



BOARD OF TRUSTEES AGENDA

January 25, 2022



Elgin
Community
College

Bright Choice. Bright Future.

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

ELGIN COMMUNITY COLLEGE IDENTITY

BOARD PURPOSE

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

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

MISSION STATEMENT

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

STRATEGIC GOALS

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

VISION

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

PHILOSOPHY ON LEARNING

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

SHARED VALUES

Excellence

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

Freedom of Inquiry

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

Equity

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

Diversity

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

Ethical Practices

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

Accountability

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

Collaboration

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

**REGULAR BOARD MEETING
JANUARY 25, 2022**

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 111	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/95978418851>

Phone: 312-626-6799 / Meeting ID: 959 7841 8851#

With the current mitigation status, the January 25, 2022 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 4:00 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. Resolution of Appreciation, Mr. Jeffrey A. Meyer

Actions
1

6. President's Report

7. Audience Wishing to Address the Board

8. Board Reports

- A. Committee of the Whole – Trustee Redmer
- 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

Reports

9. College Reports

- A. Personnel (December) 1
- B. Treasurer (November) 2
- C. Student (November/December) 6
- 25

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December)
- F. Equity, Diversity and Inclusion (quarterly)
- G. Insurance Report (annual)

Actions

Acceptance of College Reports

3

10. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of December 14, 2021 4
- B. Closed Session Minutes of the Regular Board Meeting of December 14, 2021 14
- C. Destruction of Audiotapes of June 9 and June 30, 2020 15
- D. Ratification of Report of Expenses 16
- E. Ratification of Board of Trustees Travel Expenses 17
- F. Intergovernmental Agreement Between Community College District No. 509,
Community College District No. 512, Chicago Cook Workforce Partnership, and the
Village of Hanover Park 18
- G. Hanover Square Shopping Center Lease 31
- H. Purchases
 - 1. Building A – Third Floor Shell Space Buildout 37
 - 2. Building G – Office Furniture Purchase 40
 - 3. Building G – Office Renovation 41
 - 4. Childcare Playground Surface Replacement 42
 - 5. Demand Side Platform (DSP) Services Purchase 43
 - 6. Software – Complaint Submission 45
 - 7. Software – Contract Management Purchase 47
- I. Personnel
 - 1. Ratification, Temporary Assistant Professor II of Physics, Dr. Richard Jesik 49
 - 2. Ratification, Temporary Instructor of Mathematics, Lori Jones 50
 - 3. Ratification, Temporary Instructor of Mathematics, James Walker 51

- 11. Old Business**
- 12. New Business**
- 13. Adjournment**

Next regular meeting: 6:30 pm Tuesday, March 8, 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 <i>(cont'd from Jun)</i>	Attorney reviews closed session minutes		Board adopts course fees for next fiscal year	Board articulates budgetary considerations 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 <i>(cont'd thru Jul)</i>
	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 (ICCTA)	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	Board retreats and conducts semi-annual self-evaluation and goal setting	
College Activities	Goal and Budget Review Period: Departments review accomplishments from previous year		Goal and Budget Planning Period: Departments outline goals, needs, and budgets for next fiscal year					Budget Discussions and Adjustments Period: College reviews department budget requests to prepare college budget for next fiscal year					
	College compiles annual accomplishments from previous year	Finance begins fiscal auditing activities for previous fiscal year	Finance adopts comprehensive audit report for previous fiscal year	Finance places tax levy on display and prepares tax levy hearing	College outlines budget projections for expected revenues and anticipated expenditures for next fiscal year (e.g., capital outlay, staffing needs, and auxiliary operating parameters)	President sets goals for next fiscal year	Departments estimate budgets for next fiscal year based on proposed goals	Finance finalizes and places next year's annual budget on display					
	College summarizes performance on key indicators from previous year	Finance proposes tax levy and abatements	Finance proposes TLSL drafts academic calendar for the fiscal year that follows the next										
Suggested Reports <i>(for COTW or Board Meetings)</i>	Prevailing Wage Report (Finance)	Vendor Report	Faculty Tenure Recommendations (TSLSD)	ECC Foundation Annual Report	Annual Insurance Report (Finance)	Faculty Tenure Recommendations (TSLSD)	Campus Crime Report (Clery Act)	Committee Representation Report (CELA)	ICCB RAMP (Operations & Maintenance)				
		Grant Monitoring Report (Apr-Jun)	Performance Report/ Effectiveness Indicators Update (Planning)	Grant Monitoring Report (Jul-Sep)	Community Report (Communications)	Grant Monitoring Report (Oct-Dec)			Grant Monitoring Report (Jan-Mar)				
	ICCB Program Review Report from Previous Fiscal Year (TSLSD)												

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)**

February 7, 2022	Marriott Marquis, Washington, DC – Board of Representatives meeting in conjunction with ACCT NLS
March 11 – 12, 2022	Holiday Inn & Suites, 101 Holiday Dr, East Peoria, IL
April 29, 2022	Board of Representatives Meeting, President Abraham Lincoln Hotel, Springfield, IL
September 9 – 10, 2022	Location to be determined
November 11 – 12, 2022	Location to be determined

ICCTA ANNUAL CONVENTION:

June 10 – 11, 2022	Chicago Marriott Downtown Magnificent Mile, Chicago, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

August 2022	Executive Committee Retreat – Date & Location to be determined
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):

January 21, 2022 (Retreat)	Parkland College, Champaign, IL
March 10, 2022 (Joint Mtg)	Holiday Inn & Suites, 101 Holiday Dr, East Peoria, IL
March 11, 2022 (ICCCP Mtgs)	Holiday Inn & Suites, 101 Holiday Dr, East Peoria, IL
April/May 2022 – Date TBD	Location to be determined
June 10, 2022	Chicago Marriott Downtown Magnificent Mile, Chicago, IL
September 9, 2022	Location to be determined
November 11, 2022	Location to be determined

ICCB MEETINGS:

January 28, 2022	Harry L. Crisp II Community College Center, Springfield, IL
March 25, 2022	Heartland Community College, Normal, IL
June 17, 2022	Harry L. Crisp II Community College Center, Springfield, IL
July 2022	Subject to Call
September 16, 2022	Richland Community College, Decatur, IL
December 2, 2022	Harry L. Crisp II Community College Center, Springfield, IL

IBHE MEETINGS:

January 10, 2022	Telephone and Video Conference
March 15, 2022	TBD
June 29, 2022	TBD
August 16, 2022	TBD
November 15, 2022	TBD

ISAC MEETINGS:

April 14, 2022	Virtual or Chicago Site
June 16, 2022	Virtual or Chicago Site
September 22, 2022	Virtual or Chicago Site
December 8, 2022	Virtual or Chicago Site

ACCT/AACC EVENTS:

February 6 – 9, 2022	ACCT National Legislative Summit (NLS), Marriott Marquis, Washington, DC
October 26 – 29, 2022	ACCT Leadership Congress, Marriott Marquis, New York, NY

OTHER DATES/MEETINGS:

April 28, 2022	Phi Theta Kappa Banquet, President Abraham Lincoln Hotel, Springfield, IL
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ILLINOIS COMMUNITY COLLEGE SYSTEM

EXCEPTIONAL QUALITY

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

AFFORDABLE INSTRUCTION

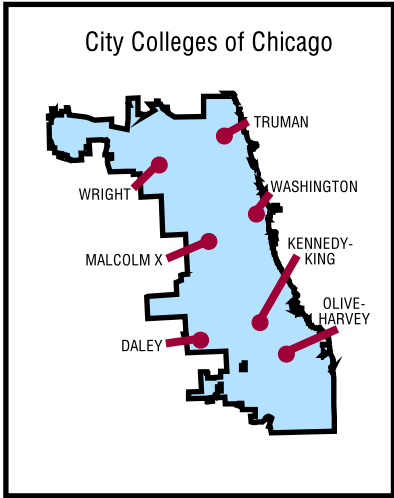
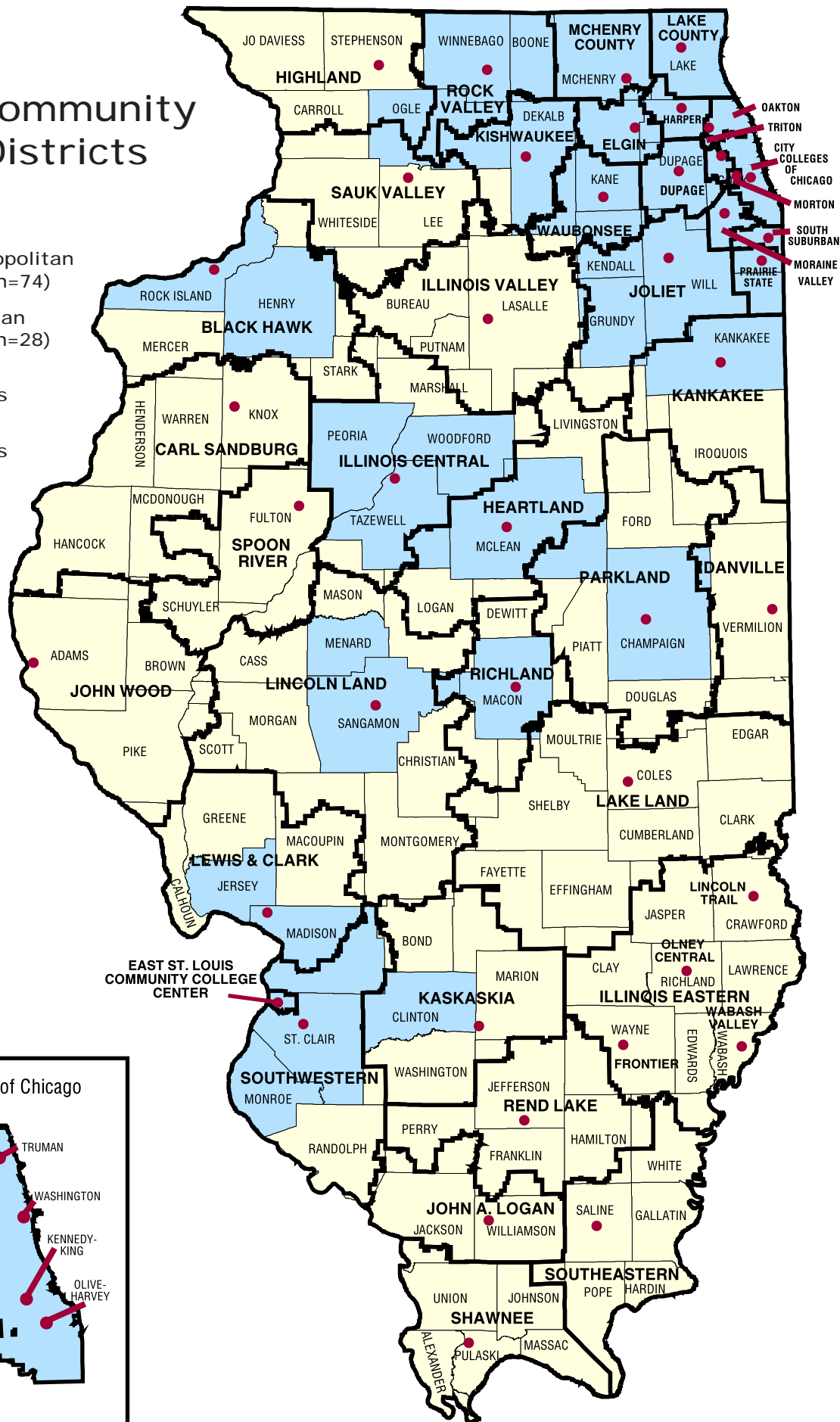
- 🎓 The average full-time Illinois community college student pays **\$4,410 per year in tuition and fees; nearly one-third the average tuition and fees** at Illinois public universities.
- 🎓 College costs can be reduced and students are able to gain access to college-level coursework during high school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

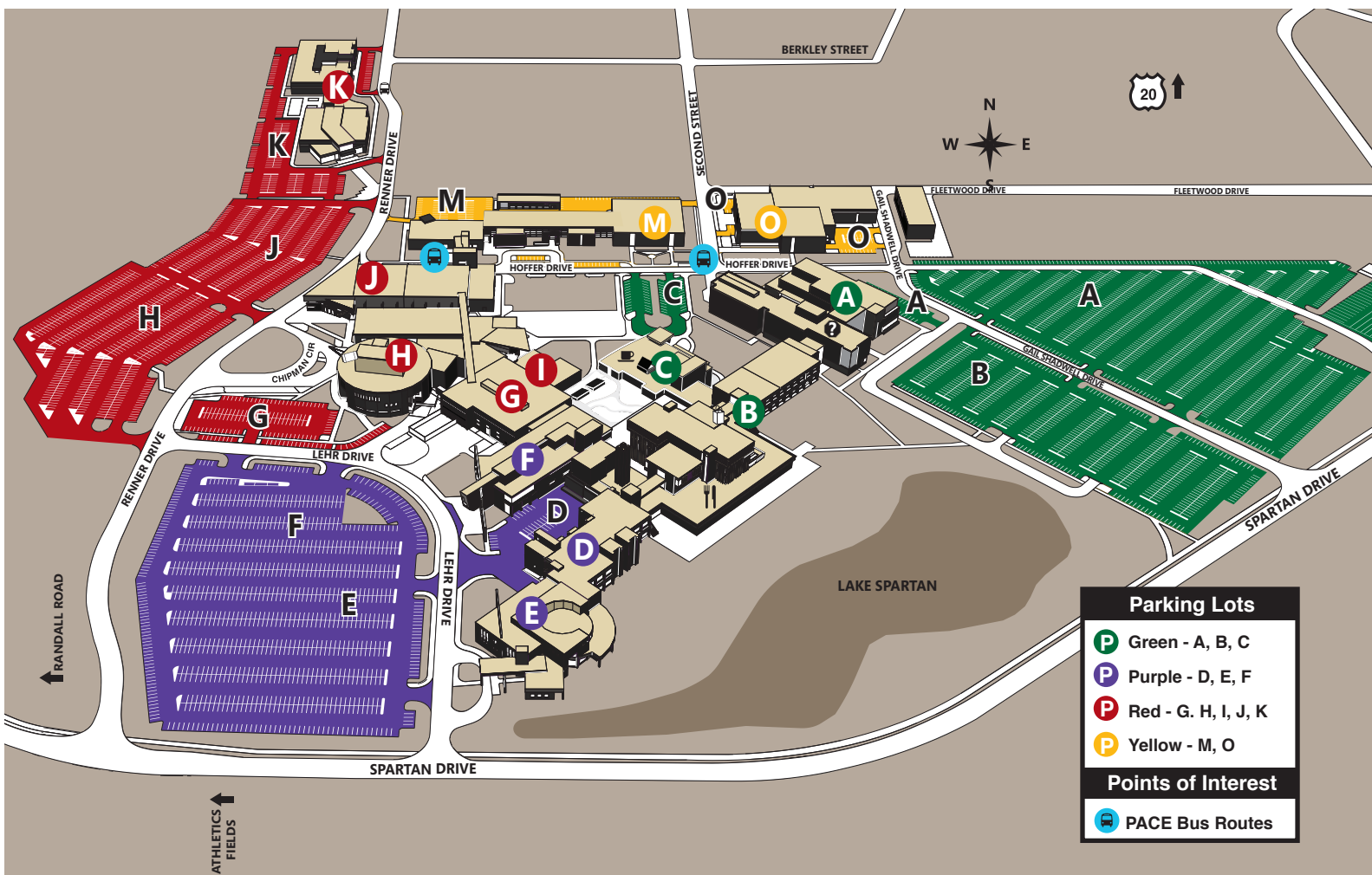
K BUILDING

- 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 (December)
- B. Treasurer (November)
- C. Student (November/December)

College reports/procedures presented under separate cover:

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December)
- F. Equity, Diversity and Inclusion (quarterly)
- G. Insurance Report (annual)

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
Mohammed	Ahmed	NH	Bursar	1/24/2022	\$87,000	16
Sejal	Chowdhury	NH	Early Childhood Lab School Teacher	1/4/2022	\$26,027	11
Jacob	Hartge	NH	Event Coordinator I	12/6/2021	\$20.00	12
Christian	Langowski	NH	Building Engineer	12/16/2021	\$65,645	A/1
Kelli	Marlin	NH	Director Medical Assistant Program	1/10/2022	\$73,000	16
Joshuan	Mcneal	NH	Manager - Student Support Services	1/4/2022	\$62,500	15
Michelle	Ramirez	NH	Manager of Student Support Services - ESL	1/10/2022	\$62,500	15
Suzanne	Remitz	NH	Administrative Assistant II	1/10/2022	\$30,160	10
Marianne	Rodriguez	NH	Post-Secondary Success Coach	1/4/2022	\$22.00	12
Shelby	Stanley	NH	Director Ophthalmic Technician Program	1/10/2022	\$73,000	16
Ruth	Thurston	RH	Post-Secondary Success Coach	1/4/2022	\$22.00	12
Kasandre	Medina	PF	Office Coordinator I	12/13/2021	\$37,875	12
Kristyn	Pemrick	PF	Technical Specialist	1/10/2022	\$36,608	10
Ginger	Alms	RNK	Assist Professor I of English	12/13/2021	\$97,721	IX/11
Jose	Alvarez-Garcia	RNK	Assoc Professor II of Spanish	12/13/2021	\$104,277	X/12
Mahd	Alzoubi	RNK	Assoc Professor II of Computer Information Systems	12/13/2021	\$104,277	X/12
Timothy	Anderson	RNK	Professor I of Communication	12/13/2021	\$110,019	VI/19
Tina	Ballard	RNK	Professor I of Reading	12/13/2021	\$113,694	X/15
Javier	Coronado-Aliegro	RNK	Professor I of Spanish	12/13/2021	\$113,694	X/15
Chalyce	Deterding	RNK	Assist Professor I of Math	12/13/2021	\$92,491	IV/15
Patrick	Gordon	RNK	Professor I of Business	12/13/2021	\$113,694	X/15
Elizabeth	Hope	RNK	Assist Prof II of Human Svcs	12/13/2021	\$85,448	X/6
Catherine	Incapreo	RNK	Professor II of Nursing	12/13/2021	\$123,111	X/18
Ryan	Kerr	RNK	Assoc Professor II of English	12/13/2021	\$104,277	X/12
Michelle	Kershner	RNK	Assoc Prof II of Math	12/13/2021	\$102,547	VII/15
Margaret	Le Moyne	RNK	Assist Prof II of Nursing	12/13/2021	\$85,448	X/6
David	Martin	RNK	Assoc Professor II of Medical Imaging	12/13/2021	\$102,547	VII/15
Todd	Ramljak	RNK	Assoc Professor I of Criminal Justice	12/13/2021	\$94,860	X/9
Ruby	Sanny	RNK	Professor II of Reading	12/13/2021	\$123,111	X/18

First Name	Last Name	Action Code	Department and Position	Effective Date	Wage	Position Class
Angelika	Stachnik	RNK	Assoc Professor II of Medical Imaging	12/13/2021	\$108,816	IX/14
Greg	Wheaton	RNK	Associate Professor I of Math	12/13/2021	\$93,084	V/14
Janet	Whitsitt	RNK	Professor I of Biology	12/13/2021	\$111,995	VII/17
Pamela	Singleton	TRN	Managing Dir of Business Serv	1/10/2022	\$111,500	17
Lierin	Voight	TRN	Managing Dir of Accounting & Grant Compliance	12/13/2021	\$80,000	17
Christopher	Wegner	TRN	Event Coordinator I	12/31/2021	\$31,028	12
Mark	Wiaduck	TRN	Senior Applications Developer/Analyst	1/10/2022	\$91,300	215
Tanya	Ternes	RC	Senior Director of Data Quality	11/18/2021	\$103,692	17
Stephanie	Boyle	RES	Lab Coordinator I	1/17/2022		
Brian	Duff	RES	Student Accounts Tech Specialist	1/8/2022		
Kareem	El-Efrangi	RES	Student Services Coor III	12/6/2021		
Christy	Linder	RES	Lab Assistant I	1/4/2022		
Amar	Nagra	RES	Theatre Technician	12/8/2021		
Premlata	Nikoniuk	RES	Wellness Professional	1/5/2022		
Matthew	Pins	RES	Videographer	12/22/2021		
Anastasiia	Watt	RES	Senior Analyst of HRIS	1/14/2022		
Juan	Lara	RET	Custodian I	1/6/2022		
Antonio	Ledesma-Gonzalez	RET	Custodian I	11/12/2021		

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

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

HUMAN RESOURCES STAFFING REPORT

Mohammed Ahmed

Mohammed Ahmed joins Elgin Community College as the Bursar. Mohammed has over five years of experience in finance operations. Mohammed earned a Bachelor in Sociology degree from Keller Graduate School of Management.

Sejal Chowdhury

Sejal Chowdhury joins Elgin Community College as an Early Childhood Lab School Teacher. Sejal has over eight years of experience as an early childhood teacher.

Jacob Hartge

Jacob Hartge joins Elgin Community College as an Event Coordinator I. Jacob has over three years of experience in theatre production. Jacob earned a Bachelor of Fine Arts degree from Columbia College Chicago.

Christian Langowski

Christian Langowski joins Elgin Community College as a Building Engineer. Christian has over seven years of experience in building maintenance.

Kelli Marlin

Kelli Marlin joins Elgin Community College as the Director of the Medical Assistant Program. Kelli has over fifteen years of experience as a medical assistant.

Joshuan Mcneal

Joshuan Mcneal joins Elgin Community College as the Manager of Student Support Services. Joshuan has over four years of experience in advising, career planning and coaching. Joshuan earned a Master of Science degree from Lakeland University.

Michelle Ramirez

Michelle Ramirez joins Elgin Community College as the Manager of Student Support Services - ESL. Michelle has over six years of experience in youth development. Michelle earned a Master of Education in Youth Development degree from University of Illinois at Chicago.

Suzanne Remitz

Suzanne Remitz joins Elgin Community College as an Administrative Assistant II. Suzanne has over two years of experience working in customer service and general office work. Suzanne earned a Bachelor of Arts, Fashion Marketing and Merchandising degree from The Illinois Institute of Art-Chicago.

Marianne Rodriguez

Marianne Rodriguez joins Elgin Community College as a Post-Secondary Success Coach. Marianne has over eight years of working with diverse populations that includes unemployed and economically disadvantaged families. Marianne earned a Bachelor of Arts Adult Education and Business Relations degree from DePaul University.

Shelby Stanley

Shelby Stanley joins Elgin Community College as the Director of the Ophthalmic Technician Program. Shelby has eight years of work experience as an ophthalmic technician. Shelby earned a Bachelor in Biological Science degree from Augustana College.

Ruth Thurston

Ruth Thurston joins Elgin Community College as a Post-Secondary Success Coach. Ruth has two years of experience working with higher education students. Ruth earned a Bachelor of Professional Studies degree from Roosevelt University.

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

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of November 30, 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	11/1/2021	11/1/2022	0.054%	249,936.09	249,800.00	Security Bank of Crawford, TX
Certificate of Deposit	11/1/2021	11/1/2022	0.090%	249,925.38	249,700.00	Trustar Bank, VA
Certificate of Deposit	11/1/2021	11/1/2022	0.054%	249,934.89	249,800.00	Third Coast Bank, SSB
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	11/2/2021	11/30/2022	0.050%	500,000.00	500,410.16	U.S. Treasury Note
Treasury Bills	11/2/2021	4/30/2023	0.211%	1,250,000.00	1,248,388.67	U.S. Treasury Note
Treasury Bills	11/2/2021	10/31/2023	0.371%	1,000,000.00	1,000,078.13	U.S. Treasury Note
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	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	11/2/2021	10/15/2024	0.647%	1,250,000.00	1,249,218.75	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	11/1/2021	1/4/2022	0.040%	4,400,308.60	4,400,000.00	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

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of November 30, 2021

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
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
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	11/30/2021	11/30/2021	1.860%	0.49	0.49	LIQ General Fund #10896-101
Money Market Funds	11/30/2021	11/30/2021	1.940%	58,586,613.33	58,586,613.33	MAX General Fund #10896-101
Money Market Funds	11/30/2021	11/30/2021	2.310%	625,361.00	625,361.00	MAX Chiller Replacement #10896-215
Money Market Funds	11/30/2021	11/30/2021	1.540%	56,673.23	56,673.23	MAX Replace Ext Doors/Upgrade Sec. #10896-216
Money Market Funds	11/30/2021	11/30/2021	0.020%	776,315.79	776,315.79	MAX Campus Door Project #10896-217
Money Market Funds	11/30/2021	11/30/2021	1.000%	6,358,997.86	6,358,997.86	US Bank - IL Funds (01-00000-125000)
			0.40%	\$ 148,290,964.15	\$ 149,368,893.24	

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

ELGIN COMMUNITY COLLEGE DISTRICT 509
EDUCATION FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Property Taxes	\$ 39,918,847	\$ 19,577,523	49.04%	\$ 19,432,462	48.98%
Local Grant and Contracts	508,723	23,862	4.69%	29,490	6.00%
Corporate Personal Property Replacement Tax	550,000	439,778	79.96%	230,444	48.51%
Illinois Community College Board	5,966,225	2,530,989	42.42%	2,412,340	43.05%
Student Tuition and Fees *	23,125,000	17,524,946	75.78%	17,750,413	74.02%
Payment Plan and Late Fees	180,000	69,505	38.61%	83,330	46.29%
Interest	800,000	(181,153)	(22.64)%	350,815	24.97%
Miscellaneous External Revenue	3,378,186	102,593	3.04%	87,203	26.84%
Miscellaneous Internal Revenue	-	622	-	595	-
TOTAL REVENUES	74,426,981	40,088,665	53.86%	40,377,092	55.97%
EXPENDITURES BY OBJECT					
Salaries	46,777,346	19,574,208	41.85%	18,903,392	42.00%
Employee Benefits	9,329,723	3,407,397	36.52%	3,297,286	35.26%
Contractual Services	3,952,539	1,535,657	38.85%	1,307,674	24.29%
General Material & Supplies	4,418,097	1,954,647	44.24%	1,388,838	34.17%
Professional Development	739,969	128,552	17.37%	55,876	16.88%
Fixed Charges	236,114	74,980	31.76%	34,227	16.22%
Utilities	1,300	665	51.17%	640	49.25%
Capital Outlay	1,207,279	410,781	34.03%	1,151,601	51.01%
Other	497,190	226,441	45.54%	176,759	23.08%
Waivers/Institutional Scholarships	690,000	171,105	24.80%	90,549	32.93%
TOTAL EXPENDITURES BY OBJECT	67,849,556	27,484,434	40.51%	26,406,843	39.04%
EXPENDITURES BY FUNCTION					
Instruction	31,972,580	13,407,396	41.93%	12,784,200	40.23%
Academic Support	9,635,519	3,994,874	41.46%	3,677,400	38.55%
Student Services	6,695,148	2,679,732	40.02%	2,490,175	40.32%
Public Services	565,627	198,308	35.06%	199,349	39.03%
Institutional Support	18,463,707	7,033,019	38.09%	7,165,169	37.00%
Institutional Waiver	690,000	171,105	24.80%	90,549	32.93%
TOTAL EXPENDITURES BY FUNCTION	68,022,580	27,484,434	40.40%	26,406,843	39.04%
Excess (deficiency) of revenues over expenditures	6,577,425	12,604,231	191.00%	13,970,249	
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	(4,400,000)	(4,400,000)	-	(3,000,000)	(100.00)%
Transfer to Food Service	(123,414)	-	-	-	-
Transfer to Production Services	(49,610)	-	-	-	-
Transfer to Student Life	(558,422)	(191,669)	34.32%	(155,643)	(30.32)%
Transfer to Athletics	(888,627)	(293,995)	33.08%	(220,572)	(25.91)%
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)	(4,885,664)	-	(3,376,215)	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	7,718,567	-	10,594,034	-
Fund Balance at beginning of year	-	54,732,140	-	65,347,133	-
Fund Balance	\$ -	\$ 62,450,707	-	\$ 75,941,167	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Local Government Services:					
	\$ 12,083,144	\$ 5,809,495	48.08%	\$ 5,724,368	49.01%
State Government Services:					
Other Local Government (Hanover Park)	91,227	15,382	16.86%	12,374	14.20%
Miscellaneous External Revenue	4,500	221	4.92%	2,955	67.16%
Miscellaneous Internal Revenue	3,500	-	-	-	-
Miscellaneous Internal Revenue (Security)	3,750	42	1.12%	-	-
Building Rental External Revenue (Net Comps)	104,143	34,302	32.94%	1,548	0.61%
TOTAL REVENUES	12,290,264	5,859,443	47.68%	5,741,245	47.68%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,356,416	1,798,602	41.29%	1,771,533	41.54%
Employee Benefits	893,785	340,471	38.09%	348,065	38.27%
Contractual Services	1,034,371	412,072	39.84%	396,303	35.46%
General Material & Supplies	602,656	215,322	35.73%	202,376	28.81%
Professional Development	5,600	1,186	21.17%	299	1.79%
Fixed Charges	672,500	511,770	76.10%	434,914	76.30%
Utilities	2,877,007	921,305	32.02%	863,862	31.25%
Capital Outlay	549,050	95,926	17.47%	74,002	13.29%
Other	7,717	-	-	-	-
TOTAL INSTITUTIONAL SUPPORT	10,999,102	4,296,654	39.06%	4,091,356	37.29%
CAMPUS SAFETY AND SECURITY					
Salaries	639,848	263,031	41.11%	266,263	42.47%
Employee Benefits	284,409	132,873	46.72%	116,005	40.13%
Contractual Services	47,500	4,761	10.02%	4,540	11.39%
General Material & Supplies	74,980	17,073	22.77%	9,229	11.04%
Professional Development	8,425	1,106	13.13%	628	7.45%
Other	236,000	44,616	-	12,266	13.33%
TOTAL CAMPUS SAFETY AND SECURITY	1,291,162	463,460	35.89%	408,930	35.87%
TOTAL EXPENDITURES BY OBJECT	12,290,264	4,760,115	38.55%	4,500,286	37.16%
EXPENDITURES BY FUNCTION					
Institutional Support	10,999,102	4,296,654	38.86%	4,091,356	37.29%
	1,291,162	463,461	35.89%	408,930	35.87%
TOTAL EXPENDITURES BY FUNCTION	12,290,264	4,760,115	38.55%	4,500,286	37.16%
Excess (deficiency) of revenues over expenditures	-	1,099,328	-	1,240,959	-
OTHER FINANCING SOURCES (USES)					
Transfer to O&M Facility Rental	(58,833)	-	-	-	-
Transfer from Other Funds	58,833	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	1,099,328	-	1,240,959	-
Fund Balance at beginning of year	-	17,555,824	-	16,371,318	-
Fund Balance	\$ -	\$ 18,655,152	-	\$ 17,612,277	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
BABS Rebates	\$ -	\$ -	-	(\$1,686)	(0.13)%
TOTAL REVENUES	-	-	-	(1,686)	(0.13)%
EXPENDITURES BY OBJECT					
Contractual Services	1,317,500	190,933	14.49%	67,871	7.57%
Capital Outlay	11,839,000	675,390	5.70%	22,857	1.09%
TOTAL EXPENDITURES BY OBJECT	13,156,500	866,323	6.58%	90,728	3.02%
EXPENDITURES BY FUNCTION					
Institutional Support	13,156,500	866,323	6.58%	90,728	3.02%
TOTAL EXPENDITURES BY FUNCTION	13,156,500	866,323	6.58%	90,728	3.02%
Excess (deficiency) of revenues over expenditures	(13,156,500)	(866,323)	6.58%	(92,413)	5.56%
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)	3,533,677	-	2,907,587	-
Fund Balance at beginning of year	-	47,832,600	-	32,587,904	-
Fund Balance	\$ (8,756,500)	\$ 51,366,278	-	\$ 35,495,491	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Property Taxes	\$ 9,881,784	\$ 4,526,836	45.81%	\$ 6,201,633	49.29%
TOTAL REVENUES	9,881,784	4,526,836	45.81%	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		(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	4,527,211	-	6,199,493	-
Fund Balance at beginning of year	-	4,888,363	-	4,841,932	-
Fund Balance	\$ 2,908,809	\$ 9,415,574	-	\$ 11,041,425	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 97,000	\$ 76,880	79.26%	\$ 14,951	11.07%
Miscellaneous Internal Revenue	60,000	18,067	30.11%	12,730	18.19%
TOTAL REVENUES	157,000	94,947	60.48%	27,681	13.50%
OPERATING EXPENSES					
Salaries	157,426	72,012	45.74%	64,823	36.27%
Employee Benefits	19,227	7,487	38.94%	7,780	40.56%
Contractual Services	47,900	33,283	69.49%	8,464	17.86%
General Material & Supplies	19,550	5,274	26.98%	5,412	20.78%
Professional Development	200	-	-	-	-
TOTAL OPERATING EXPENSES	244,303	118,057	48.32%	86,479	31.84%
Excess (deficiency) of revenues over expenditures	(87,303)	(23,109)	-	(58,797)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	67,303	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	67,303	-	-	-	-
Net Income (Loss)	(20,000)	(23,109)		(58,797)	
Retained Earnings at beginning of the year	-	(17,350)	-	-	-
Retained Earnings	\$ (20,000)	\$ (40,459)	-	\$ (58,797)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 110,500	\$ 38,847	35.16%	\$ 4,093	2.56%
TOTAL REVENUES	110,500	38,847	35.16%	4,093	2.56%
OPERATING EXPENSES					
Salaries	215,171	25,648	11.92%	44,770	39.85%
Employee Benefits	16,803	4,051	24.11%	6,816	40.65%
Contractual Services	30,885	24,430	79.10%	2,395	3.99%
General Material & Supplies	10,500	671	6.39%	17	0.09%
Professional Development	550	300	54.55%	-	-
TOTAL OPERATING EXPENSES	273,909	55,100	20.12%	53,997	25.94%
Excess (deficiency) of revenues over expenditures	(163,409)	(16,253)	-	(49,904)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	183,409	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	183,409	-	-	-	-
Net Income (Loss)	20,000	(16,253)		(49,904)	
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ 20,000	\$ (16,253)	-	\$ (49,904)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 2,164,500	\$ 1,041,611	48.12%	\$ 1,105,164	36.68%
Miscellaneous Internal Revenue	78,000	52,634	67.48%	7,322	8.82%
TOTAL REVENUES	2,242,500	1,094,245	48.80%	1,112,485	35.93%
OPERATING EXPENSES					
Salaries	271,081	111,211	41.02%	112,948	34.21%
Employee Benefits	76,305	17,968	23.55%	18,290	25.76%
Contractual Services	44,028	31,234	70.94%	24,754	56.22%
General Material & Supplies	1,788,862	1,481,928	82.84%	1,637,684	66.60%
Professional Development	-	-	-	-	-
Other	31,000	444	1.43%	651	2.09%
TOTAL OPERATING EXPENSES	2,211,276	1,642,785	74.29%	1,794,327	61.06%
Excess (deficiency) of revenues over expenditures	31,224	(548,540)	-	(681,842)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	31,224	(548,540)	-	(681,842)	-
Retained Earnings at beginning of the year	-	(203,718)	-	29,796	-
Retained Earnings	\$ 31,224	\$ (752,258)	-	\$ (652,046)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 282,652	\$ 92,661	32.78%	\$ 55,848	12.86%
TOTAL REVENUES	282,652	92,661	32.78%	55,848	12.86%
OPERATING EXPENSES					
Salaries	520,593	95,681	18.38%	89,288	20.09%
Employee Benefits	121,403	29,738	24.49%	18,688	20.69%
Contractual Services	2,100	769	36.62%	595	24.79%
General Material & Supplies	40,200	14,278	35.52%	9,751	15.54%
Professional Development	-	60	-	-	-
TOTAL OPERATING EXPENSES	684,296	140,526	20.54%	118,322	19.71%
Excess (deficiency) of revenues over expenditures	(401,644)	(47,865)	11.92%	(62,474)	37.64%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	306,640	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	306,640	-	-	-	-
Net Income (Loss)	(95,004)	(47,865)	-	(62,474)	-
Retained Earnings at beginning of the year	-	7,142	-	(7,142)	-
Retained Earnings	\$ (95,004)	\$ (40,723)	-	(69,616)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 283,974	\$ 66,225	23.32%	\$ 10,822	1.29%
Miscellaneous Internal Revenue	50,000	26,237	52.47%	7,192	3.67%
TOTAL REVENUES	333,974	92,462	27.69%	18,014	1.75%
OPERATING EXPENSES					
Salaries	245,435	108,868	44.36%	123,763	32.92%
Employee Benefits	70,365	15,709	22.33%	25,839	41.57%
Contractual Services	11,405	2,206	19.34%	4,543	12.98%
General Material & Supplies	130,033	55,850	42.95%	(7,479)	(1.41)%
Professional Development	150	-	-	-	-
Capital Outlay	-	-	-	-	-
Other	-	-	-	-	-
TOTAL OPERATING EXPENSES	457,388	182,584	39.92%	146,666	14.50%
Excess (deficiency) of revenues over expenditures	(123,414)	(90,121)	-	(128,652)	-
OTHER FINANCING SOURCES (USES)					
Net Income (Loss)	(123,414)	(90,121)	-	(128,652)	-
Retained Earnings at beginning of the year	-	(78,614)	-	92,109	-
Retained Earnings	\$ (123,414)	\$ (168,735)	-	\$ (36,543)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 529,037	\$ 106,487	20.13%	\$ 57,444	8.08%
Miscellaneous Internal Revenue	176,932	74,781	42.27%	32,214	14.74%
TOTAL REVENUES	705,969	181,268	25.68%	89,658	9.65%
OPERATING EXPENSES					
Salaries	232,956	48,769	20.93%	66,960	26.44%
Employee Benefits	12,113	5,988	49.44%	6,650	15.68%
Contractual Services	346,219	55,276	15.97%	13,766	3.32%
General Material & Supplies	114,021	13,399	11.75%	2,658	2.03%
Professional Development	22,150	3,921	17.70%	275	1.13%
Capital Outlay	122,000	11,583	9.49%	107,444	34.79%
Fixed Charges	5,000	270	5.40%	-	-
TOTAL OPERATING EXPENSES	854,459	139,206	16.29%	197,753	16.78%
Excess (deficiency) of revenues over expenditures	(148,490)	42,062	-	(108,095)	-
OTHER FINANCING SOURCES (USES)					
Release of Fund Balance	148,490	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	148,490	-	-	-	-
Net Income (Loss)	-	42,062	-	(108,095)	-
Retained Earnings at beginning of the year	-	1,088,653	-	1,398,450	-
Retained Earnings	\$ -	\$ 1,130,715	-	\$ 1,290,355	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 690	\$ 150	21.81%	\$ 3,139	156.93%
Miscellaneous Internal Revenue	209,910	148,132	70.57%	49,681	10.86%
TOTAL REVENUES	210,600	148,283	70.41%	52,820	11.50%
OPERATING EXPENSES					
Salaries	97,421	61,850	63.49%	78,738	45.02%
Employee Benefits	29,337	17,590	59.96%	21,695	38.91%
Contractual Services	1,660	666	40.12%	516	31.91%
General Material & Supplies	30,311	16,066	53.00%	8,098	8.80%
Professional Development	600	-	-	39	3.74%
Other	-	-	-	-	-
Depreciation	12,381	-	-	-	-
Fixed Charges	88,500	35,522	40.14%	31,046	27.39%
TOTAL OPERATING EXPENSES	260,210	131,693	50.61%	140,132	30.49%
Excess (deficiency) of revenues over expenditures	(49,610)	16,589	-	(87,312)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	49,610	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	49,610	-	-	-	-
Net Income (Loss)	-	16,589	-	(87,312)	-
Retained Earnings at beginning of the year	-	(36,270)	-	72,693	-
Retained Earnings	\$ -	\$ (19,681)	-	\$ (14,619)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, STUDENT LIFE
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ -	-	\$ 43,391	-
TOTAL REVENUES	-	-	-	43,391	-
OPERATING EXPENSES					
Salaries	330,773	137,763	41.65%	115,573	38.18%
Employee Benefits	90,269	33,833	37.48%	27,664	40.65%
Contractual Services	3,300	-	-	-	-
General Material & Supplies	39,080	20,013	51.11%	12,921	18.45%
Professional Development	15,300	60	0.39%	75	0.60%
Capital Outlay	80,000	-	-	-	-
TOTAL OPERATING EXPENSES	558,422	191,669	34.30%	156,233	30.44%
Excess (deficiency) of revenues over expenditures	558,422	191,669	34.30%	(112,841)	21.98%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	558,422	191,669	34.32%	112,252	21.87%
TOTAL OTHER FINANCING SOURCES (USES)	558,422	191,669	34.32%	112,252	21.87%
Net Income (Loss)	-	-	-	(590)	-
Retained Earnings at beginning of the year	-	50,748	-	50,748	-
Retained Earnings	\$ -	\$ 50,748	-	\$ 50,158	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 1,975	-	\$ -	-
TOTAL REVENUES	-	1,975	-	-	-
OPERATING EXPENSES					
Salaries	460,587	189,203	41.08%	148,500	33.50%
Employee Benefits	76,540	24,644	32.20%	29,640	40.56%
Contractual Services	90,000	26,610	29.57%	1,363	1.69%
General Material & Supplies	132,500	34,414	25.97%	34,080	25.82%
Professional Development	103,000	18,930	18.38%	(1,040)	(1.01)%
Fixed Charges	20,000	115	0.57%	3,500	17.50%
Capital Outlay	6,000	2,054	34.23%	4,704	-
TOTAL OPERATING EXPENSES	888,627	295,970	33.31%	220,747	25.93%
Excess (deficiency) of revenues over expenditures	(888,627)	(293,995)	33.08%	(220,747)	25.93%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	888,627	293,995	33.08%	220,572	25.91%
TOTAL OTHER FINANCING SOURCES (USES)	888,627	293,995	33.08%	220,572	25.91%
Net Income (Loss)	-	-	-	(175)	-
Retained Earnings at beginning of the year	-	(567)	-	1,374	-
Retained Earnings	\$ -	\$ (567)	-	1,199	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Interest	\$ 60,000	\$ 13,863	23.11%	\$ 52,735	95.88%
TOTAL REVENUES	60,000	13,863	23.11%	52,735	95.88%
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		52,735	
Fund Balance at beginning of year		4,737,476		4,639,387	
Fund Balance	\$ 60,000	\$ 4,751,339		\$ 4,692,122	

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Property Taxes	\$ 150,067	\$ 49,845	33.22%	\$ 54,467	45.14%
TOTAL REVENUES	150,067	49,845	33.22%	54,467	45.14%
EXPENDITURES BY OBJECT					
Salaries	65,067	30,582	45.52%	-	-
Contractual Services	85,000	55,000	64.71%	53,000	64.84%
General Material & Supplies	-	21	-	-	-
TOTAL EXPENDITURES BY OBJECT	150,067	85,603	57.04%	53,000	43.92%
EXPENDITURES BY FUNCTION					
Institutional Support	150,067	85,603	57.04%	53,000	43.92%
TOTAL EXPENDITURES BY FUNCTION	150,067	85,603	57.04%	53,000	43.92%
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(35,758)	-	1,467	-
Fund Balance at beginning of year	-	190,686	-	178,014	-
Fund Balance	\$ -	\$ 154,928	-	\$ 179,481	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 905,000	\$ 300,577	33.21%	\$ 248,517	29.51%
Miscellaneous External Revenue	-	2,451	-	-	-
TOTAL REVENUES	905,000	303,027	33.48%	248,517	29.51%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	195,000	10,013	5.13%	-	-
Fixed Charges	950,000	883,364	92.99%	615,230	75.95%
TOTAL INSTITUTIONAL SUPPORT	1,145,000	893,377	78.02%	615,230	65.00%
CAMPUS SAFETY AND SECURITY					
Salaries	639,495	262,202	41.00%	265,890	43.45%
TOTAL CAMPUS SAFETY & SECURITY	639,495	262,202	41.00%	265,890	43.45%
TOTAL EXPENDITURES BY OBJECT	1,784,495	1,155,579	64.76%	881,120	56.54%
EXPENDITURES BY FUNCTION					
Institutional Support	1,145,000	893,377	78.02%	615,230	65.00%
Campus Safety and Security	639,495	262,202	41.00%	265,890	43.45%
TOTAL EXPENDITURES BY FUNCTION	1,784,495	1,155,579	64.76%	881,120	56.54%
Excess (deficiency) of revenues over expenditures other sources (uses)	(879,495)	(852,551)	-	(632,603)	-
Fund Balance Released from Reserved Fund Balance	879,495	-	-	-	-
Fund Balance at beginning of year	-	3,668,627	-	4,747,331	-
Fund Balance	\$ -	\$ 2,816,076	-	\$ 4,114,728	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending November 30, 2021

	2022	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	Budget	11/30/2020	FY2021
				Actual	Budget
REVENUES					
Benefit Charges	\$ 11,673,979	\$ 4,393,501	37.63%	\$ 4,272,646	41.45%
TOTAL REVENUES	11,673,979	4,393,501	37.63%	4,272,646	41.45%
EXPENDITURES BY OBJECT					
Employee Benefits	11,673,979	4,301,424	36.85%	4,172,601	40.48%
TOTAL EXPENDITURES BY OBJECT	11,673,979	4,301,424	36.85%	4,172,601	40.48%
EXPENDITURES BY FUNCTION					
Institutional Support	11,673,979	4,301,424	36.85%	4,172,601	40.48%
TOTAL EXPENDITURES BY FUNCTION	11,673,979	4,301,424	36.85%	4,172,601	40.48%
Excess (deficiency) of revenues over expenditures	-	92,077	-	100,045	-
Fund Balance at beginning of year	-	(23,394,558)	-	(24,937,335)	-
Fund Balance	\$ -	\$ (23,302,481)		\$ (24,837,290)	

STUDENT ACTIVITIES REPORT

Student Life Mission

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

November & December 2021

October 20, 2021, through December 20, 2021

ICCSAA Virtual 2021 Student Leadership Conference (October 20th & 21st)

Each semester the Illinois Community College Student Activities Association (ICCSAA) holds a conference for community college student leaders and student activities professionals in Illinois. This semester they held their conference virtually on October 21st and 22nd, and the theme was Journey to Joy to inspire leaders all over the state to harness the power of positive leadership for ourselves and our communities.

Keynote Speaker: Larry Long, Jr. (October 20th)

The first day Mr. Long spoke about his experiences and explained that he is extremely passionate about coaching, and helping professionals take their game to the 'next level'. As an experienced sales leader with a demonstrated history of success in SaaS sales, he brings a unique perspective to the table and understand many of the challenges faced by sales professionals. He helped motivate and encourage the student leaders and activities professionals to stay positive in these hard times.

100+ Attendees (Including 7 ECC Student Leaders)



Workshops & Actions Planning (October 21st)

The second day was focused on high-impact learning through workshops in: Leadership Style, Mental Health & Wellness for Busy Leaders, Finding Your Advocacy Voice and Conflict Communication. Then we worked on creating an action plan for the next semester.

100+ Attendees (Including 7 ECC Student Leaders)

ETC Fundraiser - Butter Braid Frozen Pastry Dough (October 25th)

Engineering Tech Club (ETC) held a two-week fundraiser through the Butter Braid Company. A handmade pastry company that exclusively sells their products to fundraising efforts provided ~40% of their sales to the club which help support ETC's robot building initiatives.

\$321.50 Raised

58 Pastries Sold

Free Student Legal Clinics (Oct. 26th, 27th, Nov. 2nd, 3rd, 9th, 10th, 16th, 17th, & 30th)

ECC's Student Life Office has coordinated with a local attorney to come and help students who have legal questions, need help with preparing for court, or just want to know about the legal profession. This is a great opportunity for our students who may need some advice or want to join the ECC Paralegal program.

2 Attendees

Fall Fest (October 27th)

The Office of Student Life held Fall Fest in the Jobe Lounge to bring the students of ECC together to enjoy some fall fun. There was pumpkin decorating, candied apples from Hebkoee Fun Entertainment and gourmet coffee from Dapper Brews Coffee Trike. Students were able to come and enjoy music, food, coffee, and fall festivities with their fellow students.

250+ Attendees



Domestic Violence Awareness Month (October)

October is Domestic Violence Awareness Month and this year Community Crisis Center and ECC's Student Life Office sponsored three events

In Her Shoes (October 7th)

An Interactive activity involving true scenarios that exemplify what domestic violence victims experience and the barriers they face.

5 Attendees

Clothesline Project (October 19th & 20th)

A silent witness display sharing stories of domestic violence victims and observe t-shirts created in support of and memory of all victims.

~100 Attendees

Candlelight Vigil (October 28th)

A candlelight vigil with discussions highlighting current domestic violence information and how to help a friend in need. Students and employees participated in the last remembrance and educational event for Domestic Violence Awareness Month.

~15 Attendees (in person and virtual)

Pumpkin Carving Contest (October 31st)

The Office of Student Life held a Pumpkin Carving Contest for all students to participate. The students could pick up a pumpkin and a carving kit at Student Life and once they were done with their creation, post a picture to their Instagram (IG) feed or email it to Student Life. 80 pumpkins and 60 pumpkin carving kits were given out to students.

15 Participants

3 Winners (each received a fall basket as their prize)



Día de Muertos (November 1st & 2nd)

Organization of Latin American Students (OLAS) celebrated Día de Muertos (Day of the Dead), a multi-day holiday where family and friends gather to pay respects and to remember friends and family members who have passed. The traditionally Mexican holiday include honoring the deceased using calaveras and Aztec marigold flowers known as cempazúchitl, building home altars called ofrendas with the favorite foods and beverages of the departed, and visiting graves with these items as gifts for the deceased. The celebration is not solely focused on the dead, as it is also common to give gifts to friends such as candy sugar skulls, to share traditional pan de muerto with family and friends, and to write light-hearted and often irreverent verses in the form of mock epitaphs dedicated to living friends and acquaintances, a literary form known as calaveras literarias. Students and employees were encouraged to participate by placing a picture or photo of a loved one on the ofrenda located just outside the Jobe lounge.



20 Participants

Caedis Lake University Virtual Murder Mystery (November 5th)

The Performing Arts Club (PAC) held a virtual murder mystery event for all students to participate. They organized the event and even held a sneak peek event on November 2nd, where they were able to introduce the characters and prepare the guests for the scare of the year!

10 Attendees (Via Zoom)

Kink 101 - A Sex-Positive Approach to Self-Care (November 11th)

Students Who Are Not Silent (SWANS) in coordination with Dr. Liddy Hope held a second Kink 101 seminar, first of which was held in the 2018-2019 school year. This seminar focused on self-care through sex positivity. ECC's own Assistant Professor of Human Services, Dr. Hope, provided students with the knowledge on navigating a healthy sex life and answered anonymous and direct questions from students, allowing for an open and honest dialogue.

46 Attendees

Phi Theta Kappa Fall Induction Ceremony (November 18th)

Phi Theta Kappa (PTK) International Honor Society held their Fall 2021 virtual induction ceremony for new members who will be part of the Rho Kappa Chapter of Honor Society.

99 Inductees

97 Attendees (Via Zoom)

Phi Theta Kappa Mobile Pantry Cart (November 11th & 18th)

The Spartan Pantry, which is run by the Phi Theta Kappa (PTK) Officers started a new initiative of going around campus and offering its services to students via a Mobile Pantry Cart. This allowed PTK Officers and Volunteers to provide snacks and sustenance to the students while also promoting and reminding the students about the location, benefits, and accepted and needed donations of the Spartan Pantry. In addition to the mobile pantry, the Spartan Pantry had helped over 275 students with food, supplies, and personal care products throughout the semester.

36 Participants

International Education Week (November 15th - 18th)

International Education Week events are free and open to all ECC students! November 15th through the 18th, ECC celebrated and recognized the rich cultures and heritage which international students, education, and exchange offer our campus and the community. Sponsored by the Office of Student Life and International Education Programs, several events celebrating different cultures and exploring the country's traditions, history, and art while celebrating the benefits of global education and vibrant international students who attend ECC from around the world.

International Education Week Welcome Reception (November 15th)

International Education Week kicked off with a special message from Dr. Sam then continued with light refreshments and international-themed food and live musical performances of Taiwanese Ruan music by Tzu Tsen Wu, and Mongolian Throat Singer Tamir Hargana in the Jobe Lounge from 11 to 12.

40 Attendees (In Person & Via Zoom)



Afghanistan, the “Graveyard of Empires”: Lessons Learned (November 16th)

ECC historians, Dr. Irina Del Genio and Dr. Vincent Gaddis, lead a panel on the US war in Afghanistan that has lasted 20 years, which has been going on as long as many ECC students have been alive. On August 30, 2021, the US military departed Afghanistan which ended the 20-year occupation and left the country in the hands of the Taliban. This event led to many questions; Why did the U.S. invade Afghanistan in the first place? Why did forces withdraw in a chaotic and tragic manner? What important lessons can the U.S. public learn from the long arc of this occupation? What can we learn from the withdrawal? The two panelists held an engaging discussion on this topic and helped answer many of the questions we all have been wondering about since August.

30 Participants

International Student Panel (November 17th)

A group of current ECC international students formed a panel to discuss their culture and reflect on their experiences and life in the U.S. since their move.

30 Participants

Origami Demonstration (November 18th)

The Office of Student life organized a large demonstration of the art of Origami (*ori* meaning “folding” and *gami* meaning “paper”) in the hallway next to the B Cafeteria. Multiple tables were set up to help students relax and learn about the beautiful Japanese art of paper folding.

25 Participants



Karaoke Night (November 19th)

The Anime Club invited students to come and sing Karaoke and enjoy pizza, beverages, and the beautiful songs performed by their fellow classmates. The group sang their favorite Japanese music or anime opening theme song at the club's first karaoke night of the school year.

11 Attendees

SWANS Fundraiser - MOD Pizza (December 1st)

Students Who Are Not Silent (SWANS) held a restaurant fundraiser sponsored by MOD Pizza on Randal Road in Elgin. MOD Pizza provided 20% of their sales to the club which help support future fundraising efforts for the club to provide a Scholarship and an End of the Year Dance.

\$133.36 Raised

Club Leaders' Meeting (December 2nd)

Student Life (SL) held their Fall Club Leaders' meeting to ensure that the student leaders had the tools they needed to succeed for the Spring Semester. The SL staff reviewed policies and procedures for club registration, travel, field trips, recruitment, training, budget, budget packet deadlines, leadership banquet, reimbursements, fundraisers, printshop requests, facilities rental, and other resources provided by SL. Each club and their leaders were able to ask questions and provide upcoming events and ideas for the Spring Semester.

32 Attendees

OLAS Fundraiser - Conchas y, Hot Chocolate, and Candy Cane Gram (December 6th)

Organization of Latin American Students (OLAS) used candy cane grams, hot chocolate, and Conchas to help students brighten up each other's day. Students purchased a Conchas y Chocolate and Candy Cane to send as a sweet gift to another student. The students delivered the gift to their teachers and friends to help bring cheer to their day. In turn, the club was able to raise self-generated funds to support further fundraising goals and initiatives for the Latin American students at ECC and the community.

\$72.98 Raised

Make a Parol with AFC (December 7th)

The Asian Filipino Club (AFC) invited students to make Parols, a Filipino ornamental lantern traditionally constructed using bamboo and Japanese paper, and are illuminated with candles, oil lamps, or carbide lamps and displayed during the Christmas season. Held in the Study Lounge, the club provided all the supplies and helped students build their own personal Parol to celebrate the Filipino culture.

35 Participants



Clubsgiving & Super Secret Club Gift Exchange (December 8th)

Student Government (SG) held a Clubsgiving event to celebrate each club and the efforts they do for the Students at ECC all day every day. At the event the SG Leaders held their Club Council meeting where they discussed what to expect next semester and provided updates on some of the ongoing initiatives SG has been working on through the Fall Semester. Afterwards all the student leaders were provided lunch and enjoyed holiday music before exchanging their club gifts!

35 Attendees

Stress Free Zone (December 8th)

The Office of Student Life held a stress-free zone event in the Jobe Lounge to provide a bit of stress relief to the students before finals week. Ben & Jerry's provided a hot cocoa bar with all the toppings you can imagine, the Healing Paws Program at Anderson Human brought comfort dogs to provide some cuddle time, and gingerbread houses were handed out to give each student a sweet relaxing at home exercise to help relax at home.

~150 Participants

Improv with PAC (December 14th)

The Performing Arts Club (PAC) held their final meeting of the semester by putting on an improv night for the students. The evening included lessons from the club on how to improve comedic improv, stage games, and a lot of laughter.

4 Attendees

ANS Pinning Ceremony (December 15th)

The Associated Nursing Students along with the ECC Nursing Program hosted their Fall Nursing Pinning Ceremony in the Jobe Lounge. This ceremony celebrates and honors the hard work and accomplishments of the graduating nursing students.

~50 Attendees

30 Honorees

Menstrual Product Drive (December 20th)

Women should not have to choose between food and sanitary products. ECC's Spartan Pantry and PTK held a Menstrual Product Drive for the students at ECC for the spring semester. In partnership with Go With the Flow, the pantry has collected pads, pantliners, and tampons from November 29th to December 20th to help stock the pantry. Go With the Flow, a 501(c)3 nonprofit organization, serves individuals in Kane and neighboring counties in northwestern Illinois. For more information visit their website at: gowiththeflowparties.org.



7000+ Individual Products Donated

\$620.00 Donated

If you have any questions, please let me know.

StudentTrusteeAllen@elgin.edu

RESOLUTION OF APPRECIATION
Trustee Jeffrey A. Meyer, JD

Recommendation

The administration recommends that the Board of Trustees approves the Resolution of Appreciation for Mr. Jeffrey A. Meyer for his service to the College from May 2015 to December 2021.

A handwritten signature in blue ink, appearing to read "D. Sam.", is positioned above a horizontal line.

Dr. David Sam, President

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

RESOLUTION OF APPRECIATION
Trustee Jeffrey A. Meyer, JD

WHEREAS, Mr. Jeffrey A. Meyer was elected to the Board of Trustees for Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, from May 2015 to December 2021, and served with sincerity and commitment; and

WHEREAS, Mr. Meyer served with integrity and wisdom as chair of the Board of Trustees and with fortitude served as an *ex officio* member of all board committees by virtue of being the board chair; and

WHEREAS, Mr. Meyer also served with distinction as vice chair, secretary and parliamentarian during his tenure on the Board of Trustees; and

WHEREAS, Mr. Meyer participated in professional development activities through the Illinois Community College Trustees Association (ICCTA) and board retreats; and

WHEREAS, Mr. Meyer provided leadership that resulted in a tuition freeze for five consecutive years; and

WHEREAS, Mr. Meyer championed the no increase (flat) tax levy which resulted in two consecutive years with a flat levy. During this time over \$3.5 million of abated taxes were refunded to taxpayers.

WHEREAS, Mr. Meyer provided an abundance of vision and wise counsel, leading the board to new levels of achievement; and

WHEREAS, Mr. Meyer provided the board with thoughtful deliberation and collaborative dialogue during contract negotiations; and

WHEREAS, Mr. Meyer is proud of the Board's work, with assistance from Dr. Sam, the Administration, Faculty, Staff and Students, to maintain affordability of access to quality education while delivering value to and respecting the taxpayers' investment in the College and its students; and

WHEREAS, it is; 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 25th day of January, 2022, expresses to Mr. Meyer, 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. Jeffrey Meyer.

ACCEPTANCE OF WRITTEN COLLEGE REPORTS

Recommendation

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

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

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

- D. Institutional Advancement and ECC Foundation (December)
- E. Community Engagement and Legislative Affairs (December)
- F. Equity, Diversity and Inclusion (quarterly)
- G. Insurance Report (annual)



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

**MINUTES OF REGULAR BOARD MEETING
DECEMBER 14, 2021**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held December 14, 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
DECEMBER 14, 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, December 14, 2021, in Building E, Room E100.01/Virtual.

1. Call to Order and Roll Call

Chair Rakow called the regular meeting to order at 5:46 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.
Trustees participated in-person.

Trustees absent: Student Trustee, Mr. Allen arrived at 5:52 p.m.

ECC staff and Dr. Sam, President; Dr. Heinrich, VP Teaching, Learning & Student Development; Dr. Wagner, VP Business & Finance; Dr. Garber, VP Planning, Institutional Effectiveness & Technology; 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 McCreary moved to recess to closed session.

Second: Trustee Ollayos seconded the motion.

Roll-Call Vote: Aye,6: Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay, 0; motion carried at 5:49 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:14 p.m. The board reconvened in open session at 6:30 p.m. in E100.01/Virtual.

4. Preliminary Matters

The Pledge of Allegiance was led by Trustee Nowak and Trustee Meyer read the Board Purpose.

MINUTES OF REGULAR MEETING OF
DECEMBER 14, 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; Dr. Garber, VP Planning, Institutional Effectiveness & Technology; Mr. Vazquez, General Counsel and Ms. Kerruish, Recorder, ECC staff members and visitors.

5. President's Report

- Dr. Sam recognized the passing of Professor Mikulay with a moment of silence.
- Dr. Sam acknowledged the presence of ECCFA and SSECCA representatives participating virtually.
- Congratulations to the 2020-2021 MRI class for achieving a 100% pass rate on the ARRT board with an average score of 85%. This is the fifth consecutive year with 100% pass rate.
- The ECC speech team has had an outstanding year under the leadership of Professor Anderson.
- Dr. Garber introduced Julian Williams from Partnership for College Completion to recognize ECC attendance at the Partnerships for College Completion's ILEA Fall Summit.

The Chair requested to suspend the rules regarding the agenda order, without objection.

13. N. 2. Retiree, Risk Manager, Ms. Robin Cook

Motion: Trustee Duffy moved to accept the action as presented.

Second: Trustee McCreary seconded the motion.

Trustee Duffy read the resolution of appreciation for Ms. Cook, which was followed by her appreciation for the opportunities.

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

13. N. 4. Retiree, Senior Director of Performing Arts, Mr. Steve Duchrow

Motion: Trustee Duffy moved to accept the action as presented.

Second: Trustee McCreary seconded the motion.

Trustee Ollayos read the resolution of appreciation for Mr. Duchrow, which was followed by his appreciation of the opportunities.

Roll-Call Vote: Aye, 7; Rakow, Meyer, Redmer, Duffy, McCreary, Nowak, Ollayos; nay,

MINUTES OF REGULAR MEETING OF
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0; Student Trustee Allen, aye; motion carried

13. N. 6. Retiree, Professor II of Graphic Design, Mr. Timothy Kaar

Motion: Trustee Ollayos moved to accept the action as presented.

Second: Trustee Redmer seconded the motion.

Trustee Redmer read the resolution of appreciation for Mr. Kaar, which was followed by his appreciation of the opportunities.

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

6. Audience Wishing to Address the Board

Associate Professor Kristen Campbell shared her concerns about the impact of the pandemic on faculty.

ECCFA President, Kimberly Tarver thanked key staff and shared concerns about the impact of the pandemic.

7. Board Reports

A. Committee of the Whole

Trustee Meyer reported on the Committee of the Whole meeting held December 13. There were four presentations; an update on the new intranet for the College from the marketing team, community outreach review by Dr. Blacksmith, an update on risk management and IT, and a review of the concerns generated by the fishing policy that was brought forward in November. A request was made to review the outlined HEERF distribution plan. The board will vote on a revised document that was provided to the Board this evening. 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 indicated that ICCTA will meet next at the Legislative Summit in Washington DC in February.

C. Association of Community College Trustees (ACCT)

Trustee McCreary stated that the following trustees plan to attend the Legislative Summit; Ms. Rakow, Mr. Duffy, Dr. McCreary, Dr. Ollayos, Mr. Allen, Dr. Sam and Dr. Blacksmith. She also mentioned that the Finance Committee report was not listed on the agenda.

D. Legislative

Chair Rakow provided the following update: There were 4 instances of engagement with local and state officials. On November 15, Kane County hosted a redistricting hearing. On November 30, Senator DeWitte hosted a town hall meeting with guests Senate Minority Leader Dan McConchie and Assistant Minority Leaders Sue Rezin. ECC continues to collaborate with Northern Illinois Food Bank through pop-up markets hosted in the parking lot. Approximately 723 families received groceries in November. The Board and staff participated in 45 instances of community engagement activities. Drs. Sam and Blacksmith hosted the R.I.S.E. community engagement group on campus, and representatives from Strategic Partnerships and Experiential Learning hosted two ECC National Apprentice Week Job fairs. There were 83 attendees.

MINUTES OF REGULAR MEETING OF
DECEMBER 14, 2021

E. ECC Foundation

Trustee Ollayos reported the following: The Foundation raised \$291,720 in cash and pledges so far in FY22, achieving 44% of its goal for annual fundraising and major gifts. 68% of scholarship funds have been awarded so far for the 2021-22 academic year. Awarding will continue through the Spring semester. The first Scholar Day was held November 30. The donor appreciation breakfast is scheduled for March 12, 9 – 11 a.m. on campus. The Foundation received a grant from JP Morgan Chase for \$40,000 to develop a career advising credential. In addition, the College was awarded a second round of Governor's emergency education relief funding for approximately \$177,000. The campaign proposal to begin a \$2-3 million campaign next year was reviewed. The Foundation board mourns and celebrates the contributions of Harry Blizzard and E. C. Alft.

F. Student Report

The student report will be provided in the January board book.

Finance Committee

Trustee Nowak reviewed agenda items from the Finance Committee meeting held December 13. The following items were discussed: FY2021 Audit Board Communication; Internal Audit update; Review of FY22 Auxiliary Enterprises budget to actual; Fund Balance Policy discussion; Capital Projects priority and funding list; Elimination of service fees for the fitness center; Expansion of the Nursing Program; Expansion of the Truck Driving program; Property Tax Levy for tax year 2021; Annual review of the investment policy and tax objections. Minutes of the Finance Committee meeting will be available on ECC's website following approval.

8. Board Action No. 095-A-22, Acceptance of College Reports

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

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)

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 Ollayos seconded the motion.

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

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9. 2021 Tax Levy Hearing

The public hearing regarding the adoption of the 2021 tax levy was opened at 7:25 p.m. Chair Rakow asked if there was anyone present wishing to comment on the tax levy. There was no response to this request; and no comments followed the second and third requests for comments. The public hearing was closed at 7:27 p.m.

10. Resolution to Adopt Property Tax Levy, 2021

Motion: Trustee Nowak moved to approve the resolution to adopt Property Tax Levy, 2021.

Second: Trustee Redmer seconded the motion.
Trustee Meyer stated he is pleased to see the continuation of maintaining property tax affordability. The increases that will be seen are due to expiring TIFs and EDA, as well as new construction. Trustee Nowak commented that this was the second year with a flat levy.

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

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

Motion: Trustee McCreary moved to ratify the agreement.

Second: Trustee Nowak seconded the motion.
Trustee Meyer offered his appreciation for the work that the administration and ECCFA did to reach the agreement. He will oppose the MOA as he believes the mandate is unlawful.

Roll-Call Vote: Aye, 4; Rakow, Redmer, Duffy and Ollayos; nay, 3; Meyer, McCreary and Nowak; Student Trustee Allen, aye; motion carried

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)

Motion: Trustee McCreary moved to ratify the agreement.

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

13. Consent Agenda

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

H. Board Action No. 106-F-22, Higher Education Emergency Relief Funds Student Financial Aid Distribution Plan

I. Board Action No. 107-F-22, Tuition for Fiscal Year 2023

K. Board Action No. 109-A-22, COVID-19 Testing Services Agreement With Vitality Urgent and Primary Care

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L.5.Board Action No. 114-B-22, Water Bottle Filling Stations

Chair Rakow read the following consent agenda items:

- A. Board Action No. 099-A-22, Minutes of the Regular Board Meeting of November 9, 2021**
- B. Board Action No. 100-A-22, Closed Session Minutes of the Board Meeting of November 9, 2021**
- C. Board Action No. 101-A-22, Destruction of Audiotapes of May 12, 2020**
- D. Board Action No. 102-F-22, Ratification of Report of Expenses**
- E. Board Action No. 103-F-22, Ratification of Board of Trustees Travel Expenses**
- F. Board Action No. 104-F-22, 2021 Cook County Resolution to Allocate PTELL Reduction**
- G. Board Action No. 105-C-22, Resource Allocation and Management Plan for Community Colleges – Building F Renovation**
- J. Board Action No. 108-A-22, Academic Calendar for 2024-2025**
- L. Purchases**
 - 1. Board Action No. 110-B-22, Automated External Defibrillator (AED) and Accessories Purchase**, 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.
 - 2. Board Action No. 111-A-22, Information Technology (IT) Risk Assessment**, authorizes the administration to contract for an IT Risk Assessment with Janus Software (Stamford, CT), in the amount of \$39,765.
 - 3. Board Action No. 112-A-22, Institutional Customer Relationship Management (CRM) Software**, 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 \$167,000 respectively, for a total of \$458,580 over a five-year period.
 - 4. Board Action No. 113-A-22, Professional Fees – Building H Renovation Modification**, 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.
- M. Personnel**
 - 1. Board Action No. 115-P-22, New Hire, Instructor of Communication Studies, Brian Bohr**
 - 2. Board Action No. 116-P-22, New Hire, Instructor of Adult Basic Education (ABE), Kathleen DeMars**
 - 3. Board Action No. 117-P-22, New Hire, Instructor of Culinary Arts and Hospitality, Jim Guzzaldo**
 - 5. Board Action No. 118-P-22, New Hire, Professor of English, Dr. Melissa Gyimah-Concepcion**

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5. **Board Action No. 119-P-22, New Hire, Director of Medical Assistant Program, Kelli Marlin**
6. **Board Action No. 120-P-22, New Hire, Instructor of Truck Driving, Brian Molyneux**
7. **Board Action No. 121-P-22, New Hire, Technical Services Librarian, Victoria Turner**

N. Resolutions of Appreciation

1. **Board Action No. 122-A-22, Retiree, Program Director Truck Driving, Mr. Donald H. Anderson**
3. **Board Action No. 124-A-22, Retiree, Professor II of Communication Studies, Dr. James Dittus**
5. **Board Action No. 126-A-22, Retiree, Professor II Culinary Arts & Hospitality, Chef Stephanie Johnson**
7. **Board Action No. 128-A-22, Retiree, Professor II of Graphic Design, Ms. Christina M. Leverenzzi**
8. **Board Action No. 129-A-22, Retiree, Office Assistant III, Ms. Mary Lopez**
9. **Board Action No. 130-A-22, Retiree, Office Coordinator, Ms. Minerva Negron-Figueroa**
10. **Board Action No. 131-A-22, Retiree, Professor II of English, Ms. Michele Noel**
11. **Board Action No. 132-A-22, Retiree, Director of Corporate and Continuing Education, Mr. Jorge Phillips**
12. **Board Action No. 133-A-22, Retiree, Bursar, Ms. Joyce Proctor**
13. **Board Action No. 134-A-22, Retiree, Web Services Coordinator I, Ms. Vickie Wiskerchen**

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

Second: Trustee Ollayos seconded the motion.

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

Other

- H. Board Action No. 106-F-22, Higher Education Emergency Relief Funds Student Financial Aid Distribution Plan**, approves the Higher Education Emergency Relief Funds (HEERF) Student Financial Aid Distribution Plan for Spring 2022.

Motion: Trustee Duffy moved to approve the agenda item.

Second: Trustee Nowak seconded the motion.

Following the discussion that took place at the December 13, 2021 Committee of the Whole meeting, the distribution of funds was updated to the following:

- Degree-seeking, credit students: Full-time enrollment (12 or more credit hours) \$3,000
- Degree-seeking, credit students: Less than full-time enrollment (Three-quarter time enrollment 7-11 credit hours) \$2,000
- Degree-seeking, credit students: Less than Full-time enrollment (1-6 credit hours) \$1,500

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- Students that are non-degree seeking, non-credit, dual enrolled and continuing education students \$500

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

I. Board Action No. 107-F-22, Tuition for Fiscal Year 2023, maintains and adopts the stated tuition rate effective Summer 2022.

Motion: Trustee Ollayos moved to approve the agenda item.

Second: Trustee Nowak seconded the motion.

Chair Rakow stated that this is the fifth consecutive year that tuition has not been increased. Tuition remains steady at \$132 per semester credit hour for in-district students.

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

K. Board Action No. 109-A-22, COVID-19 Services Agreement with Vitality Urgent and Primary Care, ratifies and authorizes the administration to enter into the COVID-19 testing agreement amendment with Vitality Urgent and Primary Care.

Motion: Trustee McCreary moved to ratify the agreement.

Second: Trustee Duffy seconded the motion.

Trustee Meyer stated his concerns with the cost associated with this agreement and his opposition to providing testing on campus.

Roll-Call Vote: Aye, 4; Rakow, Redmer, Duffy and Ollayos; nay, 3; Meyer, McCreary and Nowak; Student Trustee Allen, aye; motion carried

L.5.Board Action No. 114-B-22, Water Bottle Filling Stations, 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.

Motion: Trustee Duffy moved to ratify the agreement.

Second: Student Trustee Allen seconded the motion.

Trustee McCreary stated that the cost for this appears to be \$3,500 for each station. Trustees stated their concerns at spending this amount of money, indicating that we already have water fountains. Comments were provided regarding the sustainability component as many water fountains and sinks do not allow for filling a water bottle. Chair Rakow indicated that this is an opportunity to provide an upgrade at a one-time cost.

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Roll-Call Vote: Aye, 4; Rakow, Redmer, Duffy and Ollayos; nay, 3; Meyer, McCreary and Nowak; Student Trustee Allen, aye; motion carried

14. Old Business

Due to unexpected technical difficulties encountered during the Committee of the Whole meeting regarding the virtual connection, it was determined that the action taken regarding the minutes of the November 8, 2021 Committee of the Whole meeting should be voted on again, to be certain that all in attendance could hear the action taken.

Motion: Trustee Duffy moved to approve the November 8, 2021 Committee of the Whole minutes as presented at the Committee of the Whole meeting December 13, 2021.

Second: Trustee Nowak seconded the motion.

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

11. New Business

Trustee Duffy commented on a previous discussion regarding reducing the size of the manufacturing center due to budget concerns. He further indicated that the College should do this once and do it right and suggested that the administration be directed to find the funding to make sure this is done right. Dr. Sam indicated additional information will be provided at the January Committee of the Whole meeting.

Adjournment

Motion: Trustee Duffy moved to adjourn the meeting.

Second: Student Trustee Allen seconded the motion.

Roll Call Vote: Aye, 7; Rakow, Meyer, Duffy, Redmer, McCreary, Nowak, Ollayos; nay, 0; Student Trustee Allen, aye; meeting adjourned at 8:04 p.m.

Donna Redmer, EdD, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING
DECEMBER 14, 2021**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held December 14, 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 AUDIOTAPES OF CLOSED SESSION BOARD MEETINGS
JUNE 9 AND JUNE 30, 2020**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed sessions of June 9 and June 30, 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 December 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 December 2021 in the amount of \$2,972,418.59.

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 December 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 December 2021 in the amount of \$590.61.

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN COMMUNITY COLLEGE
DISTRICT NO. 509, COMMUNITY COLLEGE DISTRICT NO. 512, CHICAGO COOK
WORKFORCE PARTNERSHIP, AND THE VILLAGE OF HANOVER PARK**

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to extend the intergovernmental agreement (IGA) between Community College District No. 509 (Elgin Community College), Community College District No. 512 (William Rainey Harper College), the Chicago Cook Workforce Partnership, and the Village of Hanover Park for the period of July 1, 2022 through June 30, 2023 (agreement under separate cover).



Dr. David Sam, President

Background

In March 2014, Board Action No. 109-A-14 was approved to execute the intergovernmental agreement between Community College District No. 509 (Elgin Community College), Community College District No. 512 (William Rainey Harper College), the Chicago Cook Workforce Partnership, and the Village of Hanover Park. In April 2017, January 2018, June 2018, and June 2020 Board Actions were approved for the extensions of the original IGA until June 30, 2022.

The goal of the Education and Work Center (EWC) is to improve the lives of residents of Hanover Park and surrounding communities through the provision of adult basic skills instruction, as well as job search and career readiness assistance. During the height of the COVID pandemic, the center annually enrolled an average of 420 students in Adult Education classes, including English as a Second Language (ESL), High School Equivalency (HSE) preparation and computer/employment skills classes; this pandemic number is in contrast to the average of 600 students enrolled annually during pre-pandemic circumstances. In addition, during the height of the COVID pandemic, the on-site Illinois workNet® Resource Center was accessed by an average of 600 clients for core employment services such as job search assistance, resume help, computer tutoring, and WIOA intensive career advising/special services; this pandemic number is in contrast to the average of 1,000 clients who accessed the on-site Illinois workNet® Resource Center annually during pre-pandemic circumstances.

The EWC remained open throughout the pandemic, except during ECC closures. During the pandemic, remote services were provided by EWC staff and the Illinois workNet® Resource Center. Remote classes were offered by both ECC and Harper. EWC staff have returned to providing in person services and ECC classes at EWC will be in person this spring. Harper and Illinois workNet® Resource Center are currently still providing services in a hybrid format.

Staff Contacts: Respicio F. Vazquez, General Counsel, 847-214-7760
Peggy Heinrich, Vice President of Teaching, Learning & Student Development,
847-214-7635

**INTERGOVERNMENTAL AGREEMENT BETWEEN COMMUNITY COLLEGE DISTRICT
509 (Elgin Community College), COMMUNITY COLLEGE DISTRICT 512 (William Rainey
Harper College), THE CHICAGO COOK WORKFORCE PARTNERSHIP AND THE VILLAGE
OF HANOVER PARK.**

THIS INTERGOVERNMENTAL COOPERATION AGREEMENT (the “IGA”), is entered into as of the date last written below, by and between the Board of Trustees of Illinois Community College District No. 509, known as Elgin Community College (hereinafter “ECC”), the Board of Trustees of Illinois Community College District No. 512, known as William Rainey Harper College (hereinafter “Harper” and both ECC and Harper hereinafter each a “College” and collectively the “Colleges”), the Chicago Cook Workforce Partnership, an Illinois not for profit corporation (hereinafter the “Partnership”) and the Village of Hanover Park, an Illinois municipal corporation (hereinafter the “Village”), each individually referred to herein as a “Party” and collectively as the “Parties”.

WHEREAS, Article VII of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provide that any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State including units of local government and Community Colleges which may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power of function, in any manner not prohibited by law or by ordinance; and

WHEREAS, The Illinois Community College Board (ICCB) granted approval in August 2011 for ECC and Harper to jointly offer adult education classes within Hanover Park, with ECC being the lead agency. The ICCB's approval is contingent on the acceptance of the arrangement by Area Planning Council 512 and 509 (the “APC”) within Harper's and ECC's respective districts, each of which APC confirmed approval in November 2011. The ICCB further stated that restricted, Adult & Family Literacy grant funds should be used to support the cost of instruction offered by each College. In this case, the Colleges are approved to serve students from either district within adult education classes at the Education and Work Center, which is located at Hanover Square Shopping Center at 6704 Barrington Road, Hanover Park, Illinois (the “EWC” or “Education and Work Center”). Should either College prefer to use unrestricted dollars to support the cost of instruction, the College electing to use unrestricted dollars for such purposes must code and report each student as in or out of district within their college reporting system; and

WHEREAS, unrestricted dollars were approved to support all other costs associated with the project. The ICCB agreement provides approval for Harper to offer adult education services only at the Hanover Park Education and Work Center and at no other location within ECC’s district, and Harper will not become a member of Area Planning Council #509. Harper will not apply for adult education grant funding within ECC’s district, and ECC will not apply for adult education grant funding in Harper’s district.

NOW, THEREFORE, upon the consideration of the mutual promises herein, it is hereby agreed as follows:

ARTICLE I GOVERNANCE AND OPERATIONS

1. The above recitals are hereby incorporated by reference and made a part hereof.
2. Governance. From execution through and including June 30, 2023: two designees from ECC, two from Harper as designated by the college presidents, and one from the Partnership will constitute the voting membership of an advisory board for the Education and Work Center (the “Advisory Board”), holding meetings at least quarterly to provide advice and oversight of decision-making regarding the site’s operations, finances, and offerings. Day-to-day operations of the Education and Work Center shall be the responsibility of a Senior Director employed by ECC. The Advisory Board will convene more frequently at the request of any party, if needed, to resolve differences between partner agencies. ECC will be responsible for convening such meetings of the Advisory Board. In the event the advice and oversight of the Advisory Board is unable to resolve any issue before it, such matters shall be resolved by mutual agreement of the respective College presidents. Minutes will be produced by ECC for all Advisory Board meetings.
3. Staffing.
 - a. The costs of salary and benefits for the following positions will be borne equally by ECC and Harper from July 1, 2022 through and including June 30, 2023:
 - i. One (1) full-time Senior Director
Responsibilities include supervision of employees, overall coordination and scheduling of available services, budget management, operational supervision of the facility, marketing and recruitment efforts, serving as the liaison between the partner agencies, and direct delivery of services to students, including testing, intake, advising, placement, and registration.
 - ii. One (1) full-time and one (1) part-time Transition Coordinator
Responsibilities include assisting with overall program coordination and providing personalized assistance to residents, including testing, intake, advising, placement, and registration.
 - iii. One (1) full-time and one (1) part-time Bilingual Office Assistant.
Responsibilities include essential clerical and general office duties in both English and Spanish.
 - b. Any changes to job descriptions for above employees will be jointly developed and approved by ECC and Harper, following ECC’s hiring procedures and practices. At least one representative from Harper will serve on the hiring committees for all five positions but individuals hired to fill such positions shall be exclusively under the control, direction, and supervision of ECC as ECC employees. Accordingly, ECC shall be responsible for the payment of all wages, compensation, and other benefits to such employees and fulfilling other obligations of an employer with respect to such

employees.

4. Programs and Services.

- a. ECC and Harper will coordinate the delivery of adult education classes. Courses may include any of the adult education courses approved by the ICCB and may change each semester, based upon local demand.
 - i. Harper will offer ESL and HSE programming in English during morning hours. ECC will offer ESL as well as HSE in English and Spanish during evening hours. This arrangement will be revisited, as necessary, to discuss any changes in programming needs.
- b. ECC and Harper will continue to explore and may expand programming options, potentially including both credit and non-credit courses. The Colleges will jointly identify programming to be offered by each College and will be responsible for separately applying for any necessary Higher Learning Commission approvals. If requested, each College agrees to exert reasonable efforts to assist the other in such applications for approval from the Higher Learning Commission.
- c. Prioritization of programming in regard to space and computer access at the EWC will be guided by the EWC mission and by the Joint Advisory Board.
- d. Final decisions regarding internal processes will be made by the Senior Director of EWC.
- e. Hours of operation:
Monday-Thursday, 8:00 a.m. - 9:00 p.m.; Friday 8:00 a.m. - 5:00 p.m.
*Note that the Education and Work Center will follow ECC's holidays and breaks, including Friday closings during the summer months, in accordance with ECC's calendar.

ARTICLE II OPERATIONS AND COSTS

1. Operations.

- a. ECC shall be the lead agency and shall be responsible for the normal and customary administrative activities of a community college to be conducted at the Education and Work Center, including but not limited to purchasing, record keeping, insurance coverage, records retention, accounting for all funds received in support of the Education and Work Center and keeping the books and records for all operations, excluding personnel under the control and supervision of Harper or the Illinois WorkNet Center. The Colleges shall develop and execute a joint marketing plan.
- b. The Education and Work Center is budgeted and funded for a one (1) year period until June 30, 2023 by ECC and Harper.
- c. Overall, operational costs for elements specified in Attachment I may not exceed the annual total identified therein, although line item expenditures may vary subject to any applicable state and federal laws or regulations governing the use and expenditure of grant funds or any requirements imposed by third parties providing

nongovernmental grant funding. The Parties acknowledge that the costs listed in the annual budget are estimated as listed in Attachment I. The Senior Director may shift funds between the line items associated with each category provided that the total budget is not exceeded and such practice is in accordance with any applicable state or federal laws and regulations governing the use and expenditure of grant funds or any requirements imposed by third parties providing nongovernmental funding. In the event an unexpected expense is identified, deemed necessary to be incurred to operate the EWC, and exceeds the previously agreed upon budget, the budget modification will be mutually agreed upon between Harper and ECC. If any assets are purchased through this budget modification, asset ownership will be determined as part of the modification discussion and must be consistent with applicable state and federal regulations relating to the expenditure of grant funds.

d. All costs included within Attachment I will be borne by Harper and ECC as follows:

- i. All shared costs for operations of the Education and Work Center will be shared equally by Harper and ECC, with ECC billing for operations at 50/50 (as is the current process). Any additional funding allocation or grants received will be applied toward shared operating costs until that funding is exhausted, if consistent with any limitations placed on the use of such funding allocations or grant funds. The remainder of the operating expenses will be shared equally by ECC and Harper in accordance with Attachment I or as otherwise specified herein.

- ii. ECC's foundation may seek grants to support the EWC, and any potential grant request will be brought to the EWC Advisory Board for discussion, agreement and implementation.

When a grant is obtained by Harper for the benefit of the EWC in Hanover Park, ECC assigns the grant its own chart of accounts to track revenues and expenses separately for the grant and shall agree to enter into a written agreement with Harper and the source of such grant funding, if requested.

When expenses are paid related to the grant, the expense is coded directly to that grant's specific chart of accounts at ECC. A separate budget and actual expenses are maintained for the grant along with the operating departments for the EWC in Fund 01 and Fund 02 at ECC. Depending on the grant budget, costs are allocated accordingly to the specific account number. If the grant is issued to Harper with the intention to fund the EWC in Hanover Park, ECC sends Harper a monthly invoice for the expenses incurred for the EWC grant. Harper reimburses ECC for the expenses incurred within thirty (30) days after invoiced. Harper files all required grant reports for grants that were issued to Harper on behalf of the EWC. Harper consults with ECC and the EWC to develop a budget that would be beneficial to the EWC. The grants are meant to reduce the support coming from ECC's and Harper's operating budgets, and ECC and Harper agree to work in good faith in exchanging any necessary information required to ensure proper administration and expenditure of any grant funds received.

- iii. Should Harper and ECC offer Career and Technical Education (CTE), Continuing Education (CE), and/or credit and non-credit programming at the

EWC (pending any required ICCB and Higher Learning Commission approval), each College:

1. will be responsible for the cost of delivering their own programming at the EWC;
 2. will retain all fees and revenue generated from their own program offerings; and
 3. report any enrollment and revenue each semester to the advisory council.
- e. The Partnership will not be required to pay rent or utilities; however, the Partnership will provide staffing to operate the on-site Illinois WorkNet Center and financially support computer purchases and maintenance for the Illinois WorkNet Center area.
- f. Furnishings, fixtures, equipment and miscellaneous personal property acquired solely by one party for use in its programs shall remain the property of that party in the Event of Termination.

ARTICLE III VILLAGE SUPPORT AND CONTRIBUTION

1. Notwithstanding any other Article or provision of this IGA, the only Articles or provisions of this IGA which are applicable to the Village are contained solely in this Article III, no provision of this IGA in any way alters, modifies, limits, expands, diminishes or affects the Lease or any of its provisions or terms by and between the Village and ECC concerning the Education and Work Center located in the Hanover Square Shopping Center at 6704 Barrington Road, Hanover Park, Illinois.
2. Marketing and Promotion of the College Offerings. The Colleges will regularly provide to the Village information concerning class offerings, schedules, registration procedures, eligibility requirements and the like for college course offerings at the Education and Work Center. The Village agrees to:
 - a. Advertise and promote the programming of the Colleges at the Education and Work Center through its communications distributed to Village residents including the newsletter known as the Hi-Lighter, both in print and electronic media and in any other publication or communications regularly distributed by the Village to its residents.
 - b. Advertise and promote programming at the Education and Work Center by causing notices of such offerings produced by the Colleges to be posted prominently within public buildings under the ownership or control of the Village.
3. Security. The Village shall provide as necessary a visible police presence and assist when necessary at the Education and Work Center during the regular hours of operation.

ARTICLE IV
MISCELLANEOUS

1. Term of IGA. This IGA shall become effective on July 1, 2022 and expire automatically on June 30, 2023 unless earlier terminated or extended by mutual consent of ECC and Harper.
2. Entire Agreement. This IGA constitutes the entire agreement between the Colleges concerning the subject matter hereof and supersedes all prior IGAs between the Colleges relating to such subject matter. This IGA may only be amended by the subsequent written agreement of all Parties.
3. Jurisdiction. Any action to enforce the terms of this IGA shall be brought in Cook County, Illinois, if initiated against Harper or the Partnership, and Kane County, Illinois, if initiated against ECC. The prevailing party shall be entitled, as part of any judgment, to all reasonable attorneys' fees and cost incurred by it in enforcing the terms and provision of this IGA.
4. Mutual Cooperation. Each party shall extend such cooperation necessary to effectuate the intent and terms of this IGA.
5. Statutory Amendment. If the State General Assembly amends the Public Community College Act (110 ILCS 805) subsequent to the execution of this IGA in a manner which affects the ability of the Parties to perform hereunder, the Parties agree to either amend this IGA accordingly, or in the event the Parties are unable to mutually agree to such an amendment, to terminate this IGA. The Parties agree to notify each other in the event either Party becomes aware of any such proposed legislation.
6. Binding Effect: Benefits. This IGA shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns. Notwithstanding anything contained in this IGA to the contrary, nothing in this IGA, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns, any rights, remedies, obligations, or liabilities under or by reason of this IGA.
7. Counterparts. This IGA may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument; but in making proof of this IGA, it shall not be necessary to produce or account for more than one such counterpart.
8. Headings. Headings of the Sections of this IGA are for the convenience of the Parties only and shall be given no substantive or interpretive effect whatsoever.
9. Severability. Each section, clause, provision or part of this IGA shall be severable from each other, and, if for any reason any section, clause, or provision or part is illegal,

invalid, unenforceable, or inoperative, such illegal, invalid, unenforceable or inoperative provision shall not prejudice or in any way affect the validity or enforceability of any other section, clause, provision or part hereof. It is the intention of this IGA that if any provision herein is found to be illegal, invalid, unenforceable, or imperative as written, such provision be construed or modified so as to be valid and enforceable to the fullest extent possible. In lieu of each illegal, invalid, unenforceable or inoperative provision, there shall be added automatically, as part of this IGA, a provision similar in terms of such illegal, invalid, unenforceable, or inoperative provision as may be possible and as shall be legal, valid, enforceable and operative.

10. Drafting. The Parties acknowledge and confirm that each of their respective attorneys have participated jointly in the review and revision of this IGA and that it has not been written solely by counsel for one party. The Parties hereto therefore stipulate and agree that the rule of construction to the effect that any ambiguities are to be or may be resolved against the drafting party shall not be employed in the interpretation of this IGA to favor any party against another.

11. Notices. Notices under this IGA shall be delivered to:

Elgin Community College:

Board of Trustees of Community College District No. 509
Attn: College President
1700 Spartan Drive
Elgin, IL 60123

With a copy to:

Respicio Vazquez, General Counsel
1700 Spartan Drive
Elgin, IL 60123

William Rainey Harper College:

Board of Trustees of Community College District No. 512
Attn: College President
1200 W. Algonquin Rd.
Palatine, IL 60067

With a copy to:

Robbins Schwartz
Attn: Philip H. Gerner III
55 W. Monroe Street, Ste. 800
Chicago, IL 60603

Chicago Cook Workforce Partnership:

Chicago Cook Workforce Partnership
69 W. Washington, Suite 2860
Chicago, IL 60602

Village of Hanover Park:
Village of Hanover Park
Attn: Village Clerk
2121 W Lake Street
Hanover Park, IL 60133

In Witness Whereof, the parties have by their duly authorized representatives, set their signatures in assent to this AGREEMENT, as of the date as set forth below.

COMMUNITY COLLEGE DISTRICT NO. 509

_____ (Signature) Dated: _____

_____ (Print name)

President _____ (Title)

ATTEST:

By: _____ Dated: _____

Title: _____

COMMUNITY COLLEGE DISTRICT NO. 512

_____ (Signature) Dated: _____

_____ (Print name) Dated: _____

President _____ (Title)

ATTEST:

By: _____ Dated: _____

Title: _____

VILLAGE OF HANOVER PARK

_____ (Signature) Dated: _____

_____ (Print name)

_____ (Title)

ATTEST:

By: _____ Dated: _____

Village Clerk _____ (Title)

CHICAGO COOK WORKFORCE PARTNERSHIP

An Illinois not- for-profit corporation

_____ (Signature) Dated: _____

_____ (Print name)

_____ (Title)

ATTACHMENT I
PROPOSED BUDGET FY23¹

W/ Flat Rent		EWC FY23 Budget
Account	Description	
511010	Adm. FT	
512010	Prof. FT	64,156
512020	Prof. PT	36,519
512030	Prof.PT temp	
512040	Overtime	
513041	Adm/SSECCA	
514010	Mgr.FT	82,726
514020	Mgr. PT	
514040	Overtime	
516010	Clerical FT	30,367
516020	Clerical PT	33,373
516030	Clerical - Temp	
516040	Overtime	
517020	Cust/Maint	12,674
518010	Inst.Work St.	
519000	Other Sal.	
521000	Benefits	
521010	Medical	37,263
521020	Dental	1,907
521030	Vision	
521040	Life	830
529000	Other Ben.	
531000	Audit Serv.	
532000	Consulting	
534000	Warranty	

W/ Rent Increase		EWC FY23 Budget
Account	Description	
511010	Adm. FT	
512010	Prof. FT	64,156
512020	Prof. PT	36,519
512030	Prof.PT temp	
512040	Overtime	
513041	Adm/SSECCA	
514010	Mgr.FT	82,726
514020	Mgr. PT	
514040	Overtime	
516010	Clerical FT	30,367
516020	Clerical PT	33,373
516030	Clerical - Temp	
516040	Overtime	
517020	Cust/Maint	12,674
518010	Inst.Work St.	
519000	Other Sal.	
521000	Benefits	
521010	Medical	37,263
521020	Dental	1,907
521030	Vision	
521040	Life	830
529000	Other Ben.	
531000	Audit Serv.	
532000	Consulting	
534000	Warranty	

¹ This is a proposed budget that is estimated and subject to the 4th Lease Extension to the related Lease for Retail Space – Hanover Park dated and/or executed on March 12, 2014 (“Lease Extension”) which contain provisions related to the Minimum Annual Rent and the Tentative Annual Additional Rent Increases Subject to State Funding. The Lease Extension is herein incorporated to this IGA and any State funding Increases and rental Increases will be adhered to and this proposed budget will be amended to comply with the provisions of such Lease Extension.

539000	Contr. Serv.	9,000
541010	Off. Sup.	7,000
541020	Instr. Sup.	8,000
541040	Maintenance Sup.	
541090	Other Sup.	4,000
542000	Printing	7,100
544020	Software	1,700
544030	Postage	
544030	Postage	
546000	Pub.&Dues	500
547000	Advertising	8,700
551000	Conf./Mtg.	
552000	Travel/In St.	2,500
553000	Travel/Out	
559000	Other Conf.	1,000
561000	RentalFacil.	120,000
567000	Property & Casualty Insurance	
571000	Gas	2,500
573000	Electricity	9,700
574000	Water/Sewage	
575000	Telephone	6,200
576000	Telecommunications	8,700
577000	Refuse Disposal	1,200
579000	Other Utilities	2,200
585000	Off. Equip.	
585002	Off.Eq./VP	
586000	Instr. Equip.	500
529100	403 (b)	
592000	Student Grants	
592004	Uniforms	
592005	Transportation	
595000	Indirect Cost	

*

539000	Contr. Serv.	9,000
541010	Off. Sup.	7,000
541020	Instr. Sup.	8,000
541040	Maintenance Sup.	
541090	Other Sup.	4,000
542000	Printing	7,100
544020	Software	1,700
544030	Postage	
544030	Postage	
546000	Pub.&Dues	500
547000	Advertising	8,700
551000	Conf./Mtg.	
552000	Travel/In St.	2,500
553000	Travel/Out	
559000	Other Conf.	1,000
561000	RentalFacil.	147,635
567000	Property & Casualty Insurance	
571000	Gas	2,500
573000	Electricity	9,700
574000	Water/Sewage	
575000	Telephone	6,200
576000	Telecommunications	8,700
577000	Refuse Disposal	1,200
579000	Other Utilities	2,200
585000	Off. Equip.	
585002	Off.Eq./VP	
586000	Instr. Equip.	500
529100	403 (b)	
592000	Student Grants	
592004	Uniforms	
592005	Transportation	
595000	Indirect Cost	

592005	Student Transp.	
599000	Other	8,000
TOTALS		\$508,315

*rent is projected to remain flat

592005	Student Transp.	
599000	Other	8,000
TOTALS		\$535,950

* DCEO funds received - rent increase

HANOVER SQUARE SHOPPING CENTER LEASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to execute a twelve (12) month lease agreement for space in the Hanover Square Shopping Center, where the Education and Work Center (EWC) is located. The term of the lease will be from July 1, 2022 through June 30, 2023 in the amount of \$120,000 to \$151,883.44 annually.

	Grant Funding: \$225,000		Grant Funding: \$288,766.88 or above	
Lease Dates	Monthly Lease	Annual Lease	Monthly Lease	Annual Lease
July 1, 2022 – June 30, 2023	\$ 10,000.00	\$ 120,000.00	\$ 12,656.95	\$ 151,883.44

Note: For 2022-2023, any increase to grant funding above \$225,000 but less than \$63,766.88, the lease increase will be 50% of the total grant increase.



Dr. David Sam, President

Background

In March 2014, Board Action No. 120-A-14 was approved to execute a lease for space in the Hanover Square Shopping Center, and two (3) additional lease extensions have been approved by the Board of Trustees. Administration is recommending the approval of a twelve (12) month extension of the lease.

In the new lease, provisions have been made to increase the lease cost for any amount above the current Illinois Department of Commerce and Economic Opportunity funding of \$225,000. Any increase of \$63,766.88 or above will increase the lease cost by \$31,883.44. Increases to grant funding of \$288,766.88 or above will increase the annual lease cost to \$151,883.44. Any increase to grant funding less than \$63,766.88 and above the \$225,000 funding, the lease increase will be 50% of the total grant increase.

The Education and Work Center is a collaborative partnership, undertaken by means of an Intergovernmental Agreement (IGA) between Community College District No. 509 (Elgin Community College), Community College District No. 512 (William Rainer Harper College), the Chicago Cook Workforce Partnership, and the Village of Hanover Park.

The space is a store front of approximately 10,000 square feet, containing five classrooms (four traditional SMART classrooms and one computerized classroom).

The goal of the Education and Work Center (EWC) is to improve the lives of residents of Hanover Park and surrounding communities through the provision of adult basic skills instruction, as well as job search and career readiness assistance. During the height of the COVID pandemic, the center annually enrolled an average of 420 students in Adult Education classes, including English as a Second Language (ESL), High School Equivalency (HSE) preparation and computer/employment skills classes; this pandemic number is in contrast to the average of 600 students enrolled annually during pre-pandemic circumstances. In addition, during the height of the COVID pandemic, the on-site Illinois workNet® Resource Center was accessed by an average of 600 clients for core employment services such as job search assistance, resume help, computer tutoring, and WIOA intensive career advising/special services; this pandemic number is in contrast to the average of 1,000 clients who accessed the on-site Illinois workNet® Resource Center annually during pre-pandemic circumstances.

The EWC remained open throughout the pandemic, except during ECC closures. During the pandemic, remote services were provided by EWC staff and the Illinois workNet® Resource Center. Remote classes were offered by both ECC and Harper. EWC staff have returned to providing in person services and ECC classes at EWC will be in person this spring. Harper and Illinois workNet® Resource Center are currently still providing services in a hybrid format.

Staff Contacts: Mr. Respicio Vazquez, General Counsel, 847-214-7760
Peggy Heinrich, Vice President of Teaching, Learning & Student
Development, 847-214-7635

4th LEASE EXTENSION FOR RETAIL SPACE

This 4th lease extension and amendment to the lease for retail space between HANOVER SQUARE, LLC (Landlord) and Elgin Community College District 509 ("ECC" and/or "Tenant"), is made and entered into on this ____ day of _____, 2022:

RECITALS

On March 12, 2014, the Village of Hanover Park leased to ECC certain property interests at 6704 Barrington Road in Village's real property located at the Village's shopping center property on Barrington Road, a copy of said lease, entitled "Lease for Retail Space" is attached.

On May 3, 2017, the Village of Hanover Park extended said lease to ECC, a copy of said lease extension, entitled "LEASE EXTENSION FOR RETAIL SPACE" is also attached.

On June 26, 2018, the Village of Hanover Park extended said lease to ECC, a copy of said lease extension, entitled "2nd LEASE EXTENSION FOR RETAIL SPACE" is also attached.

On June 18, 2020, the Village of Hanover Park extended said lease to ECC, a copy of said lease extension, entitled "3rd LEASE EXTENSION FOR RETAIL SPACE" is also attached.

The 3rd lease extension for retail space (hereafter the "3rd lease extension"), will expire on June 30, 2022, and ECC has requested a further extension of said lease.

AGREEMENT

It is agreed by HANOVER SQUARE, LLC (Landlord) and Elgin Community College District 509 (ECC or Tenant), (hereinafter collectively known as Parties) that the lease and the lease extension (collectively "Lease") for retail space both attached hereto and made a part hereof are amended as to Article 1 and Article 3, so that said Articles read as follows:

* * * * *

ARTICLE 1. REFERENCE PROVISIONS. Reference provisions in this Article 1 serve only as an outline of key terms of this Lease. In the event of any conflict between these reference provisions and provisions of any other Articles of this Lease, the latter provisions shall control.

- a) **Term [see Article 3]:** The Lease Term shall be for a period of nine (9) years and one (1) month. Tenancy (term) shall commence on the later of the 1st day of June 2014 or the date on which the Tenant is given possession and ending June 30, 2023.
- b) **Leased Premises [see Article 2]:** Approx. 10,000 square feet in the Hanover Square Shopping Center at 6704 Barrington Road in Hanover Park, Illinois

LEGAL DESCRIPTION (See Exhibit 1)

c1) Minimum Annual Rent [see Article 4(a)]:

July 1, 2014 to June 30, 2019 (Years 1 – 5): All payments (\$120,000 annually - payable in equal monthly installments of \$10,000 per month) have been paid.

July 1, 2019 to June 30, 2020 (Year 6): \$120,000.00 – payable in equal monthly installments of \$10,000.00 per month

July 1, 2020 to June 30, 2021 (Year 7): \$120,000.00 – payable in equal monthly installments of \$10,000.00 per month

July 1, 2021 to June 30, 2022 (Year 8): \$120,000.00 – payable in equal monthly installments of \$10,000.00 per month

July 1, 2022 to June 30, 2023 (Year 9): \$120,000.00 – payable in equal monthly installments of \$10,000.00 per month

Monthly installments are due on the 1st day of each month.

c2) Tentative Annual Additional Rent Increases Subject to State Funding: For the period starting on July 1, 2020, there may be additional rent increases subject to the following:

i. The Parties acknowledge that the Tenant in conjunction with Harper College (Colleges) has received financial support through a grant from the State of Illinois (“State”) (the Colleges represent that the grant was through the Illinois Department of Commerce and Economic Opportunity (“Grant”)) which Grant is subject to funding from the State and State appropriations as well as other funding conditions that may reduce or eliminate such State funding. If this Grant with the same terms and conditions for the same purpose for use at the Illinois Public Community College and WorkNet Satellite Center is transferred to a successor State agency or other State agency, the Tenant and the Colleges will continue to use the Grant as stated herein.

ii. The Parties acknowledge that the Grant is funded as a reimbursement grant for which Tenant or one or both of the Colleges must submit related expenses pursuant to the Grant terms and conditions. If the reimbursement request is granted, the State will pay Tenant or one or more of the Colleges after one or more of the Colleges incurs and submits evidence of such expenses to the State. Thereafter, the State may reimburse Tenant within a period which is discretionary by the State outside of the Colleges’ control.

iii. The Grant was funded in an annual amount as follows:

a. \$225,000.00 for the period July 1, 2019 to June 30, 2020

b. \$0.00 for the period July 1, 2020 to June 2021 and

c. \$318,000 for the period July 1, 2021 to June 30, 2022.

iv. The Village of Hanover Park (“Village”) is assisting the Colleges in requesting an increase of the Grant above the \$225,000.00 annual amount to provide funding for Colleges’ expenses.

v. The Parties are anticipating an annual increase of \$75,000 above the \$225,000 annual grant amount (Annual Grant Fund Increase) for each of Year 7, Year 8 and Year 9.

vi. Subject to and upon one or more of the Colleges actual receipt from the State’s Grant of the anticipated and received \$75,000 Annual Grant Fund Increase, Tenant shall pay the additional monthly rental payments:

July 1, 2020 to June 30, 2021 (Year 7): \$23,335.00 – payable in equal monthly installments of \$1,944.58 per month

July 1, 2021 to June 30, 2022 (Year 8): \$27,635.05 – payable in equal monthly installments of \$2,302.92 per month

July 1, 2022 to June 30, 2023 (Year 9): \$31,883.44 – payable in equal monthly installments of \$2,656.95 per month

vii. If there is no Annual Grant Fund Increase above the current annual \$225,000 Grant funds’ amount, Landlord agrees to continue this lease for the rental payments outlined in Paragraph C1 above.

viii. If there is an additional State Grant fund increase above the current annual \$225,000 Grant funds’ amount, but less than the anticipated \$75,000.00 Annual Grant Fund Increase, the Parties agree that any additional rental increase will be subject to the following:

- a. Tenant will not be responsible to pay any additional rental increase that is not funded above the current State \$225,000 Grant annual allocated amount.
- b. Tenant will only be obligated to pay a rental lease payment increase subject to funding and the Tenant's or one of the Colleges actual receipt of the State Annual Grant Fund Increase.
- c. The Parties agree that the Tenant shall pay to Landlord each of the additional annual rental increase amounts above in C2(vi) only if the State annual additional grant increase over the current Grant amount of \$225,000 is twice the amount of the respective yearly additional lease payment increase as follows:
 - i. Year 7 – minimum State grant fund increase is \$46,670.00
 - ii. Year 8 – minimum State grant fund increase is \$55,270.10
 - iii. Year 9 – minimum State grant fund increase is \$63,766.88
- d. If the additional State Grant funding increase over the current Grant amount of \$225,000 is less than twice the amount of the respective yearly additional lease payment increases as outlined in C2(viii)(c) above, the Parties agree that the maximum amount of any additional lease payment increase would be 50% of the additional State Grant funding increase for the respective year. [For example in Year 7, if the additional State Grant funding increase is \$45,000, then the maximum additional lease payment increase would be \$22,500 (50% of the \$45,000 State Grant fund increase.)]

d) Use [see Article 10]: Tenant's primary business will be the operation of an Illinois Public Community College and WorkNet Satellite Center.

e) Security Deposit [see Article 28]: NONE.

f) Notice Address:

<i>TO LANDLORD:</i>	<i>TO TENANT:</i>
Hanover Square, LLC c/o Village of Hanover Park, its managing partner / Village Manager 2121 West Lake Street Hanover Park, IL 60133 630-823-5610	Elgin Community College District 509 Attn: Kimberly Wagner, Vice President 1700 Spartan Drive Elgin, IL 60123-7183
Attn: Bernard Paul Partner 231 S. Fourth Street DeKalb, IL 60115	Attn: Respicio Vazquez General Counsel 1700 Spartan Drive Elgin, IL 60123-7183

* * * * *

ARTICLE 3. TERM. Term: The term of this Lease shall be for nine (9) years and one (1) month commencing on the later of the 1st day of June 2014 or the date on which the Tenant is given possession and ending on June 30, 2023. The expression "Lease Term" used herein shall mean the term of this Lease specified in this paragraph.

* * * * *

EFFECTIVENESS OF 4th LEASE EXTENSION AND AMENDMENT: All terms and conditions of the LEASE FOR RETAIL SPACE shall remain in full force and effect except as specifically modified by this 4th LEASE EXTENSION FOR RETAIL SPACE. In the event of a conflict between the terms and conditions of the LEASE FOR RETAIL SPACE with those of this 4th LEASE EXTENSION FOR RETAIL SPACE, the terms and conditions of this 4th Extension shall supersede and control.

LANDLORD:
HANOVER SQUARE, LLC
DISTRICT 509
Owner of Hanover Square

Tenant:
ELGIN COMMUNITY COLLEGE

By: _____

Juliana Maller
for its Managing Partner,
the Village of Hanover Park

By: _____

Dr. David Sam
President

BUILDING A - THIRD FLOOR SHELL SPACE BUILDOUT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to grant IHC Construction Companies, LLC (Elgin, IL) authority to contract, on behalf of Elgin Community College, for the construction trade packages listed below to buildout the third-floor shell space of Building A. The total amount not to exceed is \$3,060,594.44.

Bid Package	Contractor	Location	Total Bid
BP6A-1 General Trades	Manusos General Contracting	Fox Lake, IL	\$1,464,575.44
BP9A-1 Flooring	Pinnacle Flooring	Tinley Park, IL	\$93,300.00
BP9B-1 Terrazzo Flooring	Rockford Central Tile & Terrazzo	Rockford, IL	\$83,474.00
BP21A-1 Fire Protection	Automatic Fire Systems	Machesney Park, IL	\$55,398.00
BP23A-1 HVAC	Abitua Sewer, Water, & Plumbing	Lake In The Hills, IL	\$308,836.00
BP22A-1 Plumbing	Jensens Plumbing & Heating	Woodstock, IL	\$349,000.00
BP26A-1 Electrical and Communication	Lauderdale Electric	Elgin, IL	\$706,011.00
TOTAL			\$3,060,594.44



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to thirty-two (32) contractors, of which three (3) were in-district.

In October 2021, Board Action No. 063-C-22 was approved for construction management services from IHC Construction Companies, LLC for the buildout of the third-floor shell space in Building A. The project's scope of work includes the construction of an ophthalmic technician lab, a medical assistant lab, a biology/micro-biology lab, three classrooms, faculty office space, and student study space. The new third floor academic area will be constructed and finished in accordance with the standards set forth in the existing classrooms, labs, offices, and student study spaces of Building A.

Funding Source: Operations and Maintenance Restricted

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

Building A Shell Build Out - Trade Costs

BP#6A - General Trades - Contractor	Location	Base Bid	Alternate Bid Number 1	Total
Hargrave Builders, Inc.	South Elgin, IL	\$1,491,450.00	\$1,495.00	\$1,492,945.00
Manusos General Contracting	Fox Lake, IL	\$1,464,464.00	\$111.44	\$1,464,575.44

BP#9A - Ceramic Tile, Resilient Flooring, Carpeting and Base - Contractor	Location	Base Bid	Alternate Bid	Total
Douglas Flooring	Geneva, IL	\$119,800.00	-	\$119,800.00
Pinnacle Flooring	Tinley Park, IL	\$93,300.00	-	\$93,300.00
Tiles In Style, LLC	South Holland, IL	\$131,277.22	-	\$131,277.22

BP#9B - Resinous Matrix Terrazzo Flooring - Contractor	Location	Base Bid	Alternate Bid	Total
Amici Terrazzo &Decorating, LLC	Elk Grove Village, IL	\$109,000.00	-	\$109,000.00
CCI Flooring	Crest Hill, IL	\$92,900.00	-	\$92,900.00
Rockford Central Tile & Terrazzo	Rockford, IL	\$83,474.00	-	\$83,474.00

BP#21A - Fire Protection - Contractor	Location	Base Bid	Alternate Bid	Total
Automatic Fire Systems	Machesney Park, IL	\$55,398.00	-	\$55,398.00

BP#22A - Plumbing - Contractor	Location	Base Bid	Alternate Bid	Total
Abitua Sewer, Water, & Plumbing, Inc.	Lake in the Hills, IL	\$308,836.00	-	\$308,836.00
Cannonball Mechanical Paul I. Buddy Plumbing & Heating, Inc.	Aurora, IL	\$415,000.00	-	\$415,000.00
CW Burns Co, Inc.	Downers Grove, IL	\$337,800.00	-	\$337,800.00
Jensens Plumbing & Heating, Inc.	Woodstock, IL	\$436,100.00	-	\$436,100.00

BP#23A - HVAC - Contractor	Location	Base Bid	Alternate Bid	Total
Amber Mechanical	Alsip, IL	\$408,000.00	-	\$408,000.00
Helm Mechanical Inc	Freeport, IL	\$367,390.00	-	\$367,390.00
Ideal Heating Company	Brookfield, IL	\$404,333.00	-	\$404,333.00
Jensens Plumbing & Heating	Woodstock, IL	\$349,000.00	-	\$349,000.00
MG Mechanical	Woodstock, IL	\$433,000.00	-	\$433,000.00
R.J. Olmen	Glenview, IL	\$367,000.00	-	\$367,000.00
Quality Mechanical	Thornton, IL	\$377,600.00	-	\$377,600.00

BP#26A - Electrical and Communications - Contractor	Location	Base Bid	Alternate Bid Number 1	Total
Bartech Group	South Holland, IL	\$993,860.00	6,700.00	\$1,000,560.00
Kellenberger Electric	Elgin, IL	\$819,620.00	4,470.00	\$824,090.00
Lauderdale Electric, Inc.	East Dundee, IL	\$700,011.00	6,000.00	\$706,011.00

BUILDING G - OFFICE FURNITURE PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase furniture for Building G direct from the manufacturer Krueger International (KI) (Chicago, IL) utilizing IPHEC pricing, in the amount of \$85,303.00



Dr. David Sam, President

Background

The Illinois Public Higher Education Cooperative (IPHEC) was formed to consolidate common requirements for various state universities, competitively bidding products/services through a lead state university, which then provides purchasing opportunities for public agencies statewide.

This purchase will provide furniture consistent with College standards for combined work/office space to be used by our In-Residence Ensembles (IRE's) - Elgin Youth Symphony Orchestra, Elgin Master Chorale, Children Theater of Elgin, Ballet Folklorico Huehuecoyotl (BFH), and Hamilton Wings. A separate office space for each IRE, shared work surfaces, storage, and a meeting area will be created within the space provided. Once the IRE's move into the new shared office space in Building G, the area left vacant in Building H will be converted to adjunct faculty shared office space and multi-purpose student space as part of the Building H, Phase 2 renovation project.

Funding Source: Operations and Maintenance Restricted Fund

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

BUILDING G - OFFICE RENOVATION

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Pandecon, Inc. (Geneva, IL), the lowest responsible bidder, to renovate space in Building G for the amount of \$75,487.00.

Bidder	Location	Base Bid	Unit Price 1	Unit Price 2	Unit Price 3	Unit Price 4
Lite Construction	Montgomery, IL	\$ 178,700.00	\$ 5.00	\$ 2.00	\$ 5.00	\$ 1.00
Pandecon, Inc.	Geneva, IL	\$ 75,487.00	\$ 25.40	\$ 4.10	\$ 24.18	\$ 2.75
Troop Contracting	Willowbrook, IL	\$ 144,400.00	\$ 4.31	\$ 1.10	\$ 4.90	\$ 0.89
Kandu Construction	Skokie, IL	\$ 117,000.00	\$ 6.00	\$ 2.00	\$ 5.00	\$ 2.00



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to ten (10) contractors, none of which were in-district.

This project will convert two existing classrooms that are rarely in use into shared office space for our In-Residence Ensembles (IRE's). The scope of work includes flooring, painting, and the removal of the shared wall between the two rooms to create a single space large enough to house all of our IRE's. Completion of construction and relocation of the IRE's will take place prior to the end of the spring 2022 semester.

Funding Source: Operations and Maintenance

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

CHILDCARE PLAYGROUND SURFACE REPLACEMENT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Big Timber Landscape Company (Gilberts, IL.) for the replacement of the childcare playground surface in an amount not to exceed \$29,100.00.

Vendor	Location	Total Cost
Big Timber	Gilberts, IL	\$29,100
Synlawn	Chicago, IL	\$40,510
Forever Lawn	Rockford, IL	\$44,833
E. Hoffman Inc.	Lombard, IL	\$49,950



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to seven (7) vendors, one (1) of which was in-district.

The current pour-in-place surface was installed about 12 years ago at the childcare playground. It has begun to separate in places, deteriorated in certain spots, and it has trip hazards along the sidewalk. It has met its life expectancy. We have done repairs over the years, and now it is time to replace it.

At this time, we are recommending the current surface be replaced with an artificial turf. Business Services, Operations and Maintenance, and the Director of Childcare were involved in the decision-making process for the new surface. This type of surface does meet current Department of Children and Family Services (DCFS) standards. It has a life expectancy of 10 or more years and will come with a warranty.

Funding Source: Operations and Maintenance Fund

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

DEMAND SIDE PLATFORM (DSP) SERVICES PURCHASE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with Viant, Inc. (Irvine, CA.) for managed advertising services, in the amount of \$180,000.00.

Vendor	Location	Proposal Price	CPM (cost per thousand impressions)
Viant, Inc.	Irvine, CA	\$ 180,000.00	\$ 56.00
Simplifi	Fort Worth, TX	\$ 180,000.00	\$ 58.00
Centro (Basis)	Chicago, IL	\$ 300,000.00	\$ 86.00



Dr. David Sam, President

Background

A Request for Proposal (RFP) was sent to four (4) vendors, none of which were in-district. All vendors responded to the RFP, however one (1) vendor was eliminated because they did not meet the requirements within the outlined budget requirements.

A committee comprised of individuals from the Marketing and Communications department outlined a scope and requirements document in order to identify a Demand Side Platform (DSP) advertising partner for fiscal year 2023 (FY23).

A demand-side platform (DSP) is a system for advertisers to purchase and manage ad inventories from multiple ad sources through a single interface. The Marketing and Communications department is opting to contract with a DSP provider for digital advertising services in FY23 rather than directly contracting with multiple vendors (which is what we do today) in order to:

- Streamline internal media buy processes for greater operational efficiencies and resource management in alignment with strategic plan goal 14.
- Better target and re-target identified audience segments across devices and advertising channels, such as connected TV (e.g. Hulu), streaming radio (e.g. Pandora, Spotify), desktop and mobile display.
- Gain access to enhanced data insights, reports, and results attribution associated with media spend on a regular basis.

- More nimbly pivot media spends as necessary throughout the contract period to maximize results.
- Expand our digital display advertising beyond select local news sites (e.g. Chicago Tribune) and the Google Display Network.
- Acquire added value impressions by bundling multiple advertising services into one larger contract.

After careful review and consideration, the administration recommends partnering with Adelphic by Viant, Inc. A summary of key considerations this vendor provides are outlined below:

- Met the specified requirements at the lowest cost.
- Offers a holistic, omni-channel media activation that will allow us to target and re-target key audiences across multiple devices and channels.
- The people-based platform offers robust targeting capabilities to ensure we are reaching key populations and reducing media waste.
- Geo-fencing, lookalikes audience building, and contextual targeting (e.g. reaching users searching for college information, competitive colleges, etc.) are included.
- Viant Inc's deterministic audience device graph links all devices to a known user to properly manage ad reach and frequency across channels.
- Conversion Lift reporting will be delivered as added value to measure the effectiveness of the campaign. Conversions may include website activity, foot traffic to campus, request information form submissions, applications, etc.
- Recommendations for media delivery optimizations will be delivered on a monthly basis throughout the duration of the campaign to maximize the College's return on investment (ROI).
- Viant, Inc. will work with the Marketing and Communications department to identify Key Performance Indicators (KPIs) and place tracking pixels on the college website in advance of the campaign go-live date so actions and conversions associated with the media spend can be tracked upon inception.
- 10 million display retargeting impressions were provided as added value within the proposal.

The contract includes digital advertising services for streaming TV, streaming radio, and digital display. The College will continue to contract with other vendors for advertising services not offered by Viant, Inc. including print and traditional advertising such as billboards, linear TV, terrestrial radio, Pace bus, etc. for a well-rounded media mix that reaches a diverse audience.

Funding Source: Education Fund

Staff Contact: Dr. Toya Webb, Chief Marketing and Communications Officer, 847-214-7389

SOFTWARE - COMPLAINT SUBMISSION

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract for software and implementation services for a Complaint Submission solution from Maxient, LLC (Charlottesville, VA) in the amount \$36,000 over a five-year period.

Vendor	Location	Price
Pave Systems, Inc.	Richardson, TX	\$ 39,500.00
Campus Kaizen (Guardian)	Scranton, PA	\$ 28,500.00
Maxient, LLC	Charlottesville, VA	\$ 36,000.00



Dr. David Sam, President

Background

A cross-functional committee evaluated solutions for a complaint submission software solution. This cross-functional committee included staff from: Student Services, Information Technology, Business Services, and Student & Academic Systems.

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 three (3) responses. Follow-up questions were sent to the top two (2) choices; Maxient and Campus Kaizen (Guardian). The Student Success team also had the opportunity to access the Maxient software to learn more about it.

The RFP is for the purchase of a complaint submission software solution that will be used by the Student Services & Development Division to streamline the process of responding to and resolving complaint form submissions, administrative withdrawal requests and Student Code of Conduct violation notifications. Presently, forms must be completed, printed and submitted for processing. Submission of supporting documentation, follow-up communications and other resolution steps are currently manual. These steps include manual system tracking of multiple student submissions, which is very inefficient.

After careful review and consideration, the administration recommends Maxient, LLC complaint software for this project. Moraine Valley Community College and Highland Community College also use this software.

A summary of key considerations is outlined below:

- This software will allow students, faculty and staff to submit information and attachments through an intuitive, user-friendly, customized web form that will be integrated with the software solution.
- There is a configurable workflow that will help ease the collection, processing, tracking and sharing of the web form information in a case management model. Multiple individuals will be able to securely and efficiently process this information in order to provide the students an improved experience.
- Due to the sensitive nature of complaints, there are flexible security configurations to ensure the users of the system can view and update only information for which they are responsible.
- Communications management through multiple modalities is available (email templates, text messaging).
- The software has robust reporting capabilities that will provide meaningful and useful reports on different types of submissions (i.e., complaints, administrative withdrawal requests, student code of conduct), and their progress, status and resolution.
- The software will be hosted in a secure environment with seamless integration with Ellucian Colleague and Microsoft Exchange/Outlook.

Maxient 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 fourteen (14) weeks; therefore, the goal is to have the system configured and ready for use in Fall 2022.

Funding Source: Education Fund

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

SOFTWARE - CONTRACT MANAGEMENT

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to contract with DocuSign, Inc. (San Francisco, CA) for contract management software, in an amount not to exceed \$250,000.00 over three (3) years.

Description	DocuSign, Inc. San Francisco	Cobblestone Princeton, NY	GateKeeper Vancouver, BC
Implementation Fee	\$ 105,000	\$ 23,930	\$ 7,542
Year 1 Maintenance Fees	\$ 48,333	\$ 35,584	\$ 25,140
Sub-Total (Year 1)	\$ 153,333	\$ 59,514	\$ 32,682
Year 2 Maintenance Fees	\$ 48,333	\$ 38,430	\$ 25,140
Year 3 Maintenance Fees	\$ 48,333	\$ 41,505	\$ 25,140
Total (3 Years)	\$ 250,000	\$ 139,449	\$ 82,962



Dr. David Sam, President

Background

The Request for Proposal (RFP) was advertised and sent to seven (7) vendors, none of which were in-district. We invited four (4) vendors for demonstrations and interviews.

Business Services processed an estimated three hundred and fifty (350) contracts for goods and services during fiscal year 2021. Between July 1, 2021 and December 31, 2021, Business Services has processed an estimated one hundred and eighty (180) contracts for goods and services. This work has been performed without a centralized contract lifecycle management system. Ad hoc systems and procedures have been created using commonly available tools such as Google Forms, Google Sheets, Microsoft Office Suite and College network drives. While a high volume of contracts has been successfully processed, limitations in software have led to delays in service, directly impacting students, staff, and faculty.

Implementing a contract lifecycle management system would streamline internal and external communication, formalize our contract repository, and optimize our contract review process by centralizing all of the work related to this process into one digital workspace.

The College Process Improvement Committee suggested improvements in this area and greater efficiencies will be quickly realized with a new system. These benefits will improve the College's procurement process of goods and services that will enhance the contract experience and impact students, staff, and visitors.

The team, comprised of Business Services and IT, selected DocuSign, Inc. using a quality-based analysis and the following product attributes:

- Intake Form accessed through our existing College portal
- Clause Library to be able to quickly reference common clauses
- Workflow to streamline the contract process for better efficiencies
- Custom Reports and Dashboard for easy information access
- Repository of all Business Services goods/services contracts
- Migration of existing contracts for future reference
- Ability to track and compare multiple versions of a document

Funding Source: Education Fund

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

**RATIFICATION, TEMPORARY ASSISTANT PROFESSOR II OF PHYSICS
Dr. Richard Jesik**

Recommendation

The administration recommends that the Board of Trustees ratifies the appointment of Dr. Richard Jesik as a Temporary Assistant Professor II of Physics for the 2022 Spring Semester at a salary of \$91,723 (Lane X, Step 8) on the Elgin Community College Faculty Association (ECCFA) full-time salary and rank schedule, effective Spring Semester, 2022.



Dr. David Sam, President

Background

Social distancing guidelines have forced the College to reduce the class capacities for most lab-based sections. At the same time, an increased demand for courses that are part of our engineering pathway have generated waitlists in many of our physics classes. In an effort to meet student needs, additional physics sections were opened. Staffing these classes, however, has created some challenges as several of our adjunct physics instructors have recently left the College. To ensure that engineering students are able to continue their program of study without interruption, Dr. Richard (Rick) Jesik was appointed to a temporary full-time faculty position.

Dr. Jesik has taught physics and astronomy courses part-time at Elgin Community College since 2017. He has also served as an adjunct faculty at Prairie State College, Dominican University, and Chicago City Colleges. Prior to these appointments, he held several teaching and research positions, most notably at the Imperial College London, the Particle Physics and Astronomy Research Council, Indiana University, and the University of Illinois at Chicago.

Dr. Jesik earned his PhD in Physics and Astronomy from the University of Illinois at Chicago. He is an accomplished high energy particle physicist and educator with over twenty-five years of experience. He participated in every aspect of two successful international high energy particle physics experiments. Dr. Jesik has authored over three hundred articles in refereed scientific journals and was one of our featured presenters in ECC's STEM Speaker Series in 2021. We are looking forward to having Dr. Jesik join the College on a full-time basis this semester.

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

RATIFICATION, TEMPORARY INSTRUCTOR OF MATHEMATICS
Lori Jones

Recommendation

The administration recommends that the Board of Trustees ratifies the appointment of Lori Jones as a Temporary Instructor of Mathematics for the 2022 Spring Semester at a salary of \$67,300 (Lane I, Step 8) on the Elgin Community College Faculty Association (ECCFA) full-time salary and rank schedule, effective Spring Semester, 2022.



Dr. David Sam, President

Background

The mathematics department has not been able to staff several sections that were recently released by other faculty in the department. The sections have full enrollment and it would not be in the best interest of students to cancel them at this time. To ensure that ECC provides students with every opportunity to complete their programs of study without interruption, Lori Jones was appointed to a temporary full-time faculty position for the Spring 2022 semester.

Lori Jones has taught math courses part-time at Elgin Community College since 2012. She has an additional 20 years of adjunct teaching experience at the following institutions: Kishwaukee College, Lake Land College, College of DuPage, Spoon River Community College, Aurora University, and Western Illinois University.

Lori Jones earned her Bachelor's degree in Mathematics and Secondary Education from Aurora University, and she earned her Master's degree in Mathematics from Northern Illinois University. Lori's objective is to provide enthusiastic instruction and inspire students from diverse backgrounds to not only attain their math goals, but to reach their fullest potential. We are fortunate to have Lori Jones joining the math department as a temporary full-time faculty member during the Spring 2022 semester.

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

**RATIFICATION, TEMPORARY INSTRUCTOR OF MATHEMATICS
James (Curt) Walker**

Recommendation

The administration recommends that the Board of Trustees ratifies the appointment of James (Curt) Walker as a Temporary Instructor of Mathematics for the 2022 Spring Semester at a salary of \$55,785 (Lane I, Step 3) on the Elgin Community College Faculty Association (ECCFA) full-time salary and rank schedule, effective Spring Semester, 2022.



Dr. David Sam, President

Background

The mathematics department has not been able to staff several sections that were recently released by other faculty in the department. The sections have full enrollment and it would not be in the best interest of students to cancel them at this time. To ensure that ECC provides students with every opportunity to complete their programs of study without interruption, James (Curt) Walker was appointed to a temporary full-time faculty position for the Spring 2022 semester.

Curt Walker has taught math courses part-time at Elgin Community College since 2017. Prior to coming to ECC, Curt taught Junior High School math for 30+ years.

Curt earned both his Bachelor's degree in Elementary Education with a minor in Mathematics and his Master's degree in Mathematics and Computer Science Education from Concordia College, River Forest, IL. Curt regularly volunteers to participate on math department committees and is regarded by his peers for his professionalism. We are looking forward to having Curt Walker join the math team on a temporary full-time basis this semester.

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