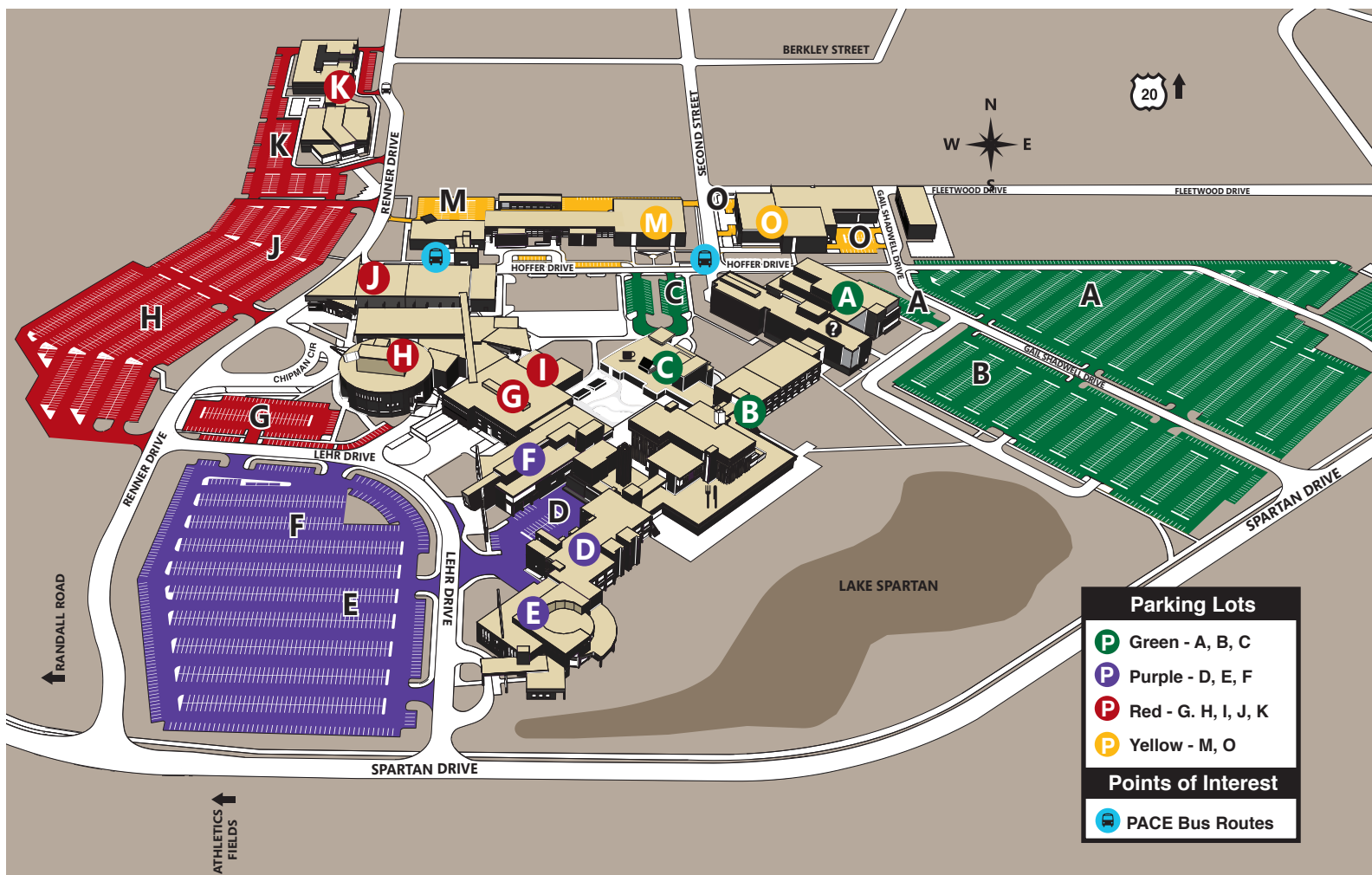
K BUILDING

- 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 (November)
- B. Treasurer (October)

College reports/procedures presented under separate cover:

- C. Institutional Advancement and ECC Foundation (November)
- D. Community Engagement and Legislative Affairs (November)
- E. Marketing and Communications (quarterly)
- F. Student Success (quarterly)

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 |
|------------|-------------------|-------------|---|----------------|----------|----------------|
| Amie | Adams | NH | Dual Credit Coordinator | 12/13/2021 | \$48,000 | 13 |
| Christina | Carpio | NH | Post-Secondary Succ Coach | 11/29/2021 | \$22.00 | 12 |
| Seth | Harmon | NH | Patron Sales Assistant | 11/1/2021 | \$16.00 | 10 |
| Michael | Jakubows | NH | Records Specialist | 12/6/2021 | \$22.00 | 13 |
| Tsen | Millard | NH | Administrative Assistant III | 11/29/2021 | \$34,000 | 11 |
| Amar | Nagra | NH | Theatre Technician | 11/15/2021 | \$16.00 | 10 |
| Adam | Vial | NH | Testing Assistant III | 11/8/2021 | \$16.50 | 10 |
| Casey | Gonzales | CG | EC Lab School Assistant II | 11/15/2021 | \$13.50 | 9 |
| Leticia | Andrade de Flores | PF | Custodian I | 11/1/2021 | \$27,789 | 7 |
| Ashley | Letteney | PF | Student Success Coach | 10/4/2021 | \$53,791 | 14 |
| Ramon | Albino | TRN | Records Specialist | 11/1/2021 | \$52,653 | 13 |
| Sean | Varner | TRN | Office Coordinator I | 11/29/2021 | \$39,909 | 12 |
| Blessing | Isa | RES | Supervisor II of Testing | 10/4/2021 | | |
| Lidia | Gomez | RES | Post-Secondary Succ Coach | 10/25/2021 | | |
| Kaitlin | Meno | RES | Office Coordinator I | 11/10/2021 | | |
| Erald | Minga | RES | Manag Dir of Talent Mngmt | 12/31/2021 | | |
| Nicole | Montiel | RES | Administrative Assistant II | 10/13/2021 | | |
| Donald | Anderson | RET | Dir of Truck Driving Program | 12/31/2021 | | |
| Robin | Cook | RET | Risk Manager | 12/31/2021 | | |
| James | Dittus | RET | Profe II of Comm Studies | 12/31/2021 | | |
| Steven | Duchrow | RET | Senior Dir of Performing Arts | 12/31/2021 | | |
| Laurie | Hoerner | RET | Manag Dir of Admin/Web Sys | 12/31/2021 | | |
| Stephanie | Johnson | RET | Profe II of Culinary Arts & Hospitality | 12/31/2021 | | |
| Timothy | Kaar | RET | Professor II of Graphic Design | 12/31/2021 | | |
| Christina | Leverenzzi | RET | Professor II of Graphic Design | 12/31/2021 | | |
| Mary | Lopez | RET | Office Assistant III | 12/31/2021 | | |
| Minerva | Negron-Figueroa | RET | Office Coordinator I | 12/31/2021 | | |
| Michele | Noel | RET | Professor II of English | 12/31/2021 | | |
| Jorge | Phillips | RET | Dir of Continuing & Comm Ed | 12/31/2021 | | |
| Joyce | Proctor | RET | Bursar | 12/31/2021 | | |
| Donald | Valentine | RET | Network Engineer | 12/31/2021 | | |
| Vickie | Wiskirchen | RET | Web Services Coordinator I | 12/31/2021 | | |
| Maria | Zapata | RET | Custodian I | 10/31/2021 | | |

| Key |
|--------------------------------|
| NH - New Hire |
| CG - Change Employee Group |
| PF - Part-time to Full-time |
| TRN - Transfer New Grade/Group |
| RES - Resignation |
| RET- Retirement |

HUMAN RESOURCES STAFFING REPORT

Amie Adams

Amie Adams joins Elgin Community College as a Dual Credit Coordinator. Amie has over three years of experience as a dual credit specialist. Amie earned a Master of Science in School Counseling degree from Eastern Illinois University.

Christina Carpio

Christina Carpio joins Elgin Community College as a Post-Secondary Success Coach. Christina has over twelve years of experience in customer service. Christina earned a Master of Education in Adult and Higher Education degree from Northern Illinois University.

Seth Harmon

Seth Harmon joins Elgin Community College as a Patron Sales Assistant. Seth has over three years of experience in customer service, and is currently enrolled in classes at Elgin Community College.

Michael Jakubows

Michael Jakubows joins Elgin Community College as a Records Specialist. Michael has over four years of experience in customer service. Michael earned a Bachelor of Music degree from Millikin University.

Tsen Millard

Tsen Millard joins Elgin Community College as an Administrative Assistant III. Tsen has experience working in customer service and general office work. Tsen earned a degree in Dance and a minor in piano from Tainan University of Technology.

Amar Nagra

Amar Nagra joins Elgin Community College as a Theatre Technician. Amar has over six years of experience in the theatre industry and is pursuing a degree in technical theatre.

Adam Vial

Adam Vial joins Elgin Community College as a Testing Assistant III. Adam has three years of work experience in customer service, and has completed a Radio and Television Production certificate from Illinois Media School.

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

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of October 31, 2021

| | Purchase Date | Maturity Date | Percentage Yield | Total Maturity Value | Cost | Bank |
|------------------------|--------------------------|--------------------------|-----------------------------|-------------------------------------|--------------|---|
| 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 | 6/4/2021 | 12/17/2021 | 0.042% | 249,956.36 | 249,900.00 | Bank 7, OK |
| Certificate of Deposit | 6/4/2021 | 12/17/2021 | 0.031% | 249,941.31 | 249,900.00 | First National Bank, ME |
| Certificate of Deposit | 10/22/2021 | 12/21/2021 | 0.030% | 100,004.94 | 100,000.00 | Ireland Bank, ID |
| 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 |
| Certificate of Deposit | 9/3/2021 | 3/1/2022 | 0.051% | 249,962.50 | 249,900.00 | City National Bank CA |
| Certificate of Deposit | 3/19/2021 | 3/21/2022 | 0.104% | 249,965.77 | 249,700.00 | Western Alliance Bank/Torrey Pines Bank |
| Certificate of Deposit | 3/22/2021 | 3/22/2022 | 0.052% | 249,928.65 | 249,800.00 | Royal Business Bank |
| Certificate of Deposit | 3/22/2021 | 3/22/2022 | 0.040% | 249,999.96 | 249,900.00 | Golden Bank NA |
| 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 | 7/30/2021 | 8/1/2022 | 0.050% | 249,925.58 | 249,800.00 | Fieldpoint Private Bank & Trust |
| Certificate of Deposit | 7/30/2021 | 8/1/2022 | 0.030% | 249,976.64 | 249,900.00 | Newbank NA |
| 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 | 4/6/2021 | 9/28/2022 | 0.050% | 4,253,164.10 | 4,250,000.00 | BMO Harris Bank, NA |
| Certificate of Deposit | 10/1/2021 | 10/3/2022 | 0.050% | 249,925.59 | 249,800.00 | New Omni Bank N.A. |
| Certificate of Deposit | 4/7/2021 | 10/7/2022 | 0.080% | 2,002,402.19 | 2,000,000.00 | Veritex Community Bank - LOC |
| Certificate of Deposit | 2/17/2021 | 2/17/2023 | 0.151% | 249,928.40 | 249,200.00 | Capital Bank |
| Certificate of Deposit | 2/17/2021 | 2/17/2023 | 0.150% | 249,947.60 | 249,200.00 | Pacific Western Bank |
| Certificate of Deposit | 3/22/2021 | 3/22/2023 | 0.093% | 249,863.47 | 249,400.00 | CIBC Bank USA/Private Bank - MI |
| Certificate of Deposit | 3/22/2021 | 3/22/2023 | 0.091% | 249,954.09 | 249,500.00 | Midland States Bank |
| Certificate of Deposit | 3/22/2021 | 3/22/2023 | 0.093% | 249,661.02 | 249,200.00 | Allegiance Bank Texas |
| Certificate of Deposit | 3/22/2021 | 3/22/2023 | 0.070% | 249,949.44 | 249,600.00 | CIBM Bank |
| Certificate of Deposit | 10/1/2021 | 4/3/2023 | 0.080% | 249,800.22 | 249,500.00 | Servisfirst Bank, FL |
| Certificate of Deposit | 10/1/2021 | 4/3/2023 | 0.081% | 249,889.33 | 249,600.00 | First Internet Bank of Indiana |
| Certificate of Deposit | 4/5/2021 | 4/5/2023 | 0.123% | 249,409.56 | 248,800.00 | CFG Bank |
| Certificate of Deposit | 4/6/2021 | 4/6/2023 | 0.100% | 4,258,504.78 | 4,250,000.00 | BMO Harris Bank, NA |
| Certificate of Deposit | 4/7/2021 | 4/7/2023 | 0.100% | 2,004,004.81 | 2,000,000.00 | BMO Harris Bank, NA |
| Certificate of Deposit | 7/30/2021 | 7/31/2023 | 0.070% | 249,852.28 | 249,500.00 | First National Bank - Spearman, TX |
| Certificate of Deposit | 8/10/2021 | 8/10/2023 | 0.141% | 249,398.85 | 248,700.00 | North American Banking Company, MN |
| Certificate of Deposit | 8/17/2021 | 8/17/2023 | 0.104% | 249,999.31 | 249,500.00 | Customers Bank, NY |
| Certificate of Deposit | 10/1/2021 | 10/2/2023 | 0.120% | 249,698.67 | 249,100.00 | Financial Federal Bank, TN |
| Certificate of Deposit | 11/10/2020 | 11/10/2023 | 0.240% | 249,688.23 | 247,900.00 | Farmers and Merchants Union Bank |
| Certificate of Deposit | 7/30/2021 | 7/30/2024 | 0.201% | 249,901.59 | 248,400.00 | Patriot Bank - TN |
| Certificate of Deposit | 7/30/2021 | 7/30/2024 | 0.230% | 248,804.59 | 247,100.00 | Wisconsin River Bank |
| Certificate of Deposit | 8/18/2021 | 8/16/2024 | 0.301% | 248,520.78 | 246,300.00 | Bank of the Valley, NE |
| Treasury Bills | 3/19/2021 | 3/31/2024 | 0.180% | 3,000,000.00 | 3,176,367.19 | U.S. Treasury Note |
| Treasury Bills | 3/23/2021 | 3/31/2024 | 0.185% | 2,500,000.00 | 2,646,093.75 | U.S. Treasury Note |
| Treasury Bills | 4/6/2021 | 4/30/2024 | 0.260% | 2,000,000.00 | 2,106,250.00 | U.S. Treasury Note |
| Treasury Bills | 4/7/2021 | 4/30/2024 | 0.230% | 1,500,000.00 | 1,592,460.94 | U.S. Treasury Note |
| Treasury Bills | 3/22/2021 | 3/31/2025 | 0.476% | 3,000,000.00 | 3,002,812.50 | U.S. Treasury Note |
| Treasury Bills | 3/23/2021 | 3/31/2025 | 0.474% | 2,500,000.00 | 2,502,539.06 | U.S. Treasury Note |
| Treasury Bills | 4/6/2021 | 3/31/2025 | 0.550% | 1,750,000.00 | 1,746,582.03 | U.S. Treasury Note |
| Treasury Bills | 4/7/2021 | 4/30/2025 | 0.520% | 1,250,000.00 | 1,242,724.61 | U.S. Treasury Note |
| Treasury Bills | 3/22/2021 | 3/31/2026 | 0.718% | 3,000,000.00 | 3,226,406.25 | U.S. Treasury Note |
| Treasury Bills | 3/23/2021 | 3/31/2026 | 0.720% | 2,250,000.00 | 2,419,453.13 | U.S. Treasury Note |
| Treasury Bills | 4/6/2021 | 4/30/2026 | 0.830% | 1,750,000.00 | 1,883,847.66 | U.S. Treasury Note |
| Treasury Bills | 4/7/2021 | 4/30/2026 | 0.770% | 1,250,000.00 | 1,349,462.89 | U.S. Treasury Note |
| Treasury Bills | 7/22/2021 | 7/15/2024 | 0.225% | 1,742,000.00 | 1,749,757.34 | U.S. Treasury Note |
| Treasury Bills | 8/18/2021 | 8/15/2024 | 0.272% | 750,000.00 | 752,285.16 | U.S. Treasury Note |
| Treasury Bills | 8/20/2021 | 8/15/2024 | 0.287% | 500,000.00 | 501,308.59 | U.S. Treasury Note |
| Treasury Bills | 9/28/2021 | 11/1/2021 | 0.040% | 5,000,186.30 | 5,000,000.00 | ISDLAF+ Term Series |
| 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 | 3/24/2021 | 3/24/2022 | 0.040% | 249,000.00 | 249,149.34 | Bankunited NA |
| Treasury Bills | 7/8/2021 | 7/7/2022 | 0.030% | 249,000.00 | 249,173.77 | Safra National 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 |

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of October 31, 2021

| | Purchase Date | Maturity Date | Percentage Yield | Total Maturity Value | Cost | Bank |
|--------------------|--------------------------|--------------------------|-----------------------------|-------------------------------------|--------------------------|---|
| 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 |
| Treasury Bills | 8/13/2021 | 8/12/2022 | 0.030% | 249,000.00 | 249,173.79 | 1st Financial Bank USA |
| Treasury Bills | 8/17/2021 | 8/17/2022 | 0.030% | 249,000.00 | 249,174.25 | TIAA FSB |
| Treasury Bills | 9/10/2021 | 9/8/2022 | 0.050% | 249,000.00 | 249,123.76 | Synchrony Bank |
| Treasury Bills | 4/9/2021 | 10/11/2022 | 0.080% | 249,000.00 | 249,262.43 | Wex Bank |
| Treasury Bills | 7/6/2021 | 1/6/2023 | 0.040% | 249,000.00 | 249,224.64 | Capitol Bank |
| Treasury Bills | 7/30/2021 | 1/30/2023 | 0.070% | 249,000.00 | 249,299.45 | Live Oak Banking Company |
| Treasury Bills | 7/30/2021 | 1/30/2023 | 0.100% | 249,000.00 | 249,187.11 | Bankers Bank of Kansas |
| Treasury Bills | 3/30/2021 | 3/30/2023 | 0.100% | 249,000.00 | 249,497.38 | Parkway Bank & Trust Co. |
| Treasury Bills | 3/31/2021 | 3/31/2023 | 0.080% | 249,000.00 | 249,348.31 | Commonwealth Bus Bank CA |
| Treasury Bills | 10/14/2021 | 4/14/2023 | 0.060% | 100,000.00 | 100,059.92 | One Community Bank |
| Treasury Bills | 7/16/2021 | 7/17/2023 | 0.110% | 249,000.00 | 249,199.20 | Community Bankers' Bank |
| Treasury Bills | 7/23/2021 | 7/24/2023 | 0.120% | 249,000.00 | 249,149.42 | Axiom Bank |
| Treasury Bills | 7/28/2021 | 7/28/2023 | 0.200% | 249,000.00 | 249,496.76 | Sallie Mae Bank/Salt Lake |
| Treasury Bills | 3/30/2021 | 9/29/2023 | 0.150% | 249,000.00 | 249,000.00 | Amer Natl Bank/Fox Cities |
| Treasury Bills | 3/26/2021 | 3/26/2024 | 0.301% | 249,000.00 | 250,109.13 | BMW Bank North America |
| Treasury Bills | 4/14/2021 | 4/15/2024 | 0.250% | 249,000.00 | 249,000.00 | Goldman Sachs Bank USA |
| Treasury Bills | 7/16/2021 | 7/16/2024 | 0.310% | 249,000.00 | 249,297.65 | Hanmi Bank |
| Treasury Bills | 8/5/2021 | 8/5/2024 | 0.401% | 249,000.00 | 250,105.88 | Toyota Financial SGS Bank |
| Treasury Bills | 10/25/2021 | 10/25/2024 | 0.360% | 249,000.00 | 249,297.42 | Belmont Bank & Trust Co |
| Treasury Bills | 10/29/2021 | 10/29/2024 | 0.350% | 249,000.00 | 249,000.00 | First General Bank |
| Money Market Funds | 10/31/2021 | 10/31/2021 | 1.940% | 62,657,376.72 | 62,657,376.72 | MAX General Fund #10896-101 |
| Money Market Funds | 10/31/2021 | 10/31/2021 | 2.310% | 694,390.40 | 694,390.40 | MAX Chiller Replacement #10896-215 |
| Money Market Funds | 10/31/2021 | 10/31/2021 | 1.540% | 88,031.77 | 88,031.77 | MAX Replace Ext Doors/Upgrade Sec. #10896-216 |
| Money Market Funds | 10/31/2021 | 10/31/2021 | 0.020% | 776,302.89 | 776,302.89 | MAX Campus Door Project #10896-217 |
| Money Market Funds | 10/31/2021 | 10/31/2021 | 1.000% | 5,928,864.66 | 5,928,864.66 | US Bank - IL Funds (01-00000-125000) |
| | | | 0.41% | \$ 147,882,050.23 | \$ 148,962,502.27 | |

*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 October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|--------------------|----------------------|-----------------|----------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Property Taxes | \$ 39,918,847 | \$ 19,600,768 | 49.10% | \$ 19,427,764 | 48.97% |
| Local Grant and Contracts | 508,723 | 22,426 | 4.41% | 17,553 | 3.57% |
| Corporate Personal Property Replacement Tax | 550,000 | 439,778 | 79.96% | 230,444 | 48.51% |
| Illinois Community College Board | 5,966,225 | 2,237,903 | 37.51% | 2,412,340 | 43.05% |
| Student Tuition and Fees * | 23,125,000 | 12,059,312 | 52.15% | 12,463,023 | 51.97% |
| Payment Plan and Late Fees | 180,000 | 60,700 | 33.72% | 75,260 | 41.87% |
| Interest | 800,000 | (221,447) | (27.68)% | 325,658 | 23.18% |
| Miscellaneous External Revenue | 3,378,186 | 89,955 | 2.66% | 42,345 | 13.06% |
| Miscellaneous Internal Revenue | - | 622 | - | 595 | - |
| TOTAL REVENUES | 74,426,981 | 34,290,017 | 46.07% | 34,994,981 | 48.51% |
| EXPENDITURES BY OBJECT | | | | | |
| Salaries | 46,767,346 | 15,970,821 | 34.15% | 15,324,168 | 34.05% |
| Employee Benefits | 9,329,723 | 2,798,245 | 29.99% | 2,722,506 | 29.11% |
| Contractual Services | 3,964,595 | 1,409,409 | 35.55% | 695,878 | 12.93% |
| General Material & Supplies | 4,422,797 | 1,611,384 | 36.43% | 1,045,267 | 25.72% |
| Professional Development | 742,124 | 94,559 | 12.74% | 38,600 | 11.66% |
| Fixed Charges | 236,114 | 58,934 | 24.96% | 6,612 | 3.13% |
| Utilities | 1,300 | 399 | 30.70% | 512 | 39.40% |
| Capital Outlay | 1,195,867 | 376,461 | 31.48% | 1,100,537 | 48.75% |
| Other | 499,690 | 224,496 | 44.93% | 174,903 | 22.84% |
| Waivers/Institutional Scholarships | 690,000 | 160,219 | 23.22% | 76,412 | 27.79% |
| TOTAL EXPENDITURES BY OBJECT | 67,849,556 | 22,704,928 | 33.46% | 21,185,394 | 31.32% |
| EXPENDITURES BY FUNCTION | | | | | |
| Instruction | 31,970,480 | 10,899,714 | 34.09% | 10,268,121 | 32.31% |
| Academic Support | 9,637,619 | 3,321,395 | 34.46% | 3,069,094 | 32.18% |
| Student Services | 6,695,148 | 2,278,603 | 34.03% | 1,950,804 | 31.59% |
| Public Services | 565,627 | 172,840 | 30.56% | 150,562 | 29.48% |
| Institutional Support | 18,463,707 | 5,872,159 | 31.80% | 5,670,401 | 29.28% |
| Institutional Waiver | 690,000 | 160,219 | 23.22% | 76,412 | 27.79% |
| TOTAL EXPENDITURES BY FUNCTION | 68,022,580 | 22,704,928 | 33.38% | 21,185,394 | 31.32% |
| Excess (deficiency) of revenues over expenditures | 6,577,425 | 11,585,089 | - | 13,809,588 | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfer to Capital Projects Fund | (4,400,000) | (4,400,000) | - | (3,000,000) | 100% |
| Transfer to Food Service | (123,414) | - | - | - | - |
| Transfer to Production Services | (49,610) | - | - | - | - |
| Transfer to Student Life | (558,422) | (160,380) | 28.72% | (118,910) | 23.16% |
| Transfer to Athletics | (888,627) | (231,644) | 26.07% | (193,152) | 22.69% |
| Transfer to Early Childhood Lab School | (306,640) | - | - | - | - |
| Transfer to LLL Continuing Education | (67,303) | - | - | - | - |
| Transfer to Corporate Education | (183,409) | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | (6,577,425) | (4,792,024) | 72.86% | (3,312,062) | 73.78% |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | - | 6,793,065 | - | 10,497,525 | - |
| Fund Balance at beginning of year | - | 54,732,140 | - | 65,347,133 | - |
| Fund Balance | \$ - | \$ 61,525,205 | - | \$ 75,844,658 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|-------------------|----------------------|-----------------|----------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Local Government Services: | \$ 12,083,144 | \$ 5,808,495 | 48.07% | \$ 5,724,368 | 49.01% |
| State Government Services: | | | | | |
| Other Local Government (Hanover Park) | 91,227 | 15,382 | 16.86% | 6,396 | 7.34% |
| Miscellaneous External Revenue | 4,500 | 80 | 1.78% | 148 | 3.36% |
| Miscellaneous Internal Revenue | 3,500 | - | - | - | - |
| Miscellaneous Internal Revenue (Security) | 3,750 | 5 | 0.13% | - | - |
| TOTAL REVENUES | 12,186,121 | 5,823,963 | 47.79% | 5,730,912 | 48.62% |
| EXPENDITURES BY OBJECT | | | | | |
| INSTITUTIONAL SUPPORT | | | | | |
| Salaries | 4,157,982 | 1,423,424 | 34.23% | 1,384,658 | 34.17% |
| Employee Benefits | 848,852 | 265,072 | 31.23% | 268,487 | 32.28% |
| Contractual Services | 1,029,371 | 278,523 | 27.06% | 234,912 | 21.03% |
| General Material & Supplies | 573,202 | 168,666 | 29.43% | 148,231 | 22.12% |
| Professional Development | 4,900 | 645 | 13.16% | 299 | 2.02% |
| Fixed Charges | 672,500 | 511,770 | 76.10% | 424,914 | 74.55% |
| Utilities | 2,877,007 | 865,047 | 30.07% | 676,898 | 24.49% |
| Capital Outlay | 546,500 | 88,909 | 16.27% | 15,082 | 2.71% |
| Other | 7,717 | - | - | - | - |
| TOTAL INSTITUTIONAL SUPPORT | 10,718,031 | 3,602,055 | 33.61% | 3,153,481 | 29.82% |
| CAMPUS SAFETY AND SECURITY | | | | | |
| Salaries | 639,848 | 215,293 | 33.65% | 221,182 | 35.28% |
| Employee Benefits | 284,409 | 108,581 | 38.18% | 95,077 | 32.89% |
| Contractual Services | 47,500 | 4,319 | 9.09% | 4,319 | 10.84% |
| General Material & Supplies | 57,980 | 12,331 | 21.27% | 6,826 | 8.17% |
| Professional Development | 8,425 | 1,106 | 13.13% | 628 | 7.45% |
| Other | 236,000 | 41,700 | 17.67% | 12,266 | 13.33% |
| TOTAL CAMPUS SAFETY AND SECURITY | 1,274,162 | 383,329 | 30.08% | 340,298 | 29.85% |
| TOTAL EXPENDITURES BY OBJECT | 11,992,193 | 3,985,385 | 33.23% | 3,493,779 | 29.82% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 10,718,031 | 3,602,055 | 33.61% | 3,153,481 | 29.82% |
| Campus Safety and Security | 1,274,162 | 383,329 | 30.08% | 340,298 | 29.85% |
| TOTAL EXPENDITURES BY FUNCTION | 11,992,193 | 3,985,385 | 33.23% | 3,493,779 | 29.82% |
| Excess (deficiency) of revenues over expenditures | 193,928 | 1,838,578 | - | 2,237,133 | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfer to O&M Facility Rental | (58,833) | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | (58,833) | - | - | - | - |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | 135,095 | 1,838,578 | - | 2,237,133 | - |
| Fund Balance at beginning of year | - | 17,555,824 | - | 17,555,824 | - |
| Fund Balance | \$ 135,095 | \$ 19,394,402 | - | \$ 19,792,957 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS & MAINTENANCE FUND- FACILITY RENTAL
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|---------------------|--------------------|-----------------|--------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Building Rental External Revenue | \$ 500,313 | \$ 271,516 | 54.27% | \$ 34,199 | 3.47% |
| Comps Building Rental | (396,170) | (240,225) | 60.64% | (32,710) | 4.49% |
| TOTAL REVENUES | 104,143 | 31,291 | 30.05% | 1,489 | 6.42% |
| EXPENDITURES BY OBJECT | | | | | |
| Salaries | 198,434 | 56,211 | 28.33% | 63,124 | 29.75% |
| Employee Benefits | 61,933 | 15,389 | 24.85% | 16,180 | 20.83% |
| Contractual Services | 500 | - | - | - | - |
| General Material & Supplies | 35,754 | 1,603 | 4.48% | 231 | 0.71% |
| Professional Development | 700 | - | - | - | - |
| TOTAL EXPENDITURES BY OBJECT | 298,071 | 73,203 | 24.56% | 79,536 | 24.47% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 298,071 | 73,203 | 24.56% | 79,536 | 24.47% |
| TOTAL EXPENDITURES BY FUNCTION | 298,071 | 73,203 | 24.56% | 79,536 | 24.47% |
| Excess (deficiency) of revenues expenditures and other sources (uses) | (193,928) | (41,911) | - | (78,047) | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfer from O&M Fund | 58,833 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 58,833 | - | - | - | - |
| Excess (deficiency) of revenues expenditures and other sources (uses) | (135,095) | (41,911) | - | (78,047) | - |
| Fund Balance | \$ (135,095) | \$ (41,911) | - | \$ (78,047) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|-----------------------|----------------------|-----------------|----------------------|----------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| BABS Rebates | \$ - | \$ - | - | \$ (1,686) | (0.13)% |
| TOTAL REVENUES | - | - | - | (1,686) | (0.13)% |
| EXPENDITURES BY OBJECT | | | | | |
| Contractual Services | 1,317,500 | 147,095 | 11.16% | 57,344 | 6.39% |
| Capital Outlay | 11,839,000 | 675,390 | 5.70% | 22,857 | 1.09% |
| TOTAL EXPENDITURES BY OBJECT | 13,156,500 | 822,485 | 6.25% | 80,201 | 2.67% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 13,156,500 | 822,485 | 6.25% | 80,201 | 2.67% |
| TOTAL EXPENDITURES BY FUNCTION | 13,156,500 | 822,485 | 6.25% | 80,201 | 2.67% |
| Excess (deficiency) of revenues over expenditures | (13,156,500) | (822,485) | 6.25% | (81,886) | 4.92% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 4,400,000 | 4,400,000 | 100.00% | 3,000,000 | 100.00% |
| TOTAL OTHER FINANCING SOURCES (USES) | 4,400,000 | 4,400,000 | 100.00% | 3,000,000 | 100.00% |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | (8,756,500) | 3,577,515 | | 2,918,114 | - |
| Fund Balance at beginning of year | - | 47,832,600 | - | 32,587,904 | - |
| Fund Balance | \$ (8,756,500) | \$ 51,410,115 | - | \$ 35,506,018 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|---|---------------------|---------------------|-----------------|----------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Property Taxes | \$ 9,881,784 | \$ 4,525,778 | 45.80% | \$ 6,201,633 | 49.29% |
| Bonds Proceeds | - | - | - | - | - |
| TOTAL REVENUES | 9,881,784 | 4,525,778 | 45.80% | 6,201,633 | 49.29% |
| EXPENDITURES BY OBJECT | | | | | |
| Fixed Charges | 6,972,975 | (375) | (0.01)% | 2,140 | 0.02% |
| TOTAL EXPENDITURES BY OBJECT | 6,972,975 | (375) | (0.01)% | 2,140 | 0.02% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 6,972,975 | (375) | (0.01)% | 2,140 | 0.02% |
| TOTAL EXPENDITURES BY FUNCTION | 6,972,975 | (375) | (0.01)% | 2,140 | 0.02% |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | 2,908,809 | 4,526,153 | - | 6,199,493 | - |
| Fund Balance at beginning of year | - | 4,888,363 | - | 4,841,932 | - |
| Fund Balance | \$ 2,908,809 | \$ 9,414,516 | - | \$ 11,041,425 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|--------------------|--------------------|-----------------|--------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 97,000 | \$ 76,086 | 78.44% | \$ 15,368 | 11.38% |
| Miscellaneous Internal Revenue | 60,000 | 12,378 | 20.63% | 9,359 | 13.37% |
| TOTAL REVENUES | 157,000 | 88,464 | 56.35% | 24,727 | 12.06% |
| OPERATING EXPENSES | | | | | |
| Salaries | 157,426 | 59,658 | 37.90% | 53,238 | 29.79% |
| Employee Benefits | 19,227 | 6,197 | 32.23% | 6,358 | 33.15% |
| Contractual Services | 37,900 | 27,268 | 71.95% | 6,875 | 14.50% |
| General Material & Supplies | 19,550 | 4,121 | 21.08% | 3,732 | 14.33% |
| Professional Development | 200 | - | - | - | - |
| TOTAL OPERATING EXPENSES | 234,303 | 97,244 | 41.50% | 70,203 | 25.85% |
| Excess (deficiency) of revenues over expenditures | (77,303) | (8,781) | 11.36% | (45,476) | 68.32% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 67,303 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 67,303 | - | - | - | - |
| Net Income (Loss) | (10,000) | (8,781) | - | (45,476) | - |
| Retained Earnings at beginning of the year | - | (17,350) | - | - | - |
| Retained Earnings | \$ (10,000) | \$ (26,131) | - | \$ (45,476) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|------------------|--------------------|-----------------|--------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 110,500 | \$ 24,773 | 22.42% | \$ 2,623 | 1.64% |
| TOTAL REVENUES | 110,500 | 24,773 | 22.42% | 2,623 | 1.64% |
| OPERATING EXPENSES | | | | | |
| Salaries | 215,171 | 21,959 | 10.21% | 36,646 | 32.62% |
| Employee Benefits | 16,803 | 3,519 | 20.94% | 5,573 | 33.24% |
| Contractual Services | 30,885 | 16,640 | 53.88% | 1,405 | 2.34% |
| General Material & Supplies | 20,500 | 662 | 3.23% | 4 | 0.02% |
| Professional Development | 550 | 300 | 54.55% | - | - |
| TOTAL OPERATING EXPENSES | 283,909 | 43,079 | 15.17% | 43,629 | 20.96% |
| Excess (deficiency) of revenues over expenditures | (173,409) | (18,307) | 10.56% | (41,006) | 85.16% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 183,409 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 183,409 | - | - | - | - |
| Net Income (Loss) | 10,000 | (18,307) | - | (41,006) | - |
| Retained Earnings at beginning of the year | - | - | - | - | - |
| Retained Earnings | \$ 10,000 | \$ (18,307) | - | \$ (41,005) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|------------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 2,164,500 | \$ 980,139 | 45.28% | \$ 1,081,751 | 35.90% |
| Miscellaneous Internal Revenue | 78,000 | 50,612 | 64.89% | 6,236 | 7.51% |
| TOTAL REVENUES | 2,242,500 | 1,030,751 | 45.96% | 1,087,988 | 35.14% |
| OPERATING EXPENSES | | | | | |
| Salaries | 271,081 | 92,911 | 34.27% | 94,485 | 28.62% |
| Employee Benefits | 76,305 | 14,701 | 19.27% | 15,097 | 21.27% |
| Contractual Services | 44,028 | 31,034 | 70.49% | 24,547 | 55.75% |
| General Material & Supplies | 1,788,862 | 1,066,152 | 59.60% | 1,251,420 | 50.89% |
| Other | 31,000 | 447 | 1.44% | 652 | 2.09% |
| TOTAL OPERATING EXPENSES | 2,211,276 | 1,205,245 | 54.50% | 1,386,202 | 47.17% |
| Excess (deficiency) of revenues over expenditures | 31,224 | (174,494) | - | (298,214) | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers to Other Funds | - | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | - | - | - | - | - |
| Net Income (Loss) | 31,224 | (174,494) | - | (298,214) | - |
| Retained Earnings at beginning of the year | - | (203,718) | - | 29,796 | - |
| Retained Earnings | \$ 31,224 | \$ (378,212) | - | \$ (268,418) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|--------------------|--------------------|-----------------|--------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | 282,652 | 91,567 | 32.40% | 39,922 | 9.19% |
| TOTAL REVENUES | 282,652 | 91,567 | 32.40% | 39,922 | 9.19% |
| OPERATING EXPENSES | | | | | |
| Salaries | 520,593 | 69,888 | 13.42% | 78,616 | 17.69% |
| Employee Benefits | 121,403 | 25,634 | 21.11% | 18,803 | 20.82% |
| Contractual Services | 2,100 | 300 | 14.29% | 550 | 22.92% |
| General Material & Supplies | 40,200 | 11,543 | 28.71% | 7,508 | 11.96% |
| Professional Development | - | 60 | - | - | - |
| TOTAL OPERATING EXPENSES | 684,296 | 107,425 | 15.70% | 105,477 | 17.57% |
| Excess (deficiency) of revenues over expenditures | (401,644) | (15,858) | 3.95% | (65,555) | 39.49% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 306,640 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 306,640 | - | - | - | - |
| Net Income (Loss) | (95,004) | (15,858) | - | (65,555) | - |
| Retained Earnings at beginning of the year | - | 7,142 | - | (7,142) | - |
| Retained Earnings | \$ (95,004) | \$ (8,716) | - | \$ (72,697) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 283,974 | \$ 44,620 | 15.71% | \$ 9,182 | 1.10% |
| Miscellaneous Internal Revenue | 50,000 | 23,299 | 46.60% | 5,647 | 2.88% |
| TOTAL REVENUES | 333,974 | 67,919 | 20.34% | 14,828 | 1.44% |
| OPERATING EXPENSES | | | | | |
| Salaries | 245,435 | 88,996 | 36.26% | 99,767 | 26.53% |
| Employee Benefits | 70,365 | 12,924 | 18.37% | 21,127 | 33.99% |
| Contractual Services | 11,000 | 1,607 | 14.61% | 4,365 | 12.47% |
| General Material & Supplies | 130,438 | 43,421 | 33.29% | (7,671) | (1.45)% |
| Professional Development | 150 | - | - | - | - |
| Other | - | (35) | - | - | - |
| TOTAL OPERATING EXPENSES | 457,388 | 146,913 | 32.12% | 117,588 | 11.63% |
| Excess (deficiency) of revenues over expenditures | (123,414) | (78,994) | - | (102,760) | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers to Other Funds | 123,414 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 123,414 | - | - | - | - |
| Net Income (Loss) | - | (78,994) | | (102,760) | |
| Retained Earnings at beginning of the year | - | (78,614) | - | 92,109 | - |
| Retained Earnings | \$ - | \$ (157,608) | - | \$ (10,651) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|---------------------|-----------------|---------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 529,037 | \$ 69,784 | 13.19% | \$ 51,239 | 7.21% |
| Miscellaneous Internal Revenue | 176,932 | 59,118 | 33.41% | 2,531 | 1.16% |
| TOTAL REVENUES | 705,969 | 128,902 | 18.26% | 53,770 | 5.79% |
| OPERATING EXPENSES | | | | | |
| Salaries | 232,956 | 37,316 | 16.02% | 54,851 | 21.66% |
| Employee Benefits | 12,113 | 4,900 | 40.45% | 5,755 | 13.57% |
| Contractual Services | 346,219 | 37,675 | 10.88% | 11,536 | 2.78% |
| General Material & Supplies | 114,021 | 6,020 | 5.28% | 2,262 | 1.73% |
| Professional Development | 22,150 | 1,901 | 8.58% | 275 | 1.13% |
| Capital Outlay | 122,000 | 11,583 | 9.49% | 71,353 | 23.10% |
| Fixed Charges | 5,000 | - | - | - | - |
| TOTAL OPERATING EXPENSES | 854,459 | 99,394 | 11.63% | 146,032 | 12.39% |
| Excess (deficiency) of revenues over expenditures | (148,490) | 29,508 | | (92,262) | |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Release of Fund Balance | 148,490 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 148,490 | - | - | - | - |
| Net Income (Loss) | - | 29,508 | - | (92,262) | - |
| Retained Earnings at beginning of the year | - | 1,088,653 | - | 1,398,450 | - |
| Retained Earnings | \$ - | \$ 1,118,161 | - | \$ 1,306,188 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ 690 | \$ 120 | 17.46% | \$ 93 | 4.63% |
| Miscellaneous Internal Revenue | 209,910 | 125,179 | 59.63% | 42,802 | 9.36% |
| TOTAL REVENUES | 210,600 | 125,299 | 59.50% | 42,894 | 9.34% |
| OPERATING EXPENSES | | | | | |
| Salaries | 97,421 | 50,928 | 52.28% | 65,056 | 37.20% |
| Employee Benefits | 29,337 | 14,392 | 49.06% | 17,738 | 31.82% |
| Contractual Services | 1,660 | 596 | 35.90% | 516 | 31.91% |
| General Material & Supplies | 30,311 | 15,954 | 52.63% | 6,973 | 7.58% |
| Professional Development | 600 | - | - | 39 | 3.74% |
| Depreciation | 12,381 | - | - | - | - |
| Fixed Charges | 88,500 | 28,818 | 32.56% | 25,614 | 22.60% |
| TOTAL OPERATING EXPENSES | 260,210 | 110,688 | 42.54% | 115,937 | 25.23% |
| Excess (deficiency) of revenues over expenditures | (49,610) | 14,612 | | (73,042) | - |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers to Other Funds | - | - | - | - | - |
| Transfers from Other Funds | 49,610 | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 49,610 | - | - | - | - |
| Net Income (Loss) | - | 14,612 | - | (73,042) | - |
| Retained Earnings at beginning of the year | - | (36,270) | - | 72,693 | - |
| Retained Earnings | \$ - | \$ (21,658) | - | \$ (349) | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, STUDENT LIFE
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ - | \$ - | - | \$ 43,391 | - |
| TOTAL REVENUES | - | - | - | 43,391 | - |
| OPERATING EXPENSES | | | | | |
| Salaries | 330,773 | 114,033 | 34.47% | 92,870 | 30.68% |
| Employee Benefits | 90,269 | 27,658 | 30.64% | 22,626 | 33.25% |
| Contractual Services | 3,000 | - | - | - | - |
| General Material & Supplies | 39,080 | 18,629 | 47.67% | 3,631 | 5.19% |
| Professional Development | 15,300 | 60 | 0.39% | 40 | 0.32% |
| Capital Outlay | 80,000 | - | - | - | - |
| TOTAL OPERATING EXPENSES | 558,422 | 160,380 | 28.72% | 119,168 | 23.21% |
| Excess (deficiency) of revenues over expenditures | (558,422) | (160,380) | 28.72% | (75,777) | 14.76% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 558,422 | 160,380 | 28.72% | 75,519 | 14.71% |
| TOTAL OTHER FINANCING SOURCES (USES) | 558,422 | 160,380 | 28.72% | 75,519 | 14.71% |
| Net Income (Loss) | - | - | - | (258) | - |
| Retained Earnings at beginning of the year | - | 50,748 | - | 50,748 | - |
| Retained Earnings | \$ - | \$ 50,748 | - | \$ 50,490 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| OPERATING REVENUES | | | | | |
| Miscellaneous Revenue | \$ - | \$ 1,975 | - | \$ - | - |
| TOTAL REVENUES | - | 1,975 | - | - | - |
| OPERATING EXPENSES | | | | | |
| Salaries | 460,587 | 149,612 | 32.48% | 128,158 | 28.91% |
| Employee Benefits | 76,540 | 20,009 | 26.14% | 24,526 | 33.56% |
| Contractual Services | 90,000 | 18,793 | 20.88% | 775 | 0.96% |
| General Material & Supplies | 132,500 | 26,022 | 19.64% | 32,765 | 24.83% |
| Professional Development | 103,000 | 17,330 | 16.83% | (1,040) | (1.01)% |
| Fixed Charges | 20,000 | 115 | 0.57% | 3,500 | 17.50% |
| Capital Outlay | 6,000 | 1,738 | 28.97% | 4,704 | - |
| TOTAL OPERATING EXPENSES | 888,627 | 233,619 | 26.29% | 193,388 | 22.71% |
| Excess (deficiency) of revenues over expenditures | (888,627) | (231,644) | 26.07% | (193,388) | 22.71% |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers from Other Funds | 888,627 | 231,644 | 26.07% | 193,152 | 22.69% |
| TOTAL OTHER FINANCING SOURCES (USES) | 888,627 | 231,644 | 26.07% | 193,152 | 22.69% |
| Net Income (Loss) | - | - | - | (235) | - |
| Retained Earnings at beginning of the year | - | (567) | - | 1,374 | - |
| Retained Earnings | \$ - | \$ (567) | - | 1,138 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|---|------------------|---------------------|-----------------|---------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Interest | \$ 60,000 | \$ 13,863 | 23.11% | \$ 51,339 | 93.34% |
| TOTAL REVENUES | 60,000 | 13,863 | 23.11% | 51,339 | 93.34% |
| EXPENDITURES BY OBJECT | | | | | |
| General Material & Supplies | - | - | - | - | - |
| Professional Development | - | - | - | - | - |
| TOTAL EXPENDITURES BY OBJECT | - | - | - | - | - |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | - | - | - | - | - |
| TOTAL EXPENDITURES BY FUNCTION | - | - | - | - | - |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | 60,000 | 13,863 | 23.11% | 51,339 | 93.34% |
| Fund Balance at beginning of year | - | 4,737,476 | - | 4,639,387 | - |
| Fund Balance | \$ 60,000 | \$ 4,751,339 | - | \$ 4,690,727 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|----------------|--------------------|-----------------|-------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Property Taxes | \$ 150,067 | \$ 49,836 | 33.21% | \$ 54,467 | 45.14% |
| TOTAL REVENUES | 150,067 | 49,836 | 33.21% | 54,467 | 45.14% |
| EXPENDITURES BY OBJECT | | | | | |
| Salaries | 65,067 | 24,231 | 37.24% | - | - |
| Contractual Services | 85,000 | 40,000 | 47.06% | 50,000 | 61.17% |
| General Material & Supplies | - | 20 | - | - | - |
| TOTAL EXPENDITURES BY OBJECT | 150,067 | 64,251 | 42.81% | 50,000 | 41.44% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 150,067 | 64,251 | 42.81% | 50,000 | 41.44% |
| TOTAL EXPENDITURES BY FUNCTION | 150,067 | 64,251 | 42.81% | 50,000 | 41.44% |
| Excess (deficiency) of revenues over expenditures and other sources (uses) | - | (14,415) | - | 4,467 | - |
| Fund Balance at beginning of year | - | 190,686 | - | 178,014 | - |
| Fund Balance | \$ - | \$ 176,271 | - | \$ 182,482 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|--|------------------|---------------------|-----------------|---------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Local Government Services: | | | | | |
| Property Taxes | \$ 905,000 | \$ 300,534 | 33.21% | \$ 248,517 | 29.51% |
| Miscellaneous External Revenue | - | 2,451 | - | - | - |
| TOTAL REVENUES | 905,000 | 302,985 | 33.48% | \$ 248,517 | 29.51% |
| EXPENDITURES BY OBJECT | | | | | |
| INSTITUTIONAL SUPPORT | | | | | |
| Contractual Services | 195,000 | 10,013 | 5.13% | - | - |
| Fixed Charges | 950,000 | 650,653 | 68.49% | 615,230 | 75.95% |
| TOTAL INSTITUTIONAL SUPPORT | 1,145,000 | 660,666 | 57.70% | 615,230 | 65.00% |
| CAMPUS SAFETY AND SECURITY | | | | | |
| Salaries | 639,495 | 214,529 | 33.55% | 221,063 | 36.13% |
| TOTAL CAMPUS SAFETY & SECURITY | 639,495 | 214,529 | 33.55% | 221,063 | 36.13% |
| TOTAL EXPENDITURES BY OBJECT | 1,784,495 | 875,194 | 49.04% | 836,293 | 53.66% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 1,145,000 | 660,666 | 57.70% | 615,230 | 65.00% |
| Campus Safety and Security | 639,495 | 214,529 | 33.55% | 221,063 | 36.13% |
| TOTAL EXPENDITURES BY FUNCTION | 1,784,495 | 875,194 | 49.04% | 836,293 | 53.66% |
| Excess (deficiency) of revenues over expenditures other sources (uses) | (879,495) | (572,209) | - | (587,776) | - |
| Fund Balance Released from Reserved Fund Balance | 879,495 | - | - | - | - |
| Fund Balance at beginning of year | - | 3,668,627 | - | 4,747,331 | - |
| Fund Balance | \$ - | \$ 3,096,418 | - | \$ 4,159,555 | - |

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending October 31, 2021

| | 2022 | Fiscal Year | % Actual | Prior Yr | % of |
|---|-------------------|------------------------|-----------------|------------------------|---------------|
| | Budget | Actual | Budget | 10/31/2020 | FY2021 |
| | | | | Actual | Budget |
| REVENUES | | | | | |
| Benefit Charges | \$ 11,673,979 | \$ 3,592,441 | 30.77% | \$ 3,498,143 | 33.94% |
| TOTAL REVENUES | 11,673,979 | 3,592,441 | 30.77% | 3,498,143 | 33.94% |
| EXPENDITURES BY OBJECT | | | | | |
| Employee Benefits | 11,673,979 | 3,261,360 | 27.94% | 3,276,142 | 31.78% |
| TOTAL EXPENDITURES BY OBJECT | 11,673,979 | 3,261,360 | 27.94% | 3,276,142 | 31.78% |
| EXPENDITURES BY FUNCTION | | | | | |
| Institutional Support | 11,673,979 | 3,261,360 | 27.94% | 3,276,142 | 31.78% |
| TOTAL EXPENDITURES BY FUNCTION | 11,673,979 | 3,261,360 | 27.94% | 3,276,142 | 31.78% |
| Excess (deficiency) of revenues over expenditures other sources (uses) | - | 331,081 | - | 222,001 | - |
| Fund Balance at beginning of year | - | (23,394,558) | - | (24,937,335) | - |
| Fund Balance | \$ - | \$ (23,063,477) | - | \$ (24,715,334) | - |

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 (November)
- B. Treasurer (October)

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

- C. Institutional Advancement and ECC Foundation (November)
- D. Community Engagement and Legislative Affairs (November)
- E. Marketing and Communications (quarterly)
- F. Student Success (quarterly)



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

RESOLUTION TO ADOPT 2021 TAX LEVY

Recommendation

The administration recommends that the Board of Trustees adopts the following “Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2021”. The levy represents a no tax increase to the tax payers for the 2021 levy year, only capturing additional taxes related to new property and recapture of tax increment financing districts and other special tax arrangements returning to the district.



Dr. David Sam, President

Background

The Board of Trustees adopted the budget for Fiscal Year 2022 at the June 8, 2021 board meeting. The tax levy in the attached resolution is necessary to fund the budget, as adopted. The district is also required to levy for a direct annual tax in amounts sufficient for the purpose of paying principal and interest for the bonds.

Notice of the public hearing was published in conformity with the law. This action reflects the College’s duty to fiscal responsibility and transparency to District 509 taxpayers. The tax levy will be presented for adoption at a meeting of the board on December 14, 2021, in Building E at 6:30 p.m.

This recommendation is provided in accordance with Board Policy EP 3, which states, “The budgeting process shall be in compliance with the provisions of the Public Community College Act, namely 110 ILCS 805/3-20.1–20.2.”

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

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2021**

WHEREAS, the *Truth in Taxation Act* requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2020 was:

| | <u>2020 Extension</u> |
|---|--------------------------|
| Educational Purposes | \$ 40,107,458 |
| Operations and Maintenance Purposes | 11,837,135 |
| Liability, Insurance, Workers Compensation, Unemployment Insurance, Property Insurance | 606,650 |
| Audit | 101,554 |
| Social Security & Medicare Purposes | <u>5,890</u> |
| TOTAL | <u>\$ 52,658,687</u> |

and,

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2021 is as follows:

| | <u>2021 Tax Levy</u> |
|---|--------------------------|
| Educational Purposes | \$ 40,735,000 |
| Operations and Maintenance Purposes | 12,140,000 |
| Liability, Insurance, Workers Compensation, Unemployment Insurance, Property Insurance | 800,000 |
| Audit | 100,000 |
| Social Security & Medicare Purposes | <u>5,000</u> |
| TOTAL | <u>\$ 53,780,000</u> |

The district is not seeking an increase due to the increase in CPI as allowed by the property tax limitation law. The entire increase is in anticipation of new property and the recapture of tax increment financing districts and other special tax arrangements returning to the district thus increasing the taxable equalized assessed value.

and,

WHEREAS, the taxes will be extended on the equalized assessed value of the taxable property of Community College District 509, Counties of Kane, Cook, DuPage, DeKalb, and McHenry, State of Illinois, for the year 2021 to be collected in the year 2022; and that the levy for the year 2021 be allocated 50% for Fiscal Year 2022 and 50% for Fiscal Year 2023; and

WHEREAS, the *Truth in Taxation Act*, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes levied for the bond and interest purposes for 2020 were \$10,049,642 and extended for \$9,049,642 after a \$1,000,000 abatement was applied against the debt service levy and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2021 is \$10,713,926; now, therefore, be it

RESOLVED by the Board of Trustees of Elgin Community College, District No. 509, Counties of Kane, Cook, DuPage McHenry and DeKalb, State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2021 is \$64,493,926.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2021 is 104.5% of the taxes extended by the district in the year 2020.

Section 3: The aggregate amount of taxes estimated to be levied for the year 2021 for debt service is 118.4% of the taxes extended after reflecting the \$1,000,000 abatement for debt service for 2020.

Section 4: Public notice shall be given in *The Daily Herald*, being a newspaper of general circulation in said district and all counties, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall not be less than $\frac{1}{8}$ page in size, with no smaller than 12-point type, enclosed in a black border not less than $\frac{1}{4}$ " wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR
ELGIN COMMUNITY COLLEGE
2021**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 509 for 2021 will be held on December 14, 2021, at 6:30 p.m. at Elgin Community College, Building E, 1700 Spartan Drive, Elgin, Illinois 60123.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Kimberly Wagner, College Treasurer, 1700 Spartan Drive, Elgin, Illinois, (847) 214-7728.

- II. The corporate and special purpose property taxes extended or abated for 2020 were \$52,658,687.

The proposed corporate and special purpose property taxes to be levied for 2021 are \$53,780,000. This represents a 2.1% increase over the previous year.

- III. The property taxes extended for debt service were \$9,049,642.

The estimated property taxes to be levied for debt service for 2021 are \$10,713,926. This represents an 18.4% increase over the previous year.

- IV. The total property taxes extended or abated for 2020 were \$61,708,329.

The estimated total property taxes to be levied for 2021 are \$64,493,926. This represents a 4.5% increase over the previous year.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

ATTEST:

BOARD OF TRUSTEES
ELGIN COMMUNITY COLLEGE
DISTRICT NO. 509
COUNTIES OF KANE, COOK
DUPAGE, MCHENRY AND DEKALB
STATE OF ILLINOIS

Board Secretary

By: _____
Board Chair

Date

Date

**RATIFICATION OF THE MEMORANDUM OF AGREEMENT REGARDING
THE IMPACT OF GOVERNOR'S EXECUTIVE ORDERS 2021-20 AND 2021-22
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 Impact of the Governor's Executive Orders 2021-20 and 2021-22 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 September 21, 2021, and the parties reached a tentative agreement on November 8, 2021 which was fully executed on November 16, 2021.

Staff Contacts: Dr. Peggy Heinrich, Vice President, Teaching, Learning, and Student
 Development, 847-214-7363
 Mr. Respicio F. Vazquez, General Counsel, 847-214-7760

**MEMORANDUM OF AGREEMENT
GOVERNOR'S MANDATES 2021-2022
NOVEMBER 16, 2021**

The Elgin Community College Faculty Association requested to bargain the impact of Governor Pritzker's Executive Order 2021-20 and 2021-22 and Elgin Community College's plan for implementation. As a result, the Board of Trustees agreed to the following Agreement through to the end of the spring 2022 semester, May 23, 2022, or until the Governor's Executive Order is no longer in existence, whichever is sooner:

1. Testing:

- a) The college will provide onsite testing two (2) days a week, hours that will include both day and/or evening hours. In the event that testing is offered on days when a faculty member is not scheduled to be on campus, the faculty member can choose to get tested at another location at no cost to the college. In the event that free off campus testing is no longer available, the parties agree to revisit this matter.
- b) Faculty shall receive free on campus testing.
- c) Testing options shall include nasal swab and/or saliva test.

2. Vaccine:

The college will continue to coordinate with Illinois Department of Public Health (IDPH) and the Kane County Department of Health to provide on-site vaccination options.

3. Non-Compliant Students:

Faculty shall be given a list of non-compliant students no later than Friday 5 pm before the following week of classes start.

- a) Faculty shall have the option to address the non-compliant student prior to class to inform them they are not allowed to be in class and will direct the students to contact the designated person(s); or
- b) Faculty who choose not to address the non-compliant student prior to class may:
 - Contact designated person(s) right after class to inform of the presence of a non-compliant student who attended class that day; or
 - Let designated person(s) contact the faculty member after the eight-day notification period (described below) to request confirmation of non-compliant student attendance. Faculty who choose this option should reply to designated person's email regarding non-compliant student stating whether or not the student has been attending class.

Students who appear on the non-compliant list (for vaccination or weekly testing) will receive a series of three (3) notifications within an eight (8) calendar day period after being identified as non-compliant, as determined through Cleared4:

- a) First Notification: Warning email/text informing student of status and requirement to return to compliance. Indicates that intentional violation of the mandate by attempting to attend class while knowingly out of compliance may be subject to the student disciplinary process and lead to exclusion from campus/class.
- b) Second Notification: Second warning email/text informing student of status and requirement to return to compliance. Indicates that intentional violation of the mandate by attempting to attend class while knowingly out of compliance may be subject to the student disciplinary process and lead to exclusion from campus/class.
- c) Third Notification: Final notice email/text informing student of code of conduct violations if they come onto campus, including trespassing status, resulting in sanctions up to and including suspension or dismissal from the college.

IN WITNESS WHEREOF I 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 11/10/21
Kim Tarver Date
ECCFA President

Luis Martinez 11/8/2021
Luis Martinez Date
ECCFA Chief Negotiator

David A. Sam November 16, 2021
David A. Sam, Ph.D., J.D., LLM Date
College President

Respielo F. Vazquez 11-10-21
Respielo F. Vazquez Date
General Counsel & Chief Negotiator

Peggy Heinrich 11/10/21
Peggy Heinrich Date
Vice President, TLSD

**RATIFICATION OF THE MEMORANDUM OF AGREEMENT REGARDING
THE FALL 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 fall 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 November 19, 2021, and the parties reached a tentative agreement on December 3, 2021 which was fully executed on December 6, 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
Fall 2022 SEMESTER
December ____, 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 fall 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 fall 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 fall 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 fall 2022 semester and shall sunset at the conclusion of the semester.
2. Online classes that are submitted for approval to be developed for fall 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 shift 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 March 1, 2022. Library faculty who have been offered and chosen their shifts shall provide notification to their Dean or Designee by March 22, 2022. Private designated space for confidential meetings or synchronous online work activity will be provided.
4. The College shall release the schedule to faculty by January 24, 2022 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 and spring 2021. Faculty who have been offered and chosen load shall provide notification of their choice to their Dean or Designee by February 7, 2022. Faculty choosing load in accordance to existing protocol procedure, after February 7, 2022 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 February 7, 2022 or when they are making their course selection according to load protocol if after February 7, 2022 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 February 7, 2022 shall be scheduled at the discretion of the Dean or Designee. When new sections are added after February 7, 2022, 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 February 7, 2022 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, Kane County Health Department, Governor's Executive Orders, Restore Illinois Plan), 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 fall 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 fall 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, fall 2021, or spring 2022 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 fall 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 fall 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 fall 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 May 13, 2022. Course materials for new or redeveloped online or hybrid courses shall be delivered to the dean or designee for approval by July 1, 2022 and distributed by the College to all other faculty assigned to teach the course by the later of July 22, 2022 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 fall 2022 semester, 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 February 7, 2022, if they elect not to teach in the fall 2022 semester.

17. All faculty/librarian faculty members who are working remotely during fall 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 fall 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 fall 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 fall 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 February 7, 2022. 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 fall 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.

Kim Tarver
ECCFA President

Date

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

Date

Luis Martinez
ECCFA Chief Negotiator

Date

Respicio F. Vazquez
General Counsel & Chief Negotiator

Date

Peggy Heinrich
Vice President, TLSD

Date

**MINUTES OF REGULAR BOARD MEETING
NOVEMBER 9, 2021**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held November 9, 2021.



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
NOVEMBER 9, 2021**

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, November 9, 2021, in Building E, Room E100.01/Virtual.

1. Call to Order and Roll Call

Chair Rakow called the regular meeting to order at 5:42 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Ms. Rakow, Mr. Meyer, Dr. Redmer, Mr. Duffy, Dr. McCreary, Mr. Nowak and Dr. Ollayos, and Student Trustee Mr. Allen.
Trustees participated in-person.

Trustees absent: None.

ECC staff and Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning & Student Development; Dr. Wagner, VP Business & Finance; Mr. Vazquez, General Counsel and Ms. Kerruish, Recorder.

2. 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 Ollayos moved to recess to closed session.

Second: Trustee McCreary seconded the motion.

Roll-Call Vote: Aye, 7: Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried at 5:45 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:39 p.m. The board reconvened in open session at 6:42 p.m. in E100.01/Virtual.

4. Preliminary Matters

Following the Pledge of Allegiance led by Trustee Ollayos, Chair Rakow recognized all veterans in honor of Veteran's Day and thanked Trustee McCreary for her service.
Trustee Duffy read the Board Purpose.

MINUTES OF REGULAR MEETING OF
NOVEMBER 9, 2021

Roll Call

Trustees present: Ms. Rakow, Mr. Meyer, Dr. Redmer, Mr. Duffy, Dr. McCreary, Mr. Nowak and Dr. Ollayos, and Student Trustee Mr. Allen.
Trustees participated in-person.

Trustees absent: None.

ECC staff and Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning & Student Development; Dr. Wagner, VP Business & Finance; Mr. Vazquez, General Counsel and Ms. Kerruish, Recorder, ECC staff members and visitors.

5. President's Report

- Dr. Sam acknowledged the presence of ECCFA and SSECCA representatives participating virtually.
- Dr. Sam referenced his presentation on Aspen Top 150 at the November 8 Committee of the Whole meeting.
- Dr. Sam announced plans to return to spotlighting employees at regular meetings going forward, as had been the practice prior to the pandemic.

6. Audience Wishing to Address the Board

Louis Martinez, ECCFA, addressed the Board and thanked them for their cooperation and support during the past 21 months. He expressed concerns regarding the Covid-19 tracking system and safety.

7. Board Reports

A. Committee of the Whole

Trustee Meyer reported on the November 8 Committee of the Whole meeting, noting the settlement agreement related to the Sears litigation has been resolved. The following presentations were provided: Aspen Top 150 (by Dr. Sam); Equity, Diversity and Inclusion (by Anthony Ramos); Sabbatical Report – Dan Kernler; and Sabbatical Report – Alison Douglas. Board actions were reviewed, and there were questions on the HR Recruitment Services/LinkedIn action. A budget discussion covered questions which were raised about the proposed tax levy. Changes to the language in the Tax Levy board action were discussed. One audience member addressed the Board regarding the suggested responsible bidder policy. Other agenda items included Covid protocols, ICCTA and ACCT meetings, and a policy for fishing on Lake Spartan. Minutes of the Committee of the Whole meeting will be available on ECC's website (elgin.edu) following approval.

B. Illinois Community College Trustee Association (ICCTA)

Trustee Duffy noted the next ICCTA meetings will be held on November 12 & 13 in Schaumburg. Trustee Ollayos will participate in the board of representatives meetings; and she encouraged trustees to join the meeting on Saturday, November 13 via zoom or in person, to receive legal updates and other pertinent information. Trustee Ollayos is working with Dr. Sam and Mr. Ramos on the regional meeting which ECC will host.

MINUTES OF REGULAR MEETING OF
NOVEMBER 9, 2021

The tentative date/time for this meeting is April 4, 2022 from 4:00 – 5:30 p.m. Trustee Duffy stated that ICCTA is an essential part of the community college system in Illinois, and there is a need for representation at every meeting for advocacy and learning.

C. Association of Community College Trustees (ACCT)

Trustee McCreary reminded trustees of the ACCT Legislative Summit on February 6 – 9, 2022 and asked that the president's office be notified as soon as possible whether or not trustees are planning on participating. Trustee Duffy mentioned the packet of reports he provided from the recent ACCT Summit in San Diego, noting there are Powerpoint presentations related to some reports which can be sent to trustees via email. Trustee Duffy also highlighted several sessions he attended at the summit.

D. Legislative

Chair Rakow provided the following update: In October and November, engagement with local and state elected officials includes coordination of and attendance at meetings hosted by elected officials on ECC's campus. On October 13, ECC hosted a congressional map hearing. Senators DeWitte and Castro attended the hearing. On November 15 at 6:00 p.m., Kane County will host a redistricting hearing that is open to the public. On November 17 at 6 p.m., Senator DeWitte will host a town hall meeting with special guests Senate Minority Leader Dan McConchie and Assistant Minority Leader Sue Rezin. On November 30, ECC will host Senator DeWitte's Illinois Future of Work Task Force meeting for its members, and Dr. Sam will provide welcoming remarks. Meetings to discuss funding for the manufacturing center and relationship building with elected officials is ongoing. Representative Anna Moeller's recent letter to Governor Pritzker requesting support for the release of funding allocated to ECC's manufacturing center, also signed by District 509 Representatives Crespo, Mussman, Hirschauer and Ness, is appreciated. In response to food insecurity exacerbated by the pandemic, ECC continues to collaborate with the Northern Illinois Food Bank, hosting pop-up markets in our parking lot, and provided free groceries to approximately 584 families in the month of October.

E. ECC Foundation

Trustee Ollayos reported the following: The Foundation raised \$254,681 in cash and pledges through the first quarter of FY22, achieving 38% of its goal for annual fundraising and major gifts. 59% of scholarship funds have been awarded so far for the 2021-22 academic year. Awarding will continue through the Spring semester. Purses with Purpose held a strategy session on October 25 with external consultant Bethany Reid. The Alumni Engagement Committee met on October 20 and welcomed new members. The Retiree Advisory Committee is planning an on-campus retiree event in Spring 2022. An inaugural Scholar Day event for past scholarship recipients and current students is planned for November 30. Trustees are welcome to attend. The Grant Department assisted the College in submitting a \$1,000,000 grant to IDHS to help launch the new Recovery Support Specialist certification program. DCEO continued to provide \$27,000 for COVID relief. The ECC Foundation Board of Directors added five new members to the Board in recent months, two of whom are ECC retirees, fulfilling a strategic mission to engage more ECC retired employees directly with the ECC Foundation.

MINUTES OF REGULAR MEETING OF
NOVEMBER 9, 2021

F. Student Report

Mr. Allen reported on events included in the written report he submitted for the board packet, including several Latinx Heritage Month events and ECC's newest club, Recovery of All Kinds (ROAK).

8. Board Action No. 079-A-22, Acceptance of College Reports

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

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (October)
- E. Community Engagement and Legislative Affairs (October)
- F. Grant Monitoring Report (Quarter ending September 30, 2021)
- G. College and Career Student Success Report (quarterly)

Chair Rakow confirmed receipt, either attached or under separate cover, of the afore mentioned written reports.

Motion: Trustee McCreary moved to accept the college reports.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried

9. Consent Agenda

The following items were removed from the Consent Agenda prior to action:

- F. Board Action No. 085-A-22, Amendment to the Intergovernmental Agreement Between Elgin Community College District 509 and the Board of Trustees of the University of Illinois For Shield IL COVID-19 Testing Support**
- H. Board Action No. 087-F-22, Resolution of Approval to Publish Proposed 2021 Tax Levy**

Chair Rakow read the following consent agenda items:

- A. Board Action No. 080-A-22, Minutes of the Regular Board Meeting of October 19, 2021**
- B. Board Action No. 081-A-22, Closed Session Minutes of the Board Meeting of October 19, 2021**
- C. Board Action No. 082-A-22, Destruction of Audiotapes of April 14, 2020**
- D. Board Action No. 083-F-22, Ratification of Report of Expenses**
- E. Board Action No. 084-F-22, Ratification of Board of Trustees Travel Expenses**
- G. Board Action No. 086-A-22, Instructional Fee Recommendation for Fiscal Year 2023**

MINUTES OF REGULAR MEETING OF
NOVEMBER 9, 2021

I. Purchases

- 1. Board Action No. 088-X-22, Arts Center Café Tables Purchase**, authorizes the administration to purchase café tables from Edward Don & Company (Woodridge, IL), the lowest responsible bidder, in the amount of \$27,259.18.
- 2. Board Action No. 089-B-22, Building D – Re-Route Hot Water Heat Piping**, authorizes the administration to contract with Oak Brook Mechanical Services (Elmhurst, IL), the lowest responsible bidder, to re-route hot water heat piping through Building D in the amount of \$105,800.
- 3. Board Action No. 090-B-22, Building F – Office Renovation**, authorizes the administration to contract with Kandu Construction, Inc. (Skokie, IL) the lowest responsible bidder, to renovate space in Building F in the amount of \$225,000.
- 4. Board Action No. 091-A-22, HR Recruitment Services – LinkedIn**, authorizes the administration to contract for HR recruitment services from LinkedIn not to exceed \$74,099 over three years through a renewable annual contract.

J. Personnel

- 1. Board Action No. 092-P-22, New Hire, Director of Ophthalmic Technician Program, Shelby Stanley**
- 2. Board Action No. 093-P-22, Sabbatical Leave, Ginger Alms, Assistant Professor II of English**
- 3. Board Action No. 094-P-22, Sabbatical Leave, Jessica Carpenter, Professor II of Psychology**

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

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried.

Other

F. Board Action No. 085-A-22, Amendment to the Intergovernmental Agreement Between Elgin Community College District 509 and the Board of Trustees of the University of Illinois For Shield IL COVID-19 Testing Support

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

Second: Trustee McCreary seconded the motion.

Roll-Call Vote: Aye, 5; Rakow, Redmer, Duffy, McCreary, Ollayos; Nay, 2; Meyer, Nowak; Abstain, 0; Student Trustee Allen, aye; motion carried.

H. Board Action No. 087-F-22, Resolution of Approval to Publish Proposed 2021 Tax Levy

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

Second: Trustee Duffy seconded the motion.

Trustee Meyer explained the reasons for the requested revision which was presented to

MINUTES OF REGULAR MEETING OF
NOVEMBER 9, 2021

the Board for approval at this meeting. The addition to the Proposed Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2021 reads as follows: "The district is not seeking an increase due to the increase in CPI as allowed by the property tax limitation law. The entire increase is in anticipation of new property and the recapture of tax increment financing districts and other special tax arrangements returning to the district thus increasing the taxable equalized assessed value."

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; motion carried.

10. Old Business

The Fitness Center fee will be addressed at the December meeting.

11. New Business

A. Lake Spartan Fishing Policy

Trustee Meyer stated no further discussion on this topic is needed, as the fishing policy was addressed at the November 8 Committee of the Whole meeting. Dr. Sam would like this item added to the December 13 Committee of the Whole meeting agenda in order to provide a status update.

Adjournment

Motion: Trustee McCreary moved to adjourn the meeting.

Second: Trustee Duffy seconded the motion.

Roll Call Vote: Aye, 7; Rakow, Meyer, Duffy, Redmer, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; meeting adjourned at 7:26 p.m.

Donna Redmer, EdD, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING
NOVEMBER 9, 2021**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held November 9, 2021.



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

**DESTRUCTION OF AUDIOTAPE OF CLOSED SESSION BOARD MEETING
MAY 12, 2020**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotape of the closed session of May 12, 2020 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.

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

RATIFICATION OF REPORT OF EXPENSES

Recommendation

The Treasurer recommends that the Board of Trustees ratifies the Report of Expenses for the month of November 2021. (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 November 2021 in the amount of \$2,884,710.79.

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

RATIFICATION OF BOARD OF TRUSTEE TRAVEL EXPENSES

Recommendation

The Treasurer recommends that the Board of Trustees ratifies the Board of Trustee Travel Expenses for the month of November 2021. (Reports provided under separate cover.)



Dr. David Sam, President

Background

The Board of Trustee Travel Expenses identifies the expenses that have been paid during the month of November 2021 in the amount of \$2069.15.

This recommendation is provided in accordance with the provisions of the Local Government Travel Expense Control Act (50 ILCS 150/).

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

2021 COOK COUNTY RESOLUTION TO ALLOCATE PTELL REDUCTION

Recommendation

The administration recommends that the Board of Trustees adopts the attached “Community College District 509 Resolution Providing Direction to the Cook County Clerk Under the Property Tax Extension Limitation Law Regarding the Tax Levy of the College for the Year 2021.”



Dr. David Sam, President

Background

The College is subject to the Property Tax Extension Limitation Law (PTELL) that may require the amounts levied upon by the college be reduced because of the limitations set forth in the law. Cook County will proportionately reduce each levy subject to PTELL unless the college provides a resolution directing Cook County to do otherwise.

The college desires that any reductions be applied proportionately to the Education Fund and the Operations and Maintenance Fund and that the other Funds subject to PTELL remain at the requested amount.

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

**COMMUNITY COLLEGE DISTRICT NO. 509 (ELGIN COMMUNITY COLLEGE)
RESOLUTION PROVIDING DIRECTION TO THE COOK COUNTY CLERK UNDER
THE PROPERTY TAX EXTENSION LIMITATION LAW REGARDING THE
TAX LEVY OF THE COLLEGE FOR THE YEAR 2021**

WHEREAS, Community College District No. 509, Elgin Community College, (the “college”) has filed with the Cook County Clerk herewith its Resolution Regarding Estimated Amounts Necessary to be Levied for the year 2021 to be collected in the year 2022; and,

WHEREAS, the amounts to be levied and collected by Cook County Clerk on behalf of the college are subject to the Property Tax Extension Limitation Law (hereafter, “PTELL”) and that law may require that the amounts levied upon Cook County real estate be reduced because of the limitations set forth in such law; and,

WHEREAS, the Cook County Clerk will proportionally reduce the levy of each fund specified in the college’s Levy Resolution unless directed by resolution of the college to allocate any reduction in the fund levy in some other manner; and,

WHEREAS, the college desires that, in the event of a reduction that any reductions be done in a different manner, as follows:

NOW, THEREFORE, BE IT RESOLVED by the Board of Elgin Community College, District No. 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, as follows:

- Section 1. The Board of Trustees does hereby direct the Cook County Clerk that any reduction of the college’s 2021 Tax Levy caused by the PTELL be made as follows:
- a. Proportionally reduce the Educational Purposes Fund and the Operations and Maintenance Purposes Fund and,
 - b. Maintain all other funds subject to the PTELL at the requested amount.

Section 2. This Resolution shall be in full force and effect from and after its passage in the manner provided by law.

Section 3. A certified copy of this Resolution shall be filed with the County Clerk of Cook County, Illinois, Tax Extension Division concurrently with the filing of the college’s Resolution Regarding the Estimated Amounts to be Levied for the Year 2021.

Section 4. This resolution shall supersede any resolutions or motions or parts thereof in conflict with any part herein.

Section 5. If any section, paragraph or provision of this resolution shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this resolution.

BOARD OF TRUSTEES
ELGIN COMMUNITY COLLEGE
DISTRICT NO. 509
COUNTIES OF KANE, COOK
DUPAGE, McHENRY, AND DEKALB
STATE OF ILLINOIS

Date

By _____
Board Chair

ATTEST:

Board Secretary

Date

**RESOURCE ALLOCATION AND MANAGEMENT PLAN
FOR COMMUNITY COLLEGES — BUILDING F RENOVATION**

Recommendation

The administration recommends that the Board of Trustees authorizes the chair to sign the Board of Trustees Matching Funds Commitment Form for the Building F renovation project requested in the Illinois Community College Board (ICCB) Resource Allocation and Management Plan (RAMP) for Community Colleges for Fiscal Year 2022.



Dr. David Sam, President

Background

RAMP, the Resource Allocation and Management Plan for Community Colleges, serves as an official request for state appropriation for capital requests. RAMP standardizes capital data requests for comparability purposes.

The total cost of the Building F Renovation project is \$17,561,200 with the college's required matching funds commitment to this project being \$4,390,330.

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

**RESOURCE ALLOCATION AND MANAGEMENT PLAN
BUILDING F RENOVATION
ELGIN COMMUNITY COLLEGE**

EXECUTIVE SUMMARY — DECEMBER 2021

- A. The proposed Building F Renovation will renovation and upgrade existing space with minimal reconfiguration of space. Building F was constructed in 1995. Systems within the building are meeting their useful lives and need to be replaced. The project will include upgrades to mechanical, electrical, plumbing, and information technology cabling and infrastructure with some architectural upgrades including a new elevator. In addition to the system upgrades noted, spaces will be updated with new flooring, paint, lighting fixtures, and furniture. Restrooms upgrades will include new fixtures, counters, floors, and dividers.

The updated building will allow the college to continue to develop and expand the current academic course offerings to meet the academic needs of the students. Classroom, laboratory and office space in the building will be equipped with computers and state-of-the-art information technology resources and furniture designed to enhance learning and provide a cohesive environment that will allow students, faculty and staff to maximize their education experience.

- B. Building F has 34,726 net assignable square feet with 67,376 gross square feet and is located on the main campus of Elgin Community College at 1700 Spartan Drive in Elgin, Illinois. The building houses the veterans program, open computer labs, computer classrooms, and general classrooms. Primary academic spaces in Building F include but are not limited to:
- (28) Classrooms/Labs – including computer labs for classroom use and open lab use
 - (2) Conference Rooms
 - (24) Offices for faculty, adjunct faculty, and program administration.
 - A study – lounge/lobby area

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT
BUILDING F RENOVATION

I hereby certify that the Board of Trustees of Elgin Community College, District 509, meeting in their regular session on December 14, 2021, with a quorum present, officially authorized the submission of the attached Fiscal Year 2022 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification and related forms for the project identified below.
- I further certify that the board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested, as indicated below, should the project be approved.

Project Name: BUILDING F RENOVATION

Proposed Source(s) of Local Funding:

| | |
|---|--------------------|
| 1. Available Local Fund Balances | \$4,390,330.00 |
| 2. Protection, Health, and Safety Tax Levy | \$0.00 |
| 3. Protection, Health, and Safety Bond Proceeds | \$0.00 |
| 4. Other Debt Issue | \$0.00 |
| 5. State Certified Construction Credits | \$0.00 |
| 6. Other (Donations) | \$0.00 |
| TOTAL LOCAL MATCH | \$4,390,330.00 |

Signed _____
Chair, Board of Trustees

Signed _____
Chief Executive Officer of the College District

**HIGHER EDUCATION EMERGENCY RELIEF FUNDS
STUDENT FINANCIAL AID DISTRIBUTION PLAN**

Recommendation

The administration recommends that the Board of Trustees approves the Higher Education Emergency Relief Funds (HEERF) Student Financial Aid Distribution Plan for Spring 2022.



Dr. David Sam, President

Background

In June 2021, the Elgin Community College Board of Trustees approved the Fall 2021 student financial distribution plan to support students who are impacted by COVID-19.

Elgin Community College was awarded \$13,433,359 for the student portion of HEERF and an additional \$899,569 from the Hispanic Serving Institution was allocated for student distribution. As of November 19, 2021, the College has awarded \$7,257,416 to 8,708 students (duplicated count as students can receive more than one award within an academic year) of the total amount received.

HEERF funds will be awarded first to those with exceptional need as defined in the Fall 2021 student distribution plan, and then in the order of student certifications received until all funds are disbursed. Students must be enrolled for spring, 2022 and complete a certification to receive funds.

| Student Type for Spring, 2022 ARP Funds | Amount |
|--|---------------|
| Degree-Seeking, Credit Students: Full-Time Enrollment (12 or more credit hours) | \$3,000 |
| Degree-Seeking, Credit Students: Less than Full-Time Enrollment (Less than 12 credit hours) | \$2,000 |
| Students that are non-degree seeking, non-credit, dual enrolled and continuing education students | \$1,000 |

Funding Source: Federal Funds

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

TUITION FOR FISCAL YEAR 2023

Recommendation

The administration recommends that the Board of Trustees maintains and adopts the following tuition rates effective Summer 2022:

| | |
|---|-----------------------------------|
| District Resident, Work In-District, In-District Internet | \$132.00 per semester credit hour |
| Out-of-District Resident | \$297.00 per semester credit hour |
| Out-of-District Internet | \$260.00 per semester credit hour |
| Out-of-State & International Resident | \$396.00 per semester credit hour |
| Out-of-State & International Internet | \$310.00 per semester credit hour |



Dr. David Sam, President

Background

With the projected state funding and local property tax revenue to be sufficient for budgeted expenditures, the administration is recommending that in-district tuition be held flat for fiscal year 2023. A one dollar increase in the per credit hour tuition rate would generate approximately \$144,094 annually, using FY21 credit hours. The college's administration is committed to maintaining its record of sound fiscal management, and will continue to control expenditures while providing a quality and affordable education.

| Fiscal Year | In District Rate | Out of District Rate | Out of State Rate |
|-------------|------------------|----------------------|-------------------|
| 2022 | \$132 | \$297.00 | \$396.00 |
| 2021 | \$132 | \$297.00 | \$396.00 |
| 2020 | \$132 | \$434.49 | \$497.79 |
| 2019 | \$132 | \$434.49 | \$497.79 |
| 2018 | \$129 | \$434.49 | \$497.79 |
| 2017 | \$125 | \$434.49 | \$497.79 |
| 2016 | \$119 | \$434.49 | \$497.79 |

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

ACADEMIC CALENDAR FOR 2024-2025

Recommendation

The administration recommends that the Board of Trustees approves the 2024-2025 academic calendar.



Dr. David Sam, President

Background

Planning and development of the academic calendar, which includes significant dates for the summer and fall terms in 2024 and the spring term in 2025, are done three (3) years in advance. Administration, various college departments, and the leadership of ECCFA and SSECCA provide input and are involved in the process.

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

ELGIN COMMUNITY COLLEGE
ACADEMIC CALENDAR 2024 - 2025

SUMMER SESSION 2024

Beginning Fri., May 31 and ending Sun., Aug. 4 all general use facilities will be closed Fridays through Sundays. The University & Business Center, Early Child Development Center, Lab School, Events Center and Visual & Performing Arts Center will be open as scheduled.

Sat., May 25 – Mon., May 27 All Facilities Closed: Memorial Day Weekend
Mon., June 3..... Summer Session I Begins
Mon., June 10..... Summer Session II Begins
Wed., June 19 All Facilities Closed: Juneteenth
Thurs., July 4 All Facilities Closed: Independence Day
Mon., July 15 Summer Session III Begins
Thurs., Aug. 8 End of Summer Session Classes

Note: Summer session grades due by 4 p.m. the Monday following the last day of class.

***Critical Registration,
Financial Aid or
Payment Dates***

[Check dates»](#)

FALL SEMESTER 2024

Tues., Aug. 13 – Wed., Aug. 14..... New Full-Time Faculty Orientation
Thurs., Aug. 15 College Convocation
Fri., Aug. 16..... New Student Convocation
Mon., Aug. 19 Fall Semester Begins
Sat., Aug. 31 - Mon., Sept. 2..... All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
Mon., Sept. 23..... 12-Week Fall Session Begins
Mon., Oct. 14 2nd 8-Week Fall Session Begins
5:00 p.m. Wed., Nov. 27 – Sun., Dec. 1 All Facilities Closed: Thanksgiving Recess
Thurs., Dec. 12..... Fall Semester Classes End
Fri., Dec. 13 Grading Day/Semester Ends
Sat., Dec. 14..... Graduation
Mon., Dec. 16 Grades Due by 4 p.m.
5:00 p.m. Mon., Dec. 23– Wed. Jan. 1..... All Facilities Closed: Winter Recess

SPRING SEMESTER 2025

Thurs., Jan. 2..... Offices Reopen
Tues., Jan. 7 – Wed., Jan. 8..... New Full-Time Faculty Orientation
Thurs., Jan. 9..... College Convocation
Fri., Jan. 10 New Student Convocation
Mon., Jan. 13..... Spring Semester Begins
Mon., Jan. 20..... All Facilities Closed: Martin Luther King, Jr. Day
Mon., Feb. 17..... All Facilities Closed: Presidents' Day
Tues., Feb. 24..... 12-Week Spring Session Begins
Mon., Mar. 17 2nd 8-Week Spring Session Begins
Mon., Mar. 24 – Sun. Mar. 30..... All Facilities Closed: Spring Recess
Wed., May 14..... Spring Semester Classes End
Thurs., May 15..... Grading Day/Semester Ends
Fri., May 16 High School Equivalency Graduation Ceremony
Sat., May 17..... Graduation
Mon., May 19..... Grades Due by 4:00 p.m.
Mon., May 26..... All Facilities 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

8/18/15, 9/14/15, 7/19/16; 8/19/16; 6/29/17; 6/5/19; 5/20/20; 6/7/21; 7/27

**COVID-19 TESTING SERVICES AGREEMENT WITH
VITALITY URGENT AND PRIMARY CARE**

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to enter into the COVID-19 testing agreement amendment with Vitality Urgent and Primary Care.



Dr. David Sam, President

Background

In September 2021, the College entered into an agreement with Vitality Urgent and Primary Care to provide onsite COVID-19 testing for students and employees. Testing is free of charge to all who request a COVID-19 test. Currently, Elgin Community College is charged per individual RT-PCR test. Vitality is now proposing to use a pool method of laboratory services that provides the same quality of COVID-19 testing but at less cost to the College.

The individual test pricing is \$120 per test for less than 300 tests per week and Vitality is proposing \$100 per test for pooled testing. The individual test pricing is \$110 per test for more than 300 tests per week and Vitality is proposing \$90 per for pooled testing.

Funding Source: Higher Education Emergency Relief Funds (HEERF)

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

COVID-19 Pool Testing Proposal and Addendum

General review of pooling strategies

There are two basic approaches to RT-PCR testing in populations:

- Individual tests, where every sample is examined
- Pooled tests where larger sets of samples are mixed and tested together

The sample pooling strategy was devised to detect and process SARS-CoV-2 in a group of specimens without significantly affecting test sensitivity, particularly with pool sizes less than 4 samples to a pool. Samples are pooled by combining several samples then testing them together. If the pooled test's outcome is positive, then all subjects in the pool are individually tested (using the same type of test, with a new sample extracted from the previously collected specimen). If the pooled test's outcome is negative, then all subjects in the pool are classified as disease negative, or not currently having SARS-CoV-2. This testing approach reduced test costs by decreasing testing resources used.

Vitality Partner Laboratories Pool Strategies – 4 Samples/Pool

4-sample pool strategy is pooling 4 individual, non-overlapping patient specimens. A negative SARS-CoV-2 test result implies that all samples in the pool are negative for SARS-CoV-2. A positive SARS-CoV-2 test result implies that at least one sample in the pool is positive for SARS-CoV-2. When a 4-sample pool is positive for SARS-CoV-2, each sample within the pool must be individually tested to determine which is/are positive.

- Sensitivity (or positive agreement) for 4 samples analytical sensitivity RT-PCR SARS-CoV-2 assay 98.04%.
- Specificity (or negative agreement) for 4 samples analytical sensitivity RT-PCR SARS-CoV-2 assay 100 %.

Reference: American Molecular Laboratories, SARS-CoV-2 Assay Validation Report (Swab sample, Pooling, with sample Extraction).



Addendum one to an Existing COVID-19 TESTING AGREEMENT

This document is in reference to an original COVID-19 TESTING AGREEMENT dated 09/01/2021 and between Vitality Urgent Care (“Contractor”) and Elgin Community College (“Client”). May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes to specimen analysis procedures and fee schedule changes and/or additions as outlined in Schedule I. These changes shall be made valid as if they are included in the original stated contract. The amended pricing will apply as of 11.29.2021. All terms and conditions of the original Agreement will remain in full force and effect, except as modified by Amendment one.

Elgin Community College
Authorized Representative:

Signature:

Date:

Printed Name and Title:

Vitality Urgent Care
Authorized Representative:

Signature:

Date:

Printed Name and Title:

Schedule I

The Fee shall be as provided on this Schedule I.

1. **Fee.** The Fee is a combination of the collection, analysis by our partner laboratory, reporting and Consultation for positive cases.
2. **Testing Services Fee.** The cost per single pooled sample of the Qualitative Real-Time RT-PCR Testing Services varies based on quantity and is outlined below. Maximum 4 samples per pool.
3. Each specimen for a positive pool SARS-CoV-2 needs to be retested to determine which is/are positive and inquire the cost of individual assay analysis.
4. Symptomatic patients will be tested with individual assays to avoid diagnostic delays.

| Assay | Pricing per Test | Estimated Samples Per Week | Hourly Cost |
|---|------------------|----------------------------|-------------|
| SARS-CoV-2, Qualitative Real-Time RT-PCR - POOL | \$100 | <300/week | \$50 |
| SARS-CoV-2, Qualitative Real-Time RT-PCR - POOL | \$90 | >300/week | 0 |
| SARS-CoV-2, Qualitative Real-Time RT-PCR - Individual | \$120 | <300/week | \$50 |
| SARS-CoV-2, Qualitative Real-Time RT-PCR - Individual | \$110 | >300/week | 0 |
| | | | |

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND ACCESSORIES PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase AEDs and accessories from Second Chance Cardiac Solutions, Inc. (Yorkville, IL), the lowest responsible bidder, in the amount of \$40,999.

| Vendor | Cost of 43 AED Devices with Accessories | Total Trade in Value | Final Cost |
|--|---|-------------------------|---------------------|
| Second Chance Cardiac Solutions, Inc. | \$ 48,199.00 | \$ 7,200.00 | \$ 40,999.00 |
| CoroMedical | \$ 51,673.00 | \$ 3,150.00 | \$ 48,523.00 |
| DiPietro & Associates, Inc. | \$ 55,036.50 | \$ 5,250.00 | \$ 49,786.50 |
| Rescue One Training for Life | \$ 59,650.00 | \$ 7,500.00 | \$ 52,150.00 |
| One Beat CPR Learning Center, LLC | \$ 59,977.50 | \$ 4,800.00 | \$ 55,177.50 |
| School Health Corporation | \$ 59,664.07 | \$ 3,900.00 | \$ 55,764.07 |
| Cintas Corporation No. 2 | \$ 62,041.00 | \$ 4,200.00 | \$ 57,841.00 |
| General Medical Devices, Inc. | \$ 65,509.89 | \$ 4,800.00 | \$ 60,709.89 |
| Master Medical Equipment, LLC. | \$ 70,623.00 | \$ 8,700.00 | \$ 61,923.00 |
| Tiles in Style | \$ 80,624.00 | \$ - | \$ 80,624.00 |



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to nine (9) vendors, one of which was in-district and one (1) of was an Illinois Certified Women Owned Business.

This purchase is for forty-three (43) AED models to replace our aging supply. The current models are beyond their useful life of 10 years and service and maintenance is difficult. The new models will have an expected service life of 8-12 years. The new models provide verbal instructions in both English and Spanish. All of the models will be equipped with CPR feedback pads that assist with the proper compression depth and rate. The models will be both public facing and used by the College's police officers, childcare, and athletic departments.

Funding Source: Operations and Maintenance

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

INFORMATION TECHNOLOGY (IT) RISK ASSESSMENT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for an IT Risk Assessment with Janus Software (Stamford, CT), in the amount of \$39,765.

| Vendor | Location | Implementation time | Total Cost |
|-------------------------|---------------------|---------------------|-----------------|
| Procircular | Coralville, IA | 4 weeks | \$11,000 |
| Securance Consulting | Tampa, FL | 4-8 weeks | \$19,906 |
| Trace Security | Baton Rouge, LA | 12 weeks | \$34,820 |
| Janus Associates | Stamford, CT | 4 weeks | \$39,765 |
| Plant Moran | Schaumburg, IL | 8 weeks | \$49,950 |
| Baker Tilly | Oak Brook, IL | 8 weeks | \$50,000 |
| RedLegg | St. Charles, IL | 5-7 weeks | \$52,325 |
| RSI Security | San Diego, CA | 4-8 weeks | \$82,790 |



Dr. David Sam, President

Background

A Request for Proposal (RFP) was advertised and sent to eighteen (18) firms, one (1) of which was in-district and two (2) were Illinois Certified Woman Owned Businesses.

In the FY2020 general audit by Sikich LLP, it was noted that the College had last undergone a complete Information Technology (IT) security assessment in 2011. Sikich LLP further recommended that one be done to identify potential risks and ensure solid functioning of the College's IT environment.

In the RFP, IT identified a scope laying out some of their processes, procedures, and systems to be reviewed by an outside risk assessment firm. The scope was based on similar engagements from other local community colleges but tailored to our specific organization and systems.

The scope for this engagement includes:

1. **IT General Controls Review.** This part of the project includes an examination of internal security controls, such as access privileges and account lifecycles. It also includes a review of servers and workstation parameters. Finally, it includes a review of network security mechanisms, such as virus protection systems, installation of software updates, remote access, and environmental controls such as fire detection, lighting, and cooling systems for ECC Data Centers throughout campus.
2. **Perimeter Penetration Testing.** This part of the project includes a scan of all ECC hosted computer servers that are accessible from the Internet. Servers that are hosted by Third Parties (Elgin.edu and Desire 2 Learn for example) are not part of this test. The assessors will use automated techniques to evaluate the vulnerabilities of our external facing systems. Vulnerabilities are rated based on their severity and are rated from critical to low or informational. The second portion of the test will be manually directed. The assessors will actually try to use one of the vulnerabilities identified to access data on the external facing server or within our internal network. Reports for the vulnerability scans and penetration efforts will be provided within the final report.
3. **Internal Security Scans.** This part of the project is similar to the perimeter testing, but focuses on a review of the systems that regulate security authentication and host access. These include:
 - Six Active Directory Domain Controllers
 - VMWare Hosts
 - Physical Servers (Windows and Linux)
 - Virtual Servers

In addition, vulnerability scans of our normal office and academic computers will be performed from within the network. This will provide a very detailed and complete report of the management of our internal systems.

The administration is recommending Janus software over the other vendors because of their:

- Completeness of the proposal to address our needs
- History of providing Risk Assessments, especially for higher education
- Tailored engagement reports for both senior management and technical staff
- Proposed project planning and timing
- Ability to work both onsite and offsite
- An Illinois certified woman owned business
- Highest overall ranking by the selection committee

Funding Source: Education Fund

Staff Contact: Dr. Philip Garber, Vice President Planning, Institutional Effectiveness & Technology, 847-214-7285

INSTITUTIONAL CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SOFTWARE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for software and implementation services for a Recruitment Management software from Servio Consulting (Frankfort, IL) and Salesforce (San Francisco, CA), and other third-party software, in the amounts of \$172,500, \$118,980, and \$167,100 respectively, for a total amount of \$458,580 over a five-year period.

| Description | Servio | TargetX | Ellucian | Element451 |
|-------------------------|---------------|--------------|--------------|------------|
| Implementation Services | \$ 172,500.00 | \$ 34,650.00 | \$ 69,324.00 | \$ - |

| Description | Salesforce | Salesforce | CRM Recruit | Insights451 |
|---------------------------|---------------|--------------|---------------|---------------|
| Software License - Year 1 | \$ 23,796.00 | \$ 12,816.00 | \$ 48,955.00 | \$ 75,000.00 |
| Software License - Year 2 | \$ 23,796.00 | \$ 12,816.00 | \$ 49,005.00 | \$ 75,000.00 |
| Software License - Year 3 | \$ 23,796.00 | \$ 12,816.00 | \$ 49,056.00 | \$ 75,000.00 |
| Software License - Year 4 | \$ 23,796.00 | \$ 12,816.00 | \$ 49,109.00 | \$ 75,000.00 |
| Software License - Year 5 | \$ 23,796.00 | \$ 12,816.00 | \$ 49,164.00 | \$ 75,000.00 |
| Sub-total | \$ 118,980.00 | \$ 64,080.00 | \$ 245,289.00 | \$ 375,000.00 |

| Description | Other Software Required (note 1) | Other Software Required (note 2) | Other Software Required (NA) | Other Software Required (NA) |
|---------------------------|----------------------------------|----------------------------------|------------------------------|------------------------------|
| Software License - Year 1 | \$ 33,420.00 | \$ 73,514.00 | \$ - | \$ - |
| Software License - Year 2 | \$ 33,420.00 | \$ 73,514.00 | \$ - | \$ - |
| Software License - Year 3 | \$ 33,420.00 | \$ 73,514.00 | \$ - | \$ - |
| Software License - Year 4 | \$ 33,420.00 | \$ 73,514.00 | \$ - | \$ - |
| Software License - Year 5 | \$ 33,420.00 | \$ 73,514.00 | \$ - | \$ - |
| Sub-total | \$ 167,100.00 | \$ 367,570.00 | \$ - | \$ - |

| | | | | |
|-------|---------------|---------------|---------------|---------------|
| Total | \$ 458,580.00 | \$ 466,300.00 | \$ 314,613.00 | \$ 375,000.00 |
|-------|---------------|---------------|---------------|---------------|

Note 1: includes Blackthorn, Formstacks, Valence, Riva

Note 2: includes TargetX recruitment Suite and Axiom



Dr. David Sam, President

Background

The group participated in demos/interviews with five (5) vendors and a Request for Proposal (RFP) was sent to those vendors, none of which were in-district. The College received four (4) responses. Ellucian, Servio Consulting/Salesforce, and TargetX/Salesforce were invited back to discuss their proposals and answer follow-up questions.

A cross-functional committee joined together to evaluate solutions for a Recruitment Customer Relationship Management (CRM) solution. This cross-functional committee included staff from: Student Services/Enrollment Services, Global Engagement, Marketing, Workforce Development, Adult Basic Education, Institutional Advancement/Foundation, Business Services, Information Technology and Teaching, Learning, and Student Development (TLSD). Upon defining the requirements for the CRM, the scope was broadened to search for an institutional CRM that would serve the needs of all these areas.

The RFP is for the purchase of an institutional CRM to support processes in Recruitment, Admissions, Global Engagement, Marketing, and Adult Basic Education. Once implemented, the goal will be to migrate the current Workforce Development Salesforce data to this new instance and to work toward improved integration with the Foundation's Salesforce system. As other areas of the College identify a use for a CRM in the future, this system can be expanded to serve other needs.

Presently, the departments mentioned have their own processes using various tools to fulfill the needs of each area. An institutional CRM will provide a framework for standardizing these processes in a central tool to allow for improved, consistent student experiences, more efficient backend processes using fewer distinct systems, and secure information sharing where it is appropriate.

After careful review and consideration, administration recommends Servio Consulting/Salesforce for this project. A summary of key considerations this system and vendor provides are outlined below:

- Consulting partner that will review the College's current processes and use native Salesforce functionality to help improve business practices, increase productivity and improve student satisfaction.
- Scalable tool (Salesforce) that will allow multiple departments across the College to leverage the same system to meet their individual department needs with role-based security to ensure each person can only access appropriate information.
- Seamless integration with other systems such as Ellucian Colleague, Terra Dotta, Microsoft Outlook, Salesforce CRM for the Foundation and the future Marketing Email & Digital Marketing Tool.

- Communications options that will allow the College to consolidate the various systems currently used for tracking call campaigns, texting, email and chat into one integrated solution.
- Configurable form builder that will provide a central location for student-friendly applications for admissions, international, adult education and other secondary applications for special programs such as the health professions, as well as forms needed for other purposes.
- Event Management module that provides a user-friendly interface and integration in the CRM for in-person and virtual events with the ability to track registrants, attendees, and provide automated e-mail/text messages for event reminders and follow-up.
- Robust reporting tool with built-in options such as the enrollment funnel, contact dashboards and reports, goal monitoring metrics and predictive analytics, reports by topics such as demographics, academic programs, student types, etc., as well as other options to create new reports.

Servio Consulting will work with the College to implement the software. It is anticipated that work will begin immediately upon execution of a contract. The implementation timeline is estimated to take approximately ten (10) months; therefore, the goal is to have the system configured and ready for use in Spring 2023.

Funding Source: Education Fund

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

PROFESSIONAL FEES – BUILDING H RENOVATION MODIFICATION

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to increase the contracts for architectural and construction management services with Dewberry Architects, Inc. (Elmhurst, IL) and Lamp, Inc. (Elgin, IL) in the amounts of \$551,910 and \$773,405 respectively. The total not to exceed amounts for costs and fees will be \$1,100,190 for Dewberry Architects and \$1,361,900 for Lamp, Inc.



Dr. David Sam, President

Background

Board Action No. 116-B-21 dated January 26, 2021, approved the costs and fees for architectural and construction management services for the building H renovation – Phase II. The project plan was to renovate and upgrade existing space in building H and upgrade the HVAC, mechanical, and electrical systems not included in Phase I. The focus of Phase II is primarily on classroom, lab, and office space. A feasibility study was done to evaluate the ability to add onto the music wing and the scene shop to create additional space needed by the visual and performing arts programs.

Administration recommends moving forward with the additions to building H to provide the much-needed space for these programs. Specifically, this includes a two-story addition to the music wing to provide additional classroom, practice, and collaborative learning areas for music students. A two-story addition to the scenery shop to provide much needed space for scenery creation and construction will also be included. In conjunction with the original scope of work, additional architectural and construction management services will be required to complete the Phase II renovation project. All of these renovations directly enhance the student experience.

The revised budget for the project total of \$15,500,000 will allow for re-allocation of space based on the program needs, additions to the music wing and the scene shop, and equipment and furniture for the new and remodeled spaces.

Funding Source: Operations and Maintenance – Restricted Fund

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

WATER BOTTLE FILLING STATIONS

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase plumbing supplies for retrofitting twenty (20) drinking fountains into water bottle filling stations. The College's Operations and Maintenance (O&M) Department will perform the labor. The parts will come from Johnson Pipe and Supply DBA Marco Supply Co., Inc. (Chicago, IL), our in-house plumbing supplies vendor, in an amount not to exceed \$70,000.



Dr. David Sam, President

Background

Board Action No. 015-B-19 was approved by the Board of Trustees in August of 2018 for the purchase of plumbing supplies used by O&M in an amount not to exceed \$25,000 annually. This request is to increase that amount by a one-time cost of \$70,000 for the water bottle filling stations project. The O&M department recognized a need to install more water bottle filling stations in the spring of 2020 when Governor JB Pritzker signed executive orders regarding the pandemic and mandated requiring the shutdown of water fountains due to safety concerns. At that time, the College covered all of the drinking fountains. The mandate allowed the continued use of water filling stations.

The College currently has seventeen (17) water bottle filling stations on the main campus, two (2) at the Burlington campus, and one (1) at the Education and Workforce Center, Hanover Park. This project will add approximately twenty (20) new water bottle filling stations throughout the campus. When complete, there will be a water bottle filling station on every floor of every building.

Funding Source: Operations and Maintenance Fund

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

NEW HIRE, INSTRUCTOR OF COMMUNICATION STUDIES
Brian Bohr

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Brian Bohr as a tenure-track Instructor of Communication Studies at a salary of \$55,785 (Lane I, Step 3) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester, 2022.



Dr. David Sam, President

Background

Brian Bohr earned his Master of Arts in Communication and Media with a Relational Communication Concentration from DePaul University in Chicago, Illinois. He also holds a Bachelor of Science in Communication with a Theatre Major with a Music Theatre Certificate from Northwestern University in Evanston, Illinois.

Brian Bohr is currently an instructor of Communication Studies at DePaul University. He also serves as an Adjunct Instructor of Speech Communication and Assistant Forensics Coach at the College of DuPage. In addition to his experience as an instructor and coach, Mr. Bohr has previously served Wheaton Warrenville South High School as a Theatre Director and Camp Founder/Group Leader for their Summer Theatre Camp and was a professional actor and singer in the United States and abroad.

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

NEW HIRE, INSTRUCTOR OF ADULT BASIC EDUCATION (ABE)
Kathleen DeMars

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Ms. Kathleen DeMars as a tenure-track Instructor of ABE at a salary of \$66,256 (Lane VI, Step 3) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester, 2022.



Dr. David Sam, President

Background

Ms. Kathleen DeMars earned her Master's degree in Industrial/Organizational Psychology from University of New Haven and a Graduate Certificate in Elementary Education from University of Missouri. She also holds a Bachelor's degree in Psychology from Villanova University.

Ms. DeMars has most recently served as an adjunct faculty member in the adult education program at Waubensee Community College, where she taught since October 2015. While at Waubensee's adult education program, Ms. DeMars taught math, language arts, and English as a second language. Additionally, she was the adult education math curriculum team lead and has presented on innovative instructional delivery methods at the local and state level. Prior to her time at Waubensee, she was a middle school language arts teacher.

Ms. DeMars currently holds the following teaching credentials: Adult Education Standards Proficient in Language Arts, Adult Education Standards Proficient in Math, Adult Education Math Specialist, as well as various K-12 teaching certificates.

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

NEW HIRE, INSTRUCTOR OF CULINARY ARTS AND HOSPITALITY
Jim Guzzaldo

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Jim Guzzaldo as an Instructor of Culinary Arts and Hospitality at a salary of \$69,603 (Lane I, Step 9) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester, 2022.



Dr. David Sam, President

Background

Mr. Jim Guzzaldo is a culinary and pastry arts professional with a proven track record in delivering expertise at the next level. Mr. Guzzaldo has 22 years of experience in the hospitality industry and 17 years in the pastry and baking industry. Mr. Guzzaldo most recently served as the executive pastry chef at the Hammock Dunes Club in Palm Coast, FL where he was responsible for production of all things sweet at the club for daily service and all special events.

Over the course of his culinary arts and hospitality career, Mr. Guzzaldo has recruited, trained, and led large staffs, and has taught as an adjunct at ECC, and spent three (3) years in Uganda as a Business and Baking instructor. While living and working in Uganda, he learned what it meant to not belong because he looked different, talked different, and had vastly different life experiences to those he served by teaching. Over time, he was able to establish his place among the Ugandans he was working with to build strong relationships. This experience is what drives him to create an inclusive classroom environment of impassioned pastry artists, striving for baking excellence together, in which each student belongs because of his or her potential to uniquely contribute to the shared goal of becoming better pastry chefs together.

Mr. Guzzaldo is a graduate of ECC's Culinary Arts and Pastry Arts programs, holds a Bachelor of Arts Interdisciplinary Degree from Columbia College of Missouri, and has earned the ServSafe Manager Certification. He brings a wealth of innovativeness in creating pastries, sound kitchen techniques and the professional experience required to grow the culinary and pastry program while providing real-life experiences for ECC students enrolled in the Culinary Arts and Hospitality program.

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

**NEW HIRE, PROFESSOR I OF ENGLISH
Dr. Mellissa Gyimah-Concepcion**

Recommendation

The administration recommends that the Board of Trustees approve the appointment of Dr. Mellissa Gyimah-Concepcion as a tenure-track Professor I of English at a salary of \$76,032 (Lane X, Step 3) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester 2022.



Dr. David Sam, President

Background

Dr. Mellissa Gyimah-Concepcion earned her Doctor of Philosophy Degree in Literacy, Language and Culture from the University of Illinois at Chicago (UIC). She also holds a Master of Arts Degree in Writing and Publishing from DePaul University, a QTS Teaching License as a Teacher of English from Canterbury Christchurch University and a Bachelor of Arts Degree in English with American Literature and Creative Writing from the University of Kent in Canterbury, England.

Dr. Mellissa Gyimah-Concepcion is currently an Assistant Professor of Literacy Education at Judson University. She also serves as an adjunct instructor of English at Elgin Community College and as a tutor in ECC's Write Place. In addition to her experience as an instructor, Dr. Gyimah-Concepcion has had multiple research appointments, having served as a researcher for the Black Male Early Literacy Impact Project (a \$1 Million W.K. Kellogg Funded Research Grant Project) at UIC and research assistant for the UIC Centre for Supply Chain Management.

Dr. Mellissa Gyimah-Concepcion has published numerous journal articles and has presented locally, statewide, nationally, and internationally on a number of important topics.

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

NEW HIRE, DIRECTOR OF MEDICAL ASSISTANT PROGRAM
Kelli Marlin

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Kelli Marlin, RMA as the Director of the Medical Assistant Program at a salary of \$73,000, Grade 16, on the Elgin Community College Administrator salary schedule.



Dr. David Sam, President

Background

Kelli Marlin earned her Medical Assistant certificate from the Thompson Institute in Harrisburg, PA, in 2006, and became certified as a Medical Assistant through the American Medical Technologists in 2014. Ms. Marlin has worked as a Medical Assistant for the past fifteen years, most recently she has served in the role of Lead Registered Medical Assistant at the Northwestern Medicine Kishwaukee Cancer Care Center in DeKalb.

Ms. Marlin was hired as a consultant by ECC in March of 2021 to help develop the curriculum for the new Medical Assistant program. She was instrumental in establishing a Medical Assistant program advisory committee and helped coordinate the design of the new Medical Assistant classroom and lab spaces to be constructed on the third floor of building A.

We are thrilled to have Ms. Kelli Marlin join the Health Professions division full-time. Her experience in the field and her abounding passion for her profession make her the ideal candidate to serve as the first director of the Medical Assistant program at ECC.

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

NEW HIRE, INSTRUCTOR OF TRUCK DRIVING
Brian Molyneux

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Mr. Brian Molyneux as a tenure-track Instructor of Truck Driving at a salary of \$71,906 (Lane I, Step 10) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester, 2022.



Dr. David Sam, President

Background

Mr. Brian Molyneux is a professional truck driver with nearly 20 years of experience in the transportation industry. Mr. Molyneux has the required Class A CDL license for this position, plus a CDL Class B license from the State of Illinois. Mr. Molyneux has experience driving a variety of semi-trucks, including flatbeds, wide loads, 18-wheelers, Gondola trucks, as well as experience in minor truck maintenance.

Mr. Molyneux comes to ECC from Elgin Recycling, where in addition to driving flatbed trucks and roll-off trailers, he was responsible for training new drivers. His biggest accomplishment was teaching new drivers who had been trained to drive automatic transmission vehicles, how to drive 10-speed manual transmission vehicles, which requires a different set of knowledge and skills.

Mr. Molyneux is committed to creating a classroom environment where students can be successful in learning to become successful CDL drivers in an industry that offers tremendous opportunities. Furthermore, Mr. Molyneux brings the level of industry experience, dedication and commitment needed to keep ECC at the forefront of training drivers for the trucking industry in the state of Illinois and beyond.

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

**NEW HIRE, TECHNICAL SERVICES LIBRARIAN
Victoria Turner**

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Victoria Turner as a tenure-track Technical Services Librarian at a salary of \$60,391 (Lane I, Step 5) on the Elgin Community College Faculty Association (ECCFA) 2022 salary schedule, effective spring semester, 2022.



Dr. David Sam, President

Background

Victoria Turner will earn her Master of Library and Information Sciences from University of Illinois Urbana-Champaign in December 2021. ECC has obtained a degree completion verification letter from University of Illinois Urbana-Champaign with a projected graduation date of December 2021. She also has her Bachelor of Arts in Sociology from Eastern Illinois University. Ms. Turner will be hired into this position contingent on the successful completion of her Master's degree in December 2021.

Victoria has been a cataloging assistant at Harper College Library since October 2013. With 22 years of experience in technical services at academic and public libraries, Victoria brings a wealth of knowledge to this position. She has successfully helped Harper College Library transition from one integrated library system, Voyager, to a new one, Alma. Her experience with cataloging and collection development will improve the physical collection of the Elgin Community College Renner Library. Victoria has the technical skill in integrated library system administration and will be an asset to the ECC Library. Her willingness to learn will be a boon to the ECC Library so new technology can be integrated that best serves the ECC community.

Victoria has experience collaborating with library faculty and staff, and faculty at Harper College. Victoria has been on hiring committees to fill adjunct librarians and library technical assistant positions. She has also been involved in projects, such as creating a new collection for ESL students with the help of library personnel and ESL faculty to increase the options for leisure reading. The addition of Victoria to the Library personnel will assist the ECC Library in moving forward to serve our students, faculty, staff and public patrons in increasingly positive ways.

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

RESOLUTION OF APPRECIATION
Donald H. Anderson, Program Director Truck Driving

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Mr. Donald H. Anderson, Director of Truck Driving Program, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Program Director Truck Driving, Mr. Donald H. Anderson

WHEREAS, Mr. Donald H. Anderson began his tenure at Elgin Community College in 2008 as a tutor in the truck driving program, became an adjunct instructor in the program in 2009, and was promoted to Program Director in 2010; and

WHEREAS, Mr. Anderson takes great pride in having equipped the unskilled, underemployed and unemployed individuals in the Greater Elgin community with a skill in a high demand industry that garners more than a minimum wage salary; and

WHEREAS, Mr. Anderson has a successful track record in which 99.9 percent of all students enrolled in the truck driving program earned a commercial drivers' license (CDL) from the Illinois Secretary of State's Office; and

WHEREAS, Mr. Anderson has played a critical role in cultivating relationships with employers in the trucking industry that resulted in each student receiving multiple job offers upon graduation from the program; and

WHEREAS, Mr. Anderson has fond memories of attending ECC graduation ceremonies and seeing the amount of pride students have in their accomplishment, plus the overwhelming feeling of pride while meeting their families and realizing the life-changing moment for them all; and

WHEREAS, Mr. Anderson gets tremendous joy and satisfaction knowing former truck driving students are doing well when they blow their horn and wave while he is on the road providing instruction to a current student; and

WHEREAS, Mr. Anderson, looks forward to spending time with his wife, developing his culinary skills, and working on his golf game; and

WHEREAS, it is appropriate to formally recognize and honor Mr. Donald H. Anderson upon his retirement from Elgin Community College on December 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 this 14th day of December 2021 expresses to Mr. Donald H. Anderson, on behalf of District 509 citizens, his colleagues, and the many students who have benefited from his service, heartfelt appreciation for his years of dedicated service and extends to him 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, Mr. Donald H. Anderson.

RESOLUTION OF APPRECIATION
Ms. Robin Cook, Risk Manager

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Ms. Robin Cook, Risk Manager who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Risk Manager, Robin Cook

WHEREAS, Ms. Robin Cook began her employment with Elgin Community College on September 15, 1997 as the Administrative Assistant to the Board; in 1998 became the Assistant to the Vice President of Business & Finance, was promoted to Executive Assistant in 2011, included risk management oversight in 2015, and officially became the Risk Manager in 2018; and

WHEREAS, Ms. Cook has had oversight and provided leadership to a variety of Business & Finance division projects and critical functions while also effectively supervising the ECC switchboard for several years; and

WHEREAS, Ms. Cook supported many administrators and staff over the years with logistical support and a well-known open-door policy to anyone who needed assistance; and

WHEREAS, Ms. Cook worked diligently on the construction steering and interiors committees from 2009-2012 to plan and design renovation and new building projects for the \$178 million referendum; and

WHEREAS, Ms. Cook individually pursued her risk manager certification and elevated the oversight of safety, risk management, and insurance coverage to better protect the College; chaired the College's Safety Committee for many years during her tenure and facilitated numerous safety inspections; and

WHEREAS, Ms. Cook was an expert in the College's insurance policies and the overall insurance industry which led to vendor credits and reviewed thousands of insurance certificates; and

WHEREAS, Ms. Cook worked closely with Student Life staff and clubs to ensure events were safely facilitated and received the ECC Friend of Student Life award for 2017-2018; and

WHEREAS, Ms. Cook served two roles as the Planning Officer and Safety Officer within the Emergency Operations Center. She worked tirelessly to provide exceptional leadership to the College during the COVID-19 pandemic as a knowledgebase; and

WHEREAS, Ms. Cook has demonstrated a strong commitment to the Elgin Community College Foundation by serving as a volunteer for Foundation fundraising events including many golf outings and Founders' Day events; and

WHEREAS, Ms. Cook was a founding member of ECC's chapter of the American Association for Women in Community Colleges and a member of the MAGIC committee; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Robin Cook upon her retirement from Elgin Community College on December 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 14th day of December 2021, expresses to Ms. Cook, on behalf of District 509 citizens, her colleagues, and the many students who have benefited from her service, heartfelt appreciation for her years of dedicated service 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. Robin Cook.

RESOLUTION OF APPRECIATION
Professor II of Communications Studies, James Dittus

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Dr. James Dittus, Professor II of Communication Studies, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Dr. James, Dittus, Professor II of Communication Studies

WHEREAS, Dr. James Dittus, Professor II of Communication Studies, has served Elgin Community College for 17 years as a Professor of Communication Studies, Department Coordinator, Associate Dean and Speech Coach; and

WHEREAS, Dr. Dittus embraced learning, put students first, and successfully completed multiple training sessions to improve his teaching effectiveness that resulted in his having a tremendous impact; and

WHEREAS, Dr. Dittus helped many other faculty improve their teaching through numerous faculty evaluations and other mentoring activities; and

WHEREAS, Dr. Dittus represented Elgin Community College with distinction within the forensics community in the State of Illinois, serving on the board of the Illinois Intercollegiate Forensics association, including three terms as Executive Director and one term as Secretary-Treasurer of the board during his tenure at ECC; and

WHEREAS, Dr. Dittus served the college and helped develop the overall learning community of the college by serving on many committees, including the Academic Policy Committee (serving as chair), the Honors Advisory Committee, Strategic Planning Committee, Assessment Committee, CETL Steering Committee, Distance Learning Advisory Committee and several hiring committees; and

WHEREAS, Dr. Dittus developed new classes and new methods of delivery for classes, including developing a new Small Group Communication class and developing the online version of the Film Appreciation class, as well as assisting with the revision of the Interpersonal Communication class and the development of a Forensics Team Participation class; and

WHEREAS, Dr. Dittus helped improve the operations of the Communication Studies department by developing a master schedule for the department, developing a capital improvement plan for the department, enhancing the efficient use of classroom space, and leading two program reviews; and

WHEREAS, Dr. Dittus provided significant assistance, serving on committees and completing numerous evaluations and assessments in support of the College's building and renovation project which created a new library and a new health sciences center and revised and improved campus learning spaces; and

WHEREAS it is due and appropriate to formally recognize and honor Dr. Dittus upon his retirement from Elgin Community College on December 31, 2021; 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 this 14th day of December 2021, expresses to Dr. James Dittus, on behalf of District 509 citizens, his colleagues, and the many students who have benefited from his teaching, heartfelt appreciation for his many years of dedicated service, valuable contributions and service to the college, and extends to him best wishes for the future; and be it further

RESOLVED that Dr. James Dittus, upon his retirement from Elgin Community College on December 31, 2021, be granted the status of Professor Emeritus (as defined by the ECCFA contract) and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; 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, Dr. James Dittus.

RESOLUTION OF APPRECIATION
Steve Duchrow, Senior Director of Performing Arts

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Steve Duchrow, Senior Director of Performing Arts, who will retire on December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Senior Director of Performing Arts, Steve Duchrow

WHEREAS, Mr. Steve Duchrow was hired in 2006 to be the College's Director of Performing Arts, and became the Senior Director of Performing Arts in 2019; and whereas Mr. Duchrow was inspired by the 20th century traveling poet Vachel Lindsay and committed his life to Lindsay's exhortation to plant "the seeds of Art and of Beauty," and to "tend them till they grow;" and

WHEREAS, Mr. Duchrow successfully expanded the College's CenterStage visiting artist series, enlightening and delighting audiences from 26 states and over 350 zip codes; he presented artists of the highest caliber, such as John Lithgow, Wynn Handman's American Place Theatre, Mavis Staples, The Wailin' Jennies, Tommy Emmanuel, John Hiatt, Booker T. Jones, Joe Bonamassa, Victor Wooten, Dala, Bonnie Koloc, Ben Folds, Ladysmith Black Mambazo, Louis Black, and Richie Havens, and he partnered with Michael Ingersoll to launch the national tour of *Under the Streetlamp*; and

WHEREAS, Mr. Duchrow arranged hundreds of opportunities for students to learn from – and even perform with – some of these legendary artists, and took such outreach programs beyond the College to the citizens, tangibly connecting the CenterStage series to the College's instructional mission; and

WHEREAS, Mr. Duchrow developed the "Do Art Differently," brand, characterized by a playful customer service orientation, and firmly established the College's Arts Center as the community's center; and whereas Mr. Duchrow's skill in curating jaw-dropping, inspiring performing arts seasons garnered customers' trust and generated immense satisfaction with Arts Center offerings; and

WHEREAS, Mr. Duchrow was an effective steward who grew a substantial reserve fund balance and ensured the growth and maintenance of Arts Center programs and resources; collaborated on planning Arts Center renovations, was a passionate advocate for instructional arts programs, fostered the development of dual credit music lessons, offered music clinics for school districts, supported College programs and ensembles and our partner In-Residence Ensemble organizations, and adapted rehearsal and performance processes to ensure continuity and safety in the midst of a historic pandemic; and

WHEREAS, Mr. Duchrow served on countless College committees, chaired the Process Improvement Team, which successfully cut through much bureaucratic red tape, was named Presenter of the Year by the association of North American Performing Arts Managers and Agents in 2015; received a College Service to Community award in 2012 and 2011, the latter for Teach, Educate, Advocate (TEA), which raised \$30,000 to build a school for girls in Pakistan; and received a Partners in Peace award from Elgin's Community Crisis Center in 2012 for bringing the arts to battered women; and

WHEREAS, Mr. Duchrow has carefully planted and tended "the seeds of Art and of Beauty," and the harvest has provided bountiful sustenance for our students and community; and

WHEREAS, it is appropriate to formally recognize and honor Mr. Steve Duchrow upon his retirement from Elgin Community College on December 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 this 14th day of December 2021, on behalf of District 509 citizens, his colleagues, and the many students who have benefited from his service, heartfelt appreciation for his years of dedicated service and extends to him 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, Mr. Steve Duchrow.

RESOLUTION OF APPRECIATION
Chef Stephanie Johnson, Professor II Culinary Arts & Hospitality

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Chef Stephanie Johnson, Professor II Culinary Arts and Hospitality, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Professor II Culinary Arts and Hospitality, Chef Stephanie Johnson

WHEREAS, Chef Stephanie Johnson began her tenure at Elgin Community College in 1985 as an Instructor of Culinary Arts & Hospitality. After a brief return to industry, Chef Johnson returned in 1998 as Professor II of Culinary Arts & Hospitality; and

WHEREAS, Chef Johnson, along with the late Polly Nash, developed the first Associate degree for Pastry Arts in the State of Illinois; and

WHEREAS, Chef Johnson was honored with the Orrin G. Thompson award three times, the NISOD award three times, and Chef of the Year from the Northern Illinois Chef Association; and

WHEREAS, Chef Johnson coached and mentored student pastry teams to win 15 awards at the National Restaurant Show; and

WHEREAS, Chef Johnson played an essential role in the implementation of the culinary student exchange program with Austria; and

WHEREAS, Chef Johnson has enjoyed engaging with former students who after many years working in industry share work-related stories that prompted them to ask, “What would Chef Johnson do?” when faced with challenging situations; and

WHEREAS, Chef Johnson takes great pride in her students and what they have accomplished through the sharing of life lessons that prepared them for the rigors of the culinary and hospitality industry; and

WHEREAS, it is appropriate to formally recognize and honor Chef Stephanie Johnson upon her retirement from Elgin Community College on December 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 this 14th day of December 2021 expresses to Chef Stephanie Johnson, on behalf of District 509 citizens, her colleagues, and the many students who have benefited from her service, heartfelt appreciation for her years of dedicated service and extends to her best wishes for the future; and be it further

RESOLVED that Chef Stephanie Johnson, upon her retirement from Elgin Community College on December 31, 2021, be granted the status of Professor Emeritus (as defined by the ECCFA contract) and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; 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, Chef Stephanie Johnson.

RESOLUTION OF APPRECIATION
Timothy Kaar, Professor II of Graphic Design

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Professor II of Graphic Design, Timothy Kaar, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION

Professor II of Graphic Design, Timothy Kaar

WHEREAS, Professor Timothy Kaar joined Elgin Community College as adjunct faculty in 2000 to teach web design and multimedia, became a full-time instructor of Graphic Design in 2003, earned tenure in 2006, and developed the College's Videography and Motion Graphics Applied Science Degree, the Videography Basic Vocational Specialist Certificate, and general education cinema studies courses; and

WHEREAS, Professor Kaar provided valuable leadership for the College, serving multiple terms as the instructional program coordinator for the Communication Design program; and via his service on the Curriculum, Faculty Development, and Assessment committees, as a founding member of the Center for the Enhancement of Teaching and Learning Advisory Board, and on countless hiring and tenure committees, Professor Kaar has been deeply involved in important conversations and initiatives that have moved the College forward and helped to change expectations and instructional norms; and

WHEREAS, Professor Kaar has been an innovative teacher and a leader in using instructional technology to support learning, and served with distinction on the Distance Learning, Instructional Technology, and Institutional Technology Advisory committees, the Student Email Selection and Policy committee (student.elgin.edu), and the College's Branding and Course Management Selection committees; pioneered use of D2L rubrics, Google Classroom and Suite at the College to support students' learning in their native environment, and generously shared his time and expertise with others throughout his career and during a historic pandemic, helped classroom faculty transition to online instruction; and

WHEREAS, Professor Kaar was a member of the ECCFA Senate, served as its webmaster, and served on the Faculty Development Handbook and Faculty Evaluation Handbook negotiation teams; and

WHEREAS, Professor Kaar served on the Illinois Articulation Initiative Fine Art and General Education Panel, received a 2008 National Institute for Staff and Organizational Development Award, the 2021 Elgin Community College Orrin G. Thompson Teaching Excellence Award, and the 2021 Illinois Community College Trustees Association's Outstanding Full-Time Faculty Member award, and

WHEREAS, Professor Kaar's extraordinarily deep intellect supported the essential work of the Humanities Center, for which he served as Co-Chair, and as Founder and Director of the Humanities Center's Film Series, through which students and other participants engaged in the humanistic endeavor of reflecting and invoking the narrative imagination to reconsider the human condition, manifesting his authentic commitment to opening hearts and minds to the experiences of others, and

WHEREAS, Professor Kaar's professional life has been one of service to the College's mission and shared values, exemplified by nurturing and rigorous teaching and generous collaborations; 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 this 14th day of December 2021, expresses to Professor Kaar on behalf of District 509 citizens, his colleagues and the many students who have benefited from his teaching and counseling, heartfelt appreciation for his many years of dedicated service and best wishes for the future, and be it further

RESOLVED that Professor Kaar, upon his retirement from Elgin Community College on December 31, 2021, be granted the status of Professor Emeritus (as defined by the ECCFA contract) and that he be accorded such recognition and honors as may be appropriate to a person holding this rank, and be it further

RESOLVED that this resolution be entered into the minutes of the Board of Trustees and a copy signed by each Trustee be prepared for, and presented to, Professor Timothy Kaar.

RESOLUTION OF APPRECIATION
Christina M. Leverenzzi, Professor II of Graphic Design

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Professor II of Graphic Design, Christina M. Leverenzzi, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Professor II of Graphic Design, Christina M. Leverenzzi

WHEREAS, Professor Tina Leverenzzi was first hired by Elgin Community College in 1988 as adjunct faculty, became a full-time instructor of Graphic Design in 1998, and was awarded tenure in 2001; and

WHEREAS, Professor Leverenzzi, an Elgin Community College alumnus, provided valuable service to the College by co-developing and teaching many courses in the computerized graphics program, and in the early years sometimes taught small classes simultaneously to avoid disruptive cancellations – as in a one-room school house; and whereas Professor Leverenzzi contributed materially to the growth and maturation of the Graphic Design programs by learning and implementing new software applications such as Desktop Publishing, Quark Express, PageMaker, Illustrator, Photoshop and InDesign; and

WHEREAS, Professor Leverenzzi initially taught design using traditional methods, but as the industry rapidly evolved, she engaged in ongoing professional development to facilitate teaching with cutting-edge technology; she did additional coursework in illustration and design technology, earned two Masters degrees, in Education and Humanities, and three graduate certificates, two in online teaching and learning, and one in Native American Studies – all of which informed her teaching practice; and

WHEREAS, Professor Leverenzzi served as the instructional coordinator for the Graphic Design program, collaborated with other faculty to redesign the curriculum to ensure its currency, worked with instructional technology staff to provide properly equipped computer labs and up-to-date software, coordinated advisory committee meetings, portfolio review and recruitment events, recommended new faculty hires and provided kind and encouraging mentorship to adjunct and full-time faculty; and

WHEREAS, Professor Leverenzzi provided leadership and coordination for SPIRE, the College's student art and literature magazine; for 13 years collaborating with English program faculty, expanding student participation, and mentoring design students as they took the project from concept to printed book; and

WHEREAS, Professor Leverenzzi advanced the College mission by serving on many hiring committees and the Student Learning Assessment and Advisory Committee, as well as the Faculty Development, Center for Enhancement of Teaching and Learning, and Academic Technology Advisory committees; and whereas she provided in-kind art work for two of the College's fundraising publications, *Sarajevo, an Anthology for Bosnian Relief* in 1993, and *American Eagle* in 1999.

WHEREAS, Professor Leverenzzi applied her specialized knowledge of creative processes to inspire and encourage students, to open their minds to new, different ways of thinking and to gain confidence in their creative potential – for which they were deeply appreciative, and showered Professor Leverenzzi with thank you notes and grateful letters over the years; 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 this 14th day of December 2021, expresses to Professor Leverenzzi on behalf of District 509 citizens, her colleagues and the many students who have benefited from her teaching and counseling, heartfelt appreciation for her many years of dedicated service and best wishes for the future, and be it further

RESOLVED that Professor Leverenzzi, upon her retirement from Elgin Community College on December 31, 2021, be granted the status of Professor Emeritus (as defined in the ECCFA contract) and that she be accorded such recognition and honors as may be appropriate to a person holding this rank, and be it further

RESOLVED that this resolution be entered into the minutes of the Board of Trustees and a copy signed by each Trustee be prepared for, and presented to, Professor Christina Leverenzzi.

RESOLUTION OF APPRECIATION
Mary Lopez, Office Assistant III

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Ms. Mary Lopez, Office Assistant III, who will retire on December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Office Assistant III, Mary Lopez

WHEREAS, Ms. Lopez worked in the Adult Basic Education Center (ABEC) at Elgin Community College from 1998-2021, touching the lives of many students and colleagues. She started in a volunteer role until moving into a newly created full-time position; and

WHEREAS, Ms. Lopez was a role model to her coworkers by providing guidance and encouragement. Ms. Lopez was viewed by her colleagues as a leader and turned to her for assistance; and

WHEREAS, Ms. Lopez mentored her colleagues formally and informally. Ms. Lopez led the front office team in learning the specific guidelines of the adult education grant that were relevant to their role; and

WHEREAS, Ms. Lopez was part of the ABEC team that received the 2011-2012 Academic Year Elgin Community College Extra Effort Team Award; and

WHEREAS, Ms. Lopez was positive and friendly. She was inclusive of and enjoyed working with everyone. As the only full-time office assistant, she was willing to participate on many hiring committees. She assisted with High School Equivalency (HSE) graduations and English as a Second Language (ESL) certificate ceremonies. Ms. Lopez provided translations to make ABEC documents student friendly for speakers of Spanish. She also sat with individuals to translate in real-time; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Lopez upon her retirement from Elgin Community College on December 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 this 14th day of December 2021, expresses to Ms. Lopez, on behalf of District 509 citizens, her colleagues, and the many students who have benefited from her assistance, 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. Lopez.

RESOLUTION OF APPRECIATION
Minerva Negrón-Figueroa, Office Coordinator

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Office Coordinator Minerva Negrón-Figueroa, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Office Coordinator Minerva Negrón-Figueroa

WHEREAS, Ms. Minerva Negrón-Figueroa began her tenure at Elgin Community College in 1997 on a part time basis working with the Upward Bound Summer Program and in 2000 transitioned to a full time Administrative Assistant position with the TRiO Programs -Upward Bound Math & Science program; and

WHEREAS, Ms. Negrón-Figueroa started working in 2004 as an Administrative Assistant in the College-Wide Retention Department and in 2009 began as an Administrative Assistant, now Office Coordinator, for the Dean of Student Services and Development; and

WHEREAS, Ms. Negrón-Figueroa has supported the division of Student Services and Development for 24 years, working in a variety of roles by not only assisting different administrators but by also performing a number of administrative support and customer service tasks to ensure efficient operation of departments as well as creating a welcoming office environment; and

WHEREAS, Ms. Negrón-Figueroa has effectively managed the Career Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement) - Joint Agreement and Tuition Chargebacks programs for 12 years, tracking and identifying career programs ECC might consider implementing based on the number of district residents requesting to attend other community colleges for programs we did not offer; and

WHEREAS, Ms. Negrón-Figueroa proudly served the community through participation in Phi Theta Kappa's Relay for Life event; and

WHEREAS, Ms. Negrón-Figueroa is a proud member of the Support Staff of Elgin Community College Association having served in various capacities throughout her tenure at ECC, including as an Area Representative, on the contract committee negotiations in 2006, and as the E-Board Secretary in 2010; and

WHEREAS, Ms. Negrón-Figueroa has served as an informal mentor to other support staff by providing guidance in regards to college procedures; and

WHEREAS, Ms. Negrón-Figueroa has, for 24 years, served hundreds of students, her colleagues and district residents with kindness, empathy, and a wealth of institutional knowledge; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Negrón-Figueroa upon her retirement from Elgin Community College on December 31, 2021; 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 this 14th day of December 2021, expresses to Ms. Negrón-Figueroa, on behalf of District 509 citizens, her colleagues and the many students who have benefited from her work, heartfelt appreciation for her many years of dedicated service and best wishes for the future; and, be it further

RESOLVED that this Resolution be entered into the minutes of the Board and a copy signed by each Trustee be prepared for, and presented to, Ms. Minerva Negrón-Figueroa.

RESOLUTION OF APPRECIATION
Michele Noel, Professor II of English

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Professor II of English Michele Noel, who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Professor II of English Michele Noel

WHEREAS, Professor Michele Noel has taught in the English Department of ECC for the past 31 years, with 4 years as adjunct and 27 years as a full-time instructor; and

WHEREAS, Professor Noel has served many years as Instructional Coordinator for the English Department and pioneered in the renovation of the developmental program in the department; and

WHEREAS, Professor Noel has served many years as Placement Coordinator of the English Department; and

WHEREAS, Professor Noel has completed 75 hours of professional development courses focusing on student-centered instruction; and

WHEREAS, Professor Noel has served 12 years on the Elgin Community College Faculty Association (ECCFA) Senate, with two years as the Secretary; and

WHEREAS, Professor Noel has served on numerous College committees, including an interim negotiation of the Faculty Evaluation Handbook and the Assessment Committee; and

WHEREAS, Professor Noel served as a mentor to numerous faculty members and also served on many faculty hiring and tenure committees, resulting in the retaining of many tenured faculty of the department; and

WHEREAS, Professor Noel wrote the original proposal for The Write Place and facilitated its establishment on campus; and

WHEREAS it is due and appropriate to formally recognize and honor Professor Noel upon her retirement from Elgin Community College December 31, 2021; 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 this 14th day of December 2021, expresses to Professor Michele Noel, on behalf of District 509 citizens, her colleagues, and the many students who have benefited 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 Professor Michele Noel, upon her retirement from Elgin Community College on December 31, 2021, be granted the status of Professor Emeritus (as defined by the ECCFA contract) and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; 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, Professor Michele Noel.

RESOLUTION OF APPRECIATION
Jorge Phillips, Director of Corporate and Continuing Education

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Mr. Jorge Phillips, Director of Corporate and Continuing Education, who will retire December 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 Corporate and Continuing Education, Jorge Phillips

WHEREAS, Mr. Jorge Phillips began his tenure at Elgin Community College in 1991 as an independent business counselor for the Small Business Development Center, was hired in 2005 as a full-time business counselor in our SBDC, and in May of 2008 became the Director of Corporate and Continuing Education; and

WHEREAS, Mr. Phillips has developed hundreds of noncredit courses throughout his tenure at this institution that have served our community members in many ways, including but not limited to career training, personal enrichment and children's programming; and

WHEREAS, Mr. Phillips has worked with over a hundred businesses in his time at ECC to develop corporate training opportunities to create a highly skilled workforce in our area; and

WHEREAS, Mr. Phillips was awarded the Illinois Community College Trustees Association Business and Industry Award in 2013 for an innovative training partnership with Custom Aluminum; and

WHEREAS, Mr. Phillips developed our first basic fire fighter course in the noncredit area that then transitioned to the credit bearing program; and

WHEREAS, Mr. Phillips was highly responsive to the training needs in the pandemic and developed a Contact Tracing Program which helped over 350 individuals learn this new very important skill; and

WHEREAS, Mr. Phillips played an essential role in representing ECC in both local and state-wide organizations including several local chambers, active membership in weTRAIN, Illinois Council of Community Education and Training (ICCET), and its regional group of the Northern Illinois Region Council (NIRC); and

WHEREAS, Mr. Phillips has been a mentor and role model to many of his colleagues when they needed his leadership and guidance; and

WHEREAS, Mr. Phillips has been the welcoming face of ECC to many employees, students and community members offering a warm smile and greeting; and

WHEREAS, it is appropriate to formally recognize and honor Mr. Jorge Phillips upon his retirement from Elgin Community College on December 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 this 14th day of December, 2021 expresses to Mr. Phillips, on behalf of District 509 citizens, his colleagues, and the many students who have benefited from his service, heartfelt appreciation for his years of dedicated service and extends to him 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, Mr. Jorge Phillips.

RESOLUTION OF APPRECIATION
Ms. Joyce Proctor, Bursar

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Ms. Joyce Proctor, Bursar who will retire December 31, 2021.



Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Bursar, Ms. Joyce Proctor

WHEREAS, Ms. Joyce Proctor began her employment with Elgin Community College on September 19, 2005 as the Bursar; and

WHEREAS, Ms. Proctor has had oversight and provided outstanding leadership to the Student Accounts office; and

WHEREAS, Ms. Proctor was instrumental in the implementation of the Touchnet payment plan system in 2006 which provided electronic plans to students and launch of the College's drop for non-payment process in Spring 2007; and

WHEREAS, Ms. Proctor was a founding member of the College's financial literacy program, Financial Smarts in 2009 which has impacted thousands of students in the last twelve years with budget workshops and financial services presentations; and

WHEREAS, Ms. Proctor and her team have worked diligently to reduce the College's overall bad debt from \$1 million per year to approximately \$100,000 per year; and

WHEREAS, Ms. Proctor has processed over 170,000 annual 1098-Ts to students since 2005; and

WHEREAS, Ms. Proctor has shown strong commitment to Elgin Community College's student success measures as a strategic partner to the Student Services Division and a committee member on the Student Life allocations committee; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Joyce Proctor upon her retirement from Elgin Community College on December 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 14th day of December 2021, expresses to Ms. Proctor, on behalf of District 509 citizens, her colleagues, and the many students who have benefited from her service, heartfelt appreciation for her years of dedicated service 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. Joyce Proctor.

RESOLUTION OF APPRECIATION
Vickie Wiskirchen, Web Services Coordinator I

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Ms. Vickie Wiskirchen, Web Services Coordinator I, who will retire December 31, 2021.



Dr. David Sam, President

Staff Contact: Dr. Toya Webb, Chief Marketing and Communications Officer, 847-214-7769

RESOLUTION OF APPRECIATION
Web Services Coordinator I, Vickie Wiskirchen

WHEREAS, Ms. Vickie Wiskirchen has worked at Elgin Community College since 1995 and is a proud and loyal employee; and

WHEREAS, Ms. Wiskirchen was instrumental in the development and maintenance of the College website and intranet over these many years; and

WHEREAS, Ms. Wiskirchen taught herself Google Analytics to manage this area for the College web properties; and

WHEREAS, Ms. Wiskirchen made hundreds of documents accessible to screen readers and was an early champion of digital accessibility for all here at the College; and

WHEREAS, Ms. Wiskirchen trained hundreds of users of the College's Online Calendar Manager and eNet system; and

WHEREAS, Ms. Wiskirchen helped everyone countless times by handling emergency test tracker requests, diagnosing problems and troubleshooting issues; and

WHEREAS, Ms. Wiskirchen served the College faithfully by being active in the Support Staff of Elgin Community College Association (SSECCA); and

WHEREAS, Ms. Wiskirchen's contributions to the ECC Marketing and Communications department will last for years to come; and

WHEREAS, it is appropriate to formally recognize and honor Ms. Wiskirchen upon her retirement from Elgin Community College on December 31, 2021; 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 this 14th day of December 2021, expresses to Ms. Wiskirchen, on behalf of District 509 citizens, her colleagues, and all who have benefited from her expert service, 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. Vickie Wiskirchen.