



BOARD OF TRUSTEES AGENDA

OCTOBER 17, 2023



Elgin
Community
College

Bright Choice. Bright Future.

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

**Regular Board Meeting
October 17, 2023**

5:00 p.m. Board Dinner	Dining Bay	Building E
5:30 p.m. Open Session	Room E 100.01	Elgin Community College
5:35 p.m. Closed Session	Room E 100.01	1700 Spartan Drive
6:30 p.m. Reconvene Open Session	Seigle Auditorium, Room E 125	Elgin, IL 60123

The Regular Board Meeting will be conducted in person. Anyone wishing to provide public comment is welcome to do so in-person 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. which will be read aloud at the appropriate time on the agenda.

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...
 - E. To discuss the purchase or lease of real property...discussing whether a particular parcel should be acquired...
- all pursuant to Chapter 5 of the Illinois Compiled Statutes Sections 120/2 (c) (21, 1, 11, 2 and 5 respectively)

3. Reconvene Open Session

4. Preliminary Matters

- A. Roll Call
- B. Consideration of and possible actions on any requests for a board member's electronic participation in a meeting
- C. Pledge of Allegiance
- D. Shared Values

5. President's Report

6. Audience Wishing to Address the Board

7. Board Reports

- A. Finance Committee – Trustee Rodriguez
- B. Committee of the Whole – Trustee Arroyo
- C. Illinois Community College Trustee Association (ICCTA) – Trustee Ollayos
- D. Association of Community College Trustees (ACCT) – Trustee Ollayos
- E. Legislative – Trustee Rakow
- F. ECC Foundation – Trustee Parks
- G. Student Report – Student Trustee Kolbusz

Reports

8. College Reports

- A. Personnel (September) 2
- B. Treasurer (August) 5
- C. Student (August 24-September 21) 24

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (September)
- E. Community Engagement and Legislative Affairs (August, September)
- F. Dual Credit Program Report (October)
- G. Equity, Diversity, Inclusion (quarterly)

Actions

Acceptance of College Reports

1

9. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of September 12, 2023 2
- B. Closed Session Minutes of the Regular Board Meeting of September 12, 2023 9
- C. Destruction of Audiotape of Closed Session of January 25 and 26, 2022 10
- D. Ratification of Report of Expenses 11
- E. Ratification of Board of Trustees Travel Expenses 12
- F. Release of Select Closed-Session Minutes of Board Meetings of August 2021-June 2023 13
- G. Ratification of Transitional English Language Arts Course Memorandum of Understanding Between Community Unit School District No. 300 and Community College District No. 509 15

H. Dual Credit Programs Memorandum of Understanding Between Central Community Unit School District No. 301 and Community College District No. 509	24
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L. Purchases	
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2. Building B Window Coverings	59
3. Ratification of Architectural Fees - Respiratory Care Program	60
4. Ratification of Construction Management Fees - Respiratory Care Program	61
5. Ratification of Kilns Purchase	62
6. Ratification of Sale of Used Computer Equipment	63
7. Ratification of Winter Sports Bus Transportation	64
M. Personnel	
1. New Hire, Instructor of Basic Nurse Assistant, Ms. Jessica Miner	65
2. New Hire, Instructor of Phlebotomy, Ms. Pinakini Thakkar	66
3. Granting of Tenure, Assistant Professor II of Biology, Dr. Charles Dakarian	67
4. Granting of Tenure, Instructor of Nursing, Ms. Jacquelyn Dalke	68
5. Granting of Tenure, Instructor of Nursing, Ms. Lisa Hodson	69
6. Granting of Tenure, Instructor/Public Services Librarian, Ms. Elizabeth Hultman	70
7. Granting of Tenure, Instructor of Welding, Mr. Thomas Limberis	71
8. Granting of Tenure, Assistant Professor I of Biology, Mr. Chad Pearion	72
9. Granting of Tenure, Assistant Professor II of Chemistry, Dr. Rituparna Saha	73

10. Old Business

11. New Business

12. Adjournment

Next regular meeting: 6:30 p.m. Tuesday, November 14, 2023

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

To improve people's lives through learning.

Vision

To be the first choice for everyone to learn, grow, and dream in a culture that ensures access, advances innovation, and fosters success.

Philosophies

- Learning – Learning is a lifelong process that empowers individuals
- Equity – Equity is ensuring everyone receives what they need to be successful
- Diversity – Diversity is all expressions of humanity
- Inclusion – Inclusion is valuing what makes us unique
- Justice – Justice is ensuring our structures and systems honor individual rights

Key Imperatives

Teaching and Learning Excellence
ECC Experience

Lifelong Connections
Fortify Our Future

Shared Values

Excellence

We strive to offer the highest level of excellence in our programs and services to 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 innovation and inquiry flourish.

Ethical Practices

We are responsible to carry out our work with honesty and integrity. Our Vision, not personal interests, guides our decisions and actions so that they will be enacted out of service to our students and community members.

Accountability

As a public institution, we commit to making the best use of resources. We are transparent in measurement and reporting, seek feedback from others, accept responsibility for our decisions and actions, and continuously improve our practices.

Collaboration

We are committed to serving students, employees, and community members. The decisions and actions we undertake in carrying out our Vision derive from working cooperatively with all stakeholders.

Holistic Approach

As stewards of people's learning, we understand their perspectives and we use our insight and compassion to support them through challenging times. We believe in educating and supporting the whole person through a comprehensive approach that addresses the emotional, social, ethical, and academic needs of students, employees, and community members.



ACADEMIC CALENDAR 2023 - 2024

SUMMER SESSION 2023

Beginning Fri., June 2, and ending Sun., Aug. 6, all general use facilities will be closed Fridays through Sundays. The University & Business Center, Early Childhood Lab School, Events Center, and Visual & Performing Arts Center will be open as scheduled.

- Sat., May 27 – Mon., May 29All Facilities Closed: Memorial Day Weekend
 - Mon., June 5Summer Session I Begins
 - Mon., June 12.....Summer Session II Begins
 - Mon., June 19.....All Facilities Closed: Juneteenth Observed
 - Tue., July 4.....All Facilities Closed: Independence Day
 - Mon., July 10Summer Session III Begins
 - Thurs., Aug. 10.....End of Summer Session Classes
- Note: Summer session grades are due by 4 pm the Monday following the last day of class.

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

[Check dates»](#)

FALL SEMESTER 2023

- Tues., Aug. 15 – Wed., Aug. 16.....New Full-Time Faculty Orientation
- Thurs., Aug. 17.....College Convocation
- Fri., Aug. 18.....New Student Convocation
- Mon., Aug. 21.....Fall Semester Begins
- Sat., Sept. 2 – Mon., Sept. 4All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
- Mon., Sept. 25.....12-Week Fall Session Begins
- Mon., Oct. 16.....2nd 8-Week Fall Session Begins
- 5:00 pm Wed., Nov. 22 – Sun., Nov. 26All Facilities Closed: Thanksgiving Recess
- Thurs., Dec. 14.....Fall Semester Classes End
- Fri., Dec. 15.....Grading Day/Semester Ends
- Sat., Dec. 16.....Graduation
- Mon., Dec. 18.....Grades due by 4 pm
- 5:00 pm Thurs., Dec. 21 – Mon., Jan. 1.....All Facilities Closed: Winter Recess

SPRING SEMESTER 2024

- Tues., Jan. 2Offices Reopen
- Tues., Jan. 9 – Wed., Jan. 10.....New Full-Time Faculty Orientation
- Thurs., Jan. 11.....College Convocation
- Fri., Jan. 12.....New Student Convocation
- Mon., Jan. 15All Facilities Closed: Martin Luther King, Jr. Day
- Tues., Jan. 16Spring Semester Begins
- Mon., Feb. 19.....All Facilities Closed: Presidents' Day
- Tues., Feb. 20.....12-Week Spring Session Begins
- Mon., Mar. 11.....2nd 8-Week Spring Session Begins
- Mon., Mar. 25 – Sun., Mar. 31All Facilities Closed: Spring Recess
- Wed., May 15.....Spring Semester Classes End
- Thurs., May 16.....Grading Day/Semester Ends
- Fri., May 17.....High School Equivalency Graduation Ceremony
- Sat., May 18.....Graduation
- Mon., May 20.....Grades due by 4:00 pm
- Mon., May 27All 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 at elgin.edu for information regarding registration, financial aid, and payment.

8/18/15, 9/14/15, 7/19/16; 8/19/16; 6/29/17; 6/5/19; 7/15/21; 7/27/21; 9/2/21



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 attends ACCT Annual Congress Board awards faculty tenure	Board adopts course fees for next fiscal year	Board adopts tax levy Board conducts semi-annual self-evaluation	Board articulates budgetary considerations for next fiscal year Board adopts tuition for next fiscal year Board provides input regarding budget projections and considerations proposed for next fiscal year	Board attends ACCT Legislative Summit	Attorney reviews closed session minutes Board awards faculty tenure Board and College discuss budget considerations in preparation for budget adoption in June (Finance Committee)	Board seats student trustee Board re-organizes (in even years) Board plans state lobby events (ICCTA) Board prepares President's evaluation	Board presents and discusses President's evaluation with the President Board seats newly elected trustees and re-organizes (in odd years)	Board adopts next fiscal year's budget including auxiliary business unit operating parameters and transfers Board retreats and conducts semi-annual self-evaluation and goal setting
	College Activities	Departments review accomplishments from previous year	Finance begins fiscal auditing activities for previous fiscal year	TLSD & Finance recommend course fees for next fiscal year College summarizes performance on key indicators from previous year	Finance adopts comprehensive audit report for previous fiscal year Finance proposes tax levy and abatements TLSD drafts academic calendar for the fiscal year that follows the next 3 years	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) College makes tuition recommendation for next fiscal year	President sets goals for next fiscal year	Departments estimate budgets for next fiscal year based on proposed goals	Departments estimate budgets for next fiscal year based on proposed goals	Departments estimate budgets for next fiscal year based on proposed goals	Finance finalizes and places next fiscal year's annual budget on display	
Suggested Reports for Presentations <small>(for COTW or Board Meetings)</small>	Prevailing Wage Report (Finance)	Vendor Report	Grant Monitoring Report (Apr-Jun)	ICCB Program Review Report from previous fiscal year (TLSD)	Campus Crime Report (Clery Act)	Faculty Tenure Recommendations (TLSD)	Update on General Education Assessment (TLSD)	Performance Report/Effectiveness Indicators Update (Planning)	Course and lab fees (TLSD)	ECC Foundation Annual Report	Grant Monitoring Report (Jul-Sep)	ECC Foundation Annual Report	Annual Insurance Report (Finance) Community Report (Communications)
													Faculty Tenure Recommendations (TLSD) Grant Monitoring Report (Oct-Dec)
Goal and Budget Planning Period: College reviews department budget requests to prepare college budget for next fiscal year													
Goal and Budget Review Period: Departments review accomplishments from previous year													
Goal and Budget Planning Period: College reviews department budget requests to prepare college budget for next fiscal year													
Budget Discussions and Adjustments Period: College reviews department budget requests to prepare college budget for next fiscal year													
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¹ Committee of the Whole (COTW) and regular Board of Trustees meetings are not held in February and July. **Note:** The Board of Trustees Annual Planning Calendar contains major events and reports and is not meant to be comprehensive of all college-wide activities. Reports provided on a monthly basis include enrollment updates (e.g., headcounts, seats/hours, etc.) as part of the President's Report, the Illinois Community College Trustees Association Report, the ECC Foundation/Institutional Advancement Report, Personnel Report, Marketing and Communications Report, Report of Expenses, and Student Activities Report.

ICCTA MEETING AND CONVENTION SCHEDULE****Meetings, dates, and locations are subject to change******ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)**

September 8 – 9, 2023	Crowne Plaza, Springfield, IL
November 10 – 11, 2023	Chicago Marriott Schaumburg, Schaumburg, IL
February 2024 (Date TBD)	Board of Representatives Meeting in conjunction w/ACCT, Washington, DC
March 8 – 9, 2024	Kankakee Community College, Kankakee, IL
April/May 2024 (Date TBD)	Board of Representatives Meeting in conjunction with ICCTA Lobby Day

ICCTA ANNUAL CONVENTION:

June 7 - 8, 2024	The Westin Chicago Lombard, Lombard, IL
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ICCTA REGIONAL AND OTHER MEETINGS:

September 19, 2023	Northwest Region Meeting, Kishwaukee College, Malta, IL
November 30 – December 1, 2023	Illinois GLI, Heartland Community College, Normal, IL

ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ICCCP):

September 7 & 8, 2023	Crowne Plaza, Springfield, IL (ICCCP meetings and Annual Retreat)
November 10, 2023	Chicago Marriott Schaumburg, Schaumburg, IL
January 2024 (Date TBD)	Location TBD
March 7 – 8, 2024	Kankakee Community College, Kankakee, IL (Joint meeting & ICCCP meetings)
June 7, 2024	The Westin Chicago Lombard, Lombard, IL

ICCB MEETINGS:

September 15, 2023	Richland Community College, Decatur, IL
December 1, 2023	Harry L. Crisp II Community College Center, Springfield, IL
January 26, 2024	Harry L. Crisp II Community College Center, Springfield, IL
March 22, 2024	Joliet Junior College, Joliet, IL
June 7, 2024	The Westin Chicago Lombard, Lombard, IL – ICCTA Convention
July 2024	Subject to Call
September 20, 2024	John Wood Community College, Quincy, IL
December 6, 2024	Harry L. Crisp II Community College Center, Springfield, IL

IBHE MEETINGS:

November 15, 2023	TBD
January 10, 2024	TBD
March 13, 2024	TBD
June 19, 2024	TBD
August 14, 2024	TBD
November 13, 2024	TBD

ISAC MEETINGS:

September 21, 2023	Virtual or Chicago Site
December 7, 2023	Virtual or Chicago Site

ACCT/AACC EVENTS:

October 9 – 12, 2023	ACCT Leadership Congress, Aria Resort and Casino, Las Vegas, NV
February 4 – 7, 2024	ACCT National Legislative Summit (NLS), Marriott Marquis, Washington, DC

OTHER DATES/MEETINGS:

October 24 – 26 & November 7 – 9, 2023	Illinois General Assembly fall veto session
April 25, 2024	Phi Theta Kappa Banquet, Abraham Lincoln Hotel, Springfield, IL



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.



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

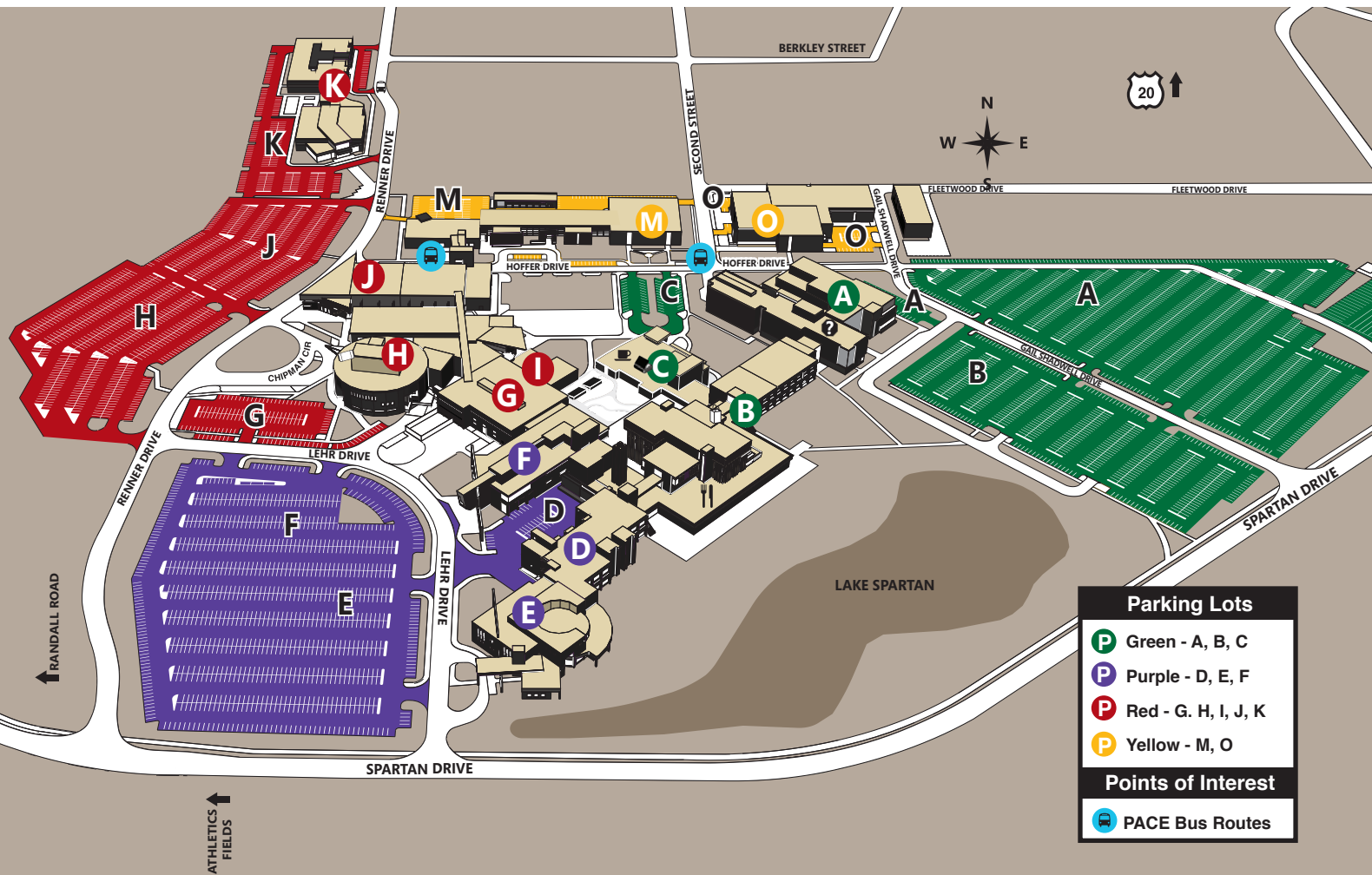
K BUILDING

- 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 (September)
- B. Treasurer (August)
- C. Student (August 24-September 21)

College reports/procedures presented under separate cover:

- D. Institutional Advancement and ECC Foundation (September)
- E. Community Engagement and Legislative Affairs (August, September)
- F. Dual Credit Program Report (October)
- G. Equity, Diversity, Inclusion (quarterly)

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

PERSONNEL REPORT

First Name	Last Name	Action Code	Department and Position	Effective Date	Wage	Position Class
Daysi	Borjon	NH	Custodian I	9/25/2023	\$15.43	7
Lisa	Gordey Encarnacion	NH	Customer Experience Coordinator	9/5/2023	\$26.00	13
Mary	Hauserman	NH	Event Coordinator II	10/2/2023	\$56,000.00	13
Jacqueline	Moss	NH	Temporary Director of Respiratory Care Program	9/18/2023	\$43.27	16
Monserrat	Rangel	NH	Custodian I	9/18/2023	\$15.43	7
Kassandra	Rangel	NH	Custodian I	9/25/2023	\$15.43	7
Christina	Smith	NH	Switchboard Operator	9/18/2023	\$15.43	8
Yetzemyany	Solis	NH	Student Accounts Assistant IV	9/11/2023	\$16.83	11
Vincent	Cascio	RH	Director of TRIO Student Support Services	9/18/2023	\$82,000.00	16
Omar	Dominguez	RST	Supervisor II of Custodial Services	9/10/2023	\$71,282.00	14
Jamie	Pang	RC	Associate Dean of Curriculum, Compliance and Spec Acad Init	7/25/2023	\$94,639.00	17
Joshua	Worsham	RC	Associate Dean of Academic Support Services	9/1/2023	\$90,106.00	17
Ginger	Bohlen	RES	Associate Professor I of Biology	8/1/2023		
Vincent	Carbonaro	DFP	Accounts Receivable Specialist III	8/24/2023		
Fawn	Clarke-Peterson	RES	Administrative Assistant III	9/15/2023		
Tessa	Dimarzio	RES	Administrative Assistant III	9/4/2023		
Thomas	Henderson	RES	Police Officer	10/1/2023		
Melina	Lopez	RES	Out-of-School Coordinator IV	9/29/2023		
Teresa	Menendez	RES	Employee Benefits Specialist IV	9/17/2023		
Julia	Perez	RES	Student Success Coach	9/22/2023		
Matthew	Rederer	RES	Instructor of Medical Imaging	6/16/2023		
Isidoro	Ruiz Cortes	RES	Groundskeeper III	8/30/2023		

Key
NH - New Hire
RH- Rehire
RST-Restructure, No Redesign
RC- Reclassification
PF- Part-time to Full-time
FP- Full-time to Part-time
CG- Change Employee Group
TRN- Transfer- New Grade/Group
TRS- Transfer - Same Grade/Group
RFI- Return from Interim Appt
RES- Resignation
DFP-Discharged for Performance
RET- Retirement
DEC- Deceased

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

HUMAN RESOURCES STAFFING REPORT

Daysi Borjon

Daysi Borjon joins Elgin Community College as a Custodian I. She comes to the College from RE/MAX Suburban, where she served as a Real Estate Personal Assistant. She has over 2 years of cleaning experience as a prior home cleaner.

Lisa Gordey Encarnacion

Lisa Gordey Encarnacion joins Elgin Community College as a Customer Experience Coordinator. Lisa earned her Bachelor's degree in Public Relations from Bradley University and a Master's degree in Communications from Indiana State University. She comes to the College from Bella Designs Media/ADI Registry Systems, where she served as a Communications Associate.

Mary Hauserman

Mary Hauserman joins Elgin Community College as an Event Coordinator II. Mary received an Associate's degree in Liberal Studies from Harper College and a Bachelor's degree in Interior Design from Ray College of Design. She comes to the College from Poplar Creek Public Library District, where she served as a Public Relations/Programming Coordinator.

Jacqueline Moss

Jacqueline Moss joins Elgin Community College as a Temporary Director of Respiratory Care Program. Jacqueline has earned her Masters of Education from North Central University. She comes to the College from Rock Valley College, where she served as a Coordinator for Respiratory Care for over 15 years. She was previously a Consultant for Respiratory Care for Elgin Community College.

Monserrat Rangel

Monserrat Rangel joins Elgin Community College as a Custodian I for our Burlington Campus. She comes to the College from Tower Hill Healthcare Center, where she served as a housekeeper.

Kassandra Rangel

Kassandra Rangel joins Elgin Community College as a Custodian I for our Burlington Campus. She comes to the College from Tower Hill Healthcare Center, where she served as a housekeeper.

Christina Smith

Christina Smith joins Elgin Community College as a Switchboard Operator. Christina earned her Bachelor's degree in Psychology from Northern Illinois University. She comes to the College from Founders Elementary School, where she served as a Teaching Assistant.

Yetzemany Solis

Yetzemany Solis joins Elgin Community College as a Student Accounts Assistant IV. Yetzemany earned her Bachelor's degree in Business Management and Finance from Judson University. She comes to the College from Salsa United FC, where she served as an Assistant Soccer Coach.

Vincent Cascio

Vincent Cascio joins Elgin Community College as a Director of TRIO Student Support Services. Vincent earned his Bachelor's degree in Counseling Psychology from Roosevelt University and a Master's degree in Counseling Psychology from Adler University. He comes to the College from Elmhurst University, where he served as the Associate Director of Student Equity and Inclusion. From 2015-2022, he was a Wellness Professional at Elgin Community College.

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

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of August 31, 2023

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Certificate of Deposit	11/30/2022	9/15/2023	4.622%	249,716.00	240,900.00	Bank 7, OK
Certificate of Deposit	12/7/2022	9/15/2023	4.500%	3,621,685.91	3,500,000.00	BMO Harris Bank National Association
Certificate of Deposit	12/15/2022	9/15/2023	4.734%	249,771.98	241,200.00	T Bank, National Association
Certificate of Deposit	10/1/2021	10/2/2023	0.120%	249,698.67	249,100.00	Financial Federal Bank, TN
Certificate of Deposit	9/30/2022	10/2/2023	4.130%	249,531.54	239,600.00	First National Bank, ME
Certificate of Deposit	4/7/2023	10/20/2023	4.966%	249,788.32	243,300.00	MainStreet Bank
Certificate of Deposit	4/7/2023	10/20/2023	4.908%	249,814.80	243,400.00	CedarStone Bank
Certificate of Deposit	5/2/2023	10/20/2023	4.843%	249,842.38	244,300.00	First State Bank and Trust Company, Inc.
Certificate of Deposit	6/6/2023	11/3/2023	5.221%	249,899.25	244,650.00	CrossFirst Bank
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	1/6/2023	1/8/2024	4.665%	249,825.94	238,650.00	Merrick Bank
Certificate of Deposit	1/17/2023	1/17/2024	4.693%	249,849.84	238,650.00	Western Alliance Bank
Certificate of Deposit	7/18/2023	4/5/2024	5.394%	249,812.84	240,500.00	Vast Bank, National Association
Certificate of Deposit	7/18/2023	4/5/2024	5.235%	249,796.73	240,750.00	Cornerstone Bank
Certificate of Deposit	7/18/2023	4/5/2024	5.195%	249,882.84	240,900.00	Crystal Lake Bank and Trust Company, National Association
Certificate of Deposit	7/18/2023	4/5/2024	5.195%	249,882.84	240,900.00	Beverly Bank & Trust Company, National Association
Certificate of Deposit	7/18/2023	4/5/2024	5.195%	249,882.84	240,900.00	Barrington Bank & Trust Company, National Association
Certificate of Deposit	7/20/2023	4/5/2024	5.231%	249,876.40	240,900.00	Southside Bank
Certificate of Deposit	7/20/2023	4/5/2024	5.314%	249,863.15	240,750.00	Third Coast Bank, SSB
Certificate of Deposit	7/20/2023	4/5/2024	5.230%	249,771.06	240,800.00	Truxton Trust Company
Certificate of Deposit	7/24/2023	4/5/2024	5.240%	249,857.22	241,000.00	Old Plank Trail Community Bank, National Association
Certificate of Deposit	7/24/2023	4/5/2024	5.240%	249,857.22	241,000.00	Town Bank, National Association
Certificate of Deposit	4/7/2023	4/8/2024	5.253%	249,747.49	237,250.00	First Internet Bank of Indiana
Certificate of Deposit	4/20/2023	4/22/2024	5.228%	249,860.47	237,350.00	ServisFirst Bank
Certificate of Deposit	5/1/2023	4/30/2024	4.940%	249,862.14	238,100.00	The First National Bank of McGregor
Certificate of Deposit	5/2/2023	5/2/2024	4.838%	249,860.67	238,300.00	Capital Community Bank
Certificate of Deposit	5/2/2023	5/2/2024	4.818%	249,812.92	238,300.00	The First State Bank of Healy
Certificate of Deposit	5/2/2023	5/2/2024	4.816%	249,859.37	238,350.00	American Plus Bank, N.A.
Certificate of Deposit	5/2/2023	5/2/2024	5.000%	249,775.08	237,850.00	Sentry Bank
Certificate of Deposit	1/6/2023	7/5/2024	4.513%	1,334,562.71	1,250,000.00	BAXTER
Certificate of Deposit	8/4/2023	7/12/2024	5.372%	249,751.32	237,750.00	Baxter Credit Union
Certificate of Deposit	8/10/2023	7/12/2024	5.312%	249,881.98	238,200.00	Preferred Bank
Certificate of Deposit	8/10/2023	7/12/2024	5.316%	249,754.49	238,100.00	SStar Bank
Certificate of Deposit	8/15/2023	7/12/2024	5.280%	249,797.19	238,350.00	DMB Community Bank
Certificate of Deposit	7/30/2021	7/30/2024	0.230%	248,804.59	247,100.00	Wisconsin River Bank
Certificate of Deposit	8/11/2023	8/12/2024	5.230%	249,884.11	237,400.00	Exchange Bank
Certificate of Deposit	8/17/2023	8/19/2024	5.200%	249,793.71	237,350.00	NexBank
Certificate of Deposit	8/17/2023	8/19/2024	5.391%	249,723.53	236,850.00	Zions Bancorporation, N.A.
Certificate of Deposit	8/17/2023	8/19/2024	5.211%	249,819.99	237,350.00	Global Bank
Certificate of Deposit	8/22/2023	8/22/2024	5.240%	249,874.08	237,400.00	CIBC Bank USA
Certificate of Deposit	8/22/2023	8/22/2024	5.248%	249,788.99	237,300.00	The Corner Stone Bank
Certificate of Deposit	8/29/2023	8/27/2024	5.368%	1,580,299.40	1,500,000.00	Western Alliance Bank
Certificate of Deposit	4/7/2023	10/7/2024	5.190%	249,697.38	231,500.00	First Priority Bank
Certificate of Deposit	5/2/2023	11/4/2024	4.793%	249,888.02	233,000.00	Schertz Bank & Trust
Certificate of Deposit	1/26/2023	1/27/2025	4.144%	249,874.33	230,700.00	Riverside Bank
Certificate of Deposit	8/29/2023	2/19/2025	5.130%	1,614,761.04	1,500,000.00	Western Alliance Bank
Certificate of Deposit	2/27/2023	2/27/2025	4.818%	249,848.66	227,450.00	PeopleFirst Bank
Certificate of Deposit	2/27/2023	2/27/2025	4.644%	249,641.20	228,400.00	Modern Bank, National Association
Certificate of Deposit	5/2/2023	5/2/2025	4.815%	249,724.77	227,350.00	EagleBank
Certificate of Deposit	8/15/2023	8/15/2025	4.942%	249,854.33	227,350.00	First Bank of Ohio
Certificate of Deposit	8/15/2023	8/15/2025	5.266%	249,857.44	225,550.00	Vibrant Credit Union
Certificate of Deposit	1/6/2023	1/6/2026	4.021%	249,876.80	222,100.00	KS StateBank
Certificate of Deposit	1/6/2023	1/6/2026	4.246%	249,854.00	221,600.00	Great Midwest Bank, S.S.B.
Certificate of Deposit	1/6/2023	1/6/2026	4.096%	249,867.50	222,500.00	Bank Hapoalim B.M.
Treasury Bills	12/1/2022	9/15/2023	4.588%	1,000,000.00	965,859.38	U.S. Treasury Note
Treasury Bills	12/16/2022	9/15/2023	4.606%	250,000.00	241,561.65	Federal Home Loan Discount
Treasury Bills	1/9/2023	9/15/2023	4.548%	250,000.00	242,685.55	U.S. Treasury Note
Treasury Bills	3/30/2021	9/29/2023	0.150%	249,000.00	249,000.00	Amer Natl Bank/Fox Cities
Treasury Bills	9/29/2022	9/30/2023	4.085%	750,000.00	722,021.48	U.S. Treasury Note
Treasury Bills	10/3/2022	9/30/2023	4.138%	500,000.00	481,308.59	U.S. Treasury Note
Treasury Bills	10/4/2022	9/30/2023	4.111%	500,000.00	481,484.38	U.S. Treasury Note
Treasury Bills	5/31/2023	9/30/2023	5.240%	1,000,000.00	983,632.81	U.S. Treasury Note
Treasury Bills	5/24/2023	10/5/2023	5.114%	3,500,000.00	3,435,499.47	Treasury Bill
Treasury Bills	6/26/2023	10/17/2023	5.194%	250,000.00	246,053.63	Treasury Bill
Treasury Bills	4/21/2023	10/19/2023	4.890%	250,000.00	244,097.39	Treasury Bill
Treasury Bills	6/7/2023	10/19/2023	5.258%	3,250,000.00	3,188,618.69	Treasury Bill
Treasury Bills	6/23/2023	10/23/2023	5.250%	3,561,417.81	3,500,000.00	ISDLAF+ Term Series IL
Treasury Bills	11/2/2021	10/31/2023	0.371%	1,000,000.00	1,000,078.13	U.S. Treasury Note
Treasury Bills	7/5/2023	10/31/2023	5.269%	1,750,000.00	1,720,768.78	Treasury Bill
Treasury Bills	6/26/2023	11/16/2023	5.153%	4,000,000.00	3,921,064.00	Treasury Bill
Treasury Bills	6/23/2023	11/20/2023	5.200%	766,027.40	750,000.00	ISDLAF+ Term Series IL
Treasury Bills	7/10/2023	11/30/2023	5.242%	2,750,000.00	2,694,660.99	Treasury Bill
Treasury Bills	7/19/2023	11/30/2023	5.248%	500,000.00	490,547.42	Treasury Bill
Treasury Bills	7/19/2023	12/7/2023	5.282%	5,500,000.00	5,390,309.83	Treasury Bill
Treasury Bills	12/13/2021	12/31/2023	0.570%	250,000.00	258,544.92	U.S. Treasury Note
Treasury Bills	12/22/2021	12/31/2023	0.549%	500,000.00	517,109.38	U.S. Treasury Note
Treasury Bills	1/11/2022	12/31/2023	0.740%	3,500,000.00	3,500,683.59	U.S. Treasury Note
Treasury Bills	7/19/2023	1/4/2024	5.314%	4,000,000.00	3,904,214.56	Treasury Bill
Treasury Bills	1/9/2023	1/15/2024	4.554%	1,000,000.00	956,484.38	U.S. Treasury Note
Treasury Bills	2/28/2023	2/26/2024	5.130%	750,000.00	713,110.13	Federal Home Loan Discount
Treasury Bills	2/23/2023	2/29/2024	4.945%	250,000.00	241,582.03	U.S. Treasury Note
Treasury Bills	3/26/2021	3/26/2024	0.301%	249,000.00	250,109.13	BMW Bank North America
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	10/3/2022	3/31/2024	4.120%	750,000.00	729,902.34	U.S. Treasury Note

ELGIN COMMUNITY COLLEGE DISTRICT 509

Investment Schedule

As of August 31, 2023

	Purchase Date	Maturity Date	Percentage Yield	Total Maturity Value	Cost	Bank
Treasury Bills	8/1/2023	4/5/2024	5.255%	2,000,000.00	1,930,132.89	Federal Home Loan Discount
Treasury Bills	10/6/2022	4/8/2024	4.100%	244,000.00	244,176.52	Morgan Stanley Bank
Treasury Bills	10/11/2022	4/11/2024	4.100%	249,000.00	249,361.97	Wells Fargo Bank
Treasury Bills	10/11/2022	4/11/2024	4.104%	244,000.00	244,512.57	Synovus Bank
Treasury Bills	4/14/2021	4/15/2024	0.250%	249,000.00	249,000.00	Goldman Sachs Bank USA
Treasury Bills	10/14/2022	4/15/2024	4.100%	249,000.00	249,181.30	First Carolina Bank
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	5/5/2023	5/3/2024	4.943%	238,000.00	238,242.03	Associated BK Green Bay
Treasury Bills	5/8/2023	5/7/2024	4.943%	237,000.00	237,241.65	Veritex Community Bank
Treasury Bills	5/4/2023	5/16/2024	4.950%	243,000.00	243,363.45	Charles Schwab Bank SSB
Treasury Bills	8/1/2023	5/31/2024	5.252%	2,000,000.00	1,915,065.78	Federal Home Loan Discount
Treasury Bills	7/1/2022	6/30/2024	2.840%	750,000.00	734,238.28	U.S. Treasury Note
Treasury Bills	8/16/2023	7/5/2024	5.270%	3,500,000.00	3,341,523.50	Federal Home Loan Discount
Treasury Bills	7/22/2021	7/15/2024	0.225%	1,742,000.00	1,749,757.34	U.S. Treasury Note
Treasury Bills	7/16/2021	7/16/2024	0.310%	249,000.00	249,297.65	Hanmi Bank
Treasury Bills	1/30/2023	7/30/2024	4.404%	249,000.00	249,526.95	First Savings Bank Jefferson, NV
Treasury Bills	8/5/2021	8/5/2024	0.401%	249,000.00	250,105.88	Toyota Financial SGS Bank
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	8/23/2023	8/21/2024	5.231%	250,000.00	237,442.53	Federal Home Loan Discount
Treasury Bills	2/28/2023	8/31/2024	4.929%	500,000.00	478,183.59	U.S. Treasury Note
Treasury Bills	10/5/2022	10/7/2024	4.155%	244,000.00	244,674.21	Capitol Bank
Treasury Bills	10/6/2022	10/7/2024	4.205%	244,000.00	244,672.00	Morgan Stanley Bank
Treasury Bills	10/7/2022	10/7/2024	4.160%	244,000.00	244,649.94	Tristate Capital Bank
Treasury Bills	10/7/2022	10/7/2024	4.155%	244,000.00	244,671.20	Synchrony Bank
Treasury Bills	10/10/2022	10/10/2024	4.206%	244,000.00	244,668.99	Discover Bank
Treasury Bills	11/2/2021	10/15/2024	0.647%	1,250,000.00	1,249,218.75	U.S. Treasury Note
Treasury Bills	10/15/2022	10/15/2024	4.120%	249,000.00	249,382.80	United Bankers 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
Treasury Bills	5/5/2023	11/5/2024	4.817%	243,000.00	243,289.78	Mercantile Bank
Treasury Bills	12/15/2021	12/15/2024	0.855%	250,000.00	251,074.22	U.S. Treasury Note
Treasury Bills	12/20/2021	12/15/2024	0.753%	500,000.00	503,632.81	U.S. Treasury Note
Treasury Bills	12/29/2021	12/30/2024	0.800%	249,000.00	249,369.60	UBS Bank USA
Treasury Bills	1/11/2023	1/13/2025	4.355%	244,000.00	244,671.38	City National Bank, Beverly Hills
Treasury Bills	1/13/2023	1/13/2025	4.326%	244,000.00	244,574.51	Signature Bank New York
Treasury Bills	1/18/2022	1/15/2025	1.070%	3,500,000.00	3,505,651.31	WI Treasury Note
Treasury Bills	1/9/2023	1/15/2025	4.138%	500,000.00	471,132.81	U.S. Treasury Note
Treasury Bills	1/18/2023	1/17/2025	4.327%	249,000.00	249,347.65	Southpoint Bank
Treasury Bills	1/20/2023	1/21/2025	4.305%	244,000.00	244,670.58	Manuf & Traders Trust Co.
Treasury Bills	1/5/2022	1/31/2025	0.910%	250,000.00	253,515.63	U.S. Treasury Note
Treasury Bills	1/10/2022	1/31/2025	1.042%	250,000.00	260,937.50	U.S. Treasury Note
Treasury Bills	2/7/2022	2/15/2025	1.398%	250,000.00	254,433.59	U.S. Treasury Note
Treasury Bills	8/16/2023	2/15/2025	5.029%	750,000.00	712,265.63	U.S. Treasury Note
Treasury Bills	8/18/2023	2/15/2025	5.054%	500,000.00	474,765.63	U.S. Treasury Note
Treasury Bills	8/25/2023	2/25/2025	5.046%	248,000.00	248,193.92	Cortrust Bank
Treasury Bills	8/23/2023	2/28/2025	5.072%	500,000.00	471,445.31	U.S. Treasury Note
Treasury Bills	8/30/2023	2/28/2025	5.032%	248,000.00	248,422.32	State Bank of Texas/Dallas
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	8/30/2023	8/15/2025	4.780%	1,250,000.00	1,185,742.19	U.S. Treasury Note
Treasury Bills	8/22/2023	8/22/2025	4.905%	248,000.00	248,683.09	Tab Bank Inc.
Treasury Bills	8/25/2023	8/25/2025	4.875%	248,000.00	248,590.36	Investar Bank NA
Treasury Bills	8/30/2023	8/29/2025	4.907%	243,000.00	243,654.36	Security Bank and Trust
Treasury Bills	8/30/2023	8/29/2025	4.878%	248,000.00	248,575.43	First Financial Bank
Treasury Bills	8/31/2023	8/29/2025	4.906%	248,000.00	248,680.02	Rivers Edge Bank
Treasury Bills	8/30/2023	9/2/2025	4.906%	243,000.00	243,662.41	Home Federal Savings Bank MN
Treasury Bills	1/11/2023	1/8/2026	4.017%	247,000.00	247,575.71	Popular Bank
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
Money Market Funds	8/31/2023	8/31/2023	5.119%	422.91	422.91	LIQ General Fund #10896-101
Money Market Funds	8/31/2023	8/31/2023	5.135%	10,520,316.96	10,520,316.96	MAX General Fund #10896-101
Money Market Funds	8/31/2023	8/31/2023	5.135%	199,021.66	199,021.66	MAX Chiller Replacement #10896-215
Money Market Funds	8/31/2023	8/31/2023	5.135%	813,134.18	813,134.18	MAX Campus Door Project #10896-217
Money Market Funds	8/31/2023	8/31/2023	1.000%	12,937,092.63	12,937,092.63	US Bank - IL Funds (01-00000-125000)
			3.72%	\$ 143,789,289.25	\$ 142,612,921.67	

*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 August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Property Taxes	40,411,000	19,908,981	49.27%	\$20,007,320	50.34%
Personal Property Replacement Tax	890,000	347,724	39.07%	332,152	44.29%
Illinois Community College Board	6,976,437	1,213,943	17.40%	1,398,053	21.94%
Student Tuition and Fees *	24,349,800	13,046,495	53.58%	12,192,287	50.34%
Payment Plan and Late Fees	150,000	59,895	39.93%	55,255	35.65%
Investment Income	725,000	1,103,654	152.23%	-13,898	(2.78)%
Miscellaneous External Revenue	803,458	39,955	4.79%	45,503	1.18%
Miscellaneous Internal Revenue	-	255	-	-	-
TOTAL REVENUES	74,305,695	35,720,902	48.07%	34,016,672	45.00%
EXPENDITURES BY OBJECT					
Salaries	47,937,373	\$7,301,574	15.23%	7,247,331	15.64%
Employee Benefits	10,128,699	1,366,761	13.49%	1,282,845	13.37%
Contractual Services	5,178,720	1,613,070	31.15%	876,849	21.41%
General Material & Supplies	5,078,885	990,467	19.50%	1,097,286	20.69%
Professional Development	719,561	73,922	10.27%	65,294	8.60%
Fixed Charges	250,326	4,750	1.90%	40,573	19.13%
Utilities	1,300	-	-	276	21.24%
Capital Outlay	2,229,679	434,204	19.47%	103,866	4.73%
Other	685,123	155,289	0.99%	210,942	17.69%
Waivers/Institutional Scholarships	275,000	20,235	7.36%	13,461	2.99%
TOTAL EXPENDITURES BY OBJECT	72,484,666	11,960,272	16.50%	10,938,723	15.57%
EXPENDITURES BY FUNCTION					
Instruction	34,309,532	5,127,246	14.88%	5,005,778	15.12%
Academic Support	10,596,020	1,802,674	17.01%	1,626,010	15.99%
Student Services	6,848,670	1,286,730	18.79%	1,319,721	19.32%
Public Services	631,533	79,911	12.65%	71,690	11.43%
Institutional Support	19,823,911	3,643,476	18.38%	2,902,064	15.35%
Institutional Waiver	275,000	20,235	7.36%	13,461	2.99%
TOTAL EXPENDITURES BY FUNCTION	72,484,666	11,960,272	16.50%	10,938,724	15.57%
Excess (deficiency) of revenues over expenditures	1,821,029	23,760,630	-	23,077,948	-
OTHER FINANCING SOURCES (USES)					
Transfer to Capital Projects Fund	-	-	-	-	-
Transfer to Student Life	(557,647)	(62,800)	11.26%	(128,698)	(25.81)%
Transfer to Athletics	(1,104,555)	(95,533)	8.65%	(88,078)	(9.61)%
Transfer to Early Childhood Lab School	(158,828)	-	-	-	-
Transfer to LLL Continuing Education	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(1,821,030)	(158,333)	-	(216,776)	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	23,602,297	-	22,861,174	-
Fund Balance at beginning of year	-	48,492,104	-	46,440,691	-
Fund Balance	\$ -	\$ 72,094,401	-	\$ 69,301,865	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
OPERATIONS AND MAINTENANCE FUND
For the Months Ending August 31, 2023**

	2024 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Aug. 31 2022 Actual	% of FY2023 Budget
REVENUES					
Local Government Services:					
Property Taxes	\$12,524,047	\$6,088,587	48.62%	\$5,968,579	48.64%
State Government Services:					
Other Local Government (Hanover Park)	183,100	-	-	-	-
Miscellaneous External Revenue	-	179	-	185	-
Miscellaneous Internal Revenue	10,000	947	9.47%	792	13.20%
Miscellaneous Internal Revenue (Security)	-	820	-	740	18.50%
Building Rental External Revenue (Net Comps)	198,663	58,396	29.39%	31,979	18.82%
TOTAL REVENUES	12,915,810	6,148,929	47.61%	6,002,275	47.86%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Salaries	4,918,340	598,439	12.17%	663,909	15.45%
Employee Benefits	1,111,187	121,493	10.93%	126,712	13.75%
Contractual Services	401,899	107,810	26.83%	159,081	11.02%
General Material & Supplies	857,900	72,903	8.50%	108,248	12.72%
Professional Development	13,200	626	4.74%	(68)	(0.76)%
Fixed Charges	822,500	20,000	2.43%	-	-
Utilities	2,878,100	442,091	15.36%	253,869	9.50%
Capital Outlay	723,000	152,900	21.15%	5,777	0.93%
Other	2,000	-	-	-	-
TOTAL INSTITUTIONAL SUPPORT	11,728,126	1,516,262	12.93%	1,317,529	11.63%
CAMPUS SAFETY AND SECURITY					
Salaries	668,095	100,813	15.09%	96,700	14.87%
Employee Benefits	359,285	49,289	13.72%	44,086	12.96%
Contractual Services	44,150	2,337	5.29%	1,938	3.67%
General Material & Supplies	90,330	6,192	6.85%	6,572	6.45%
Professional Development	13,825	773	5.59%	2,439	23.74%
Other	12,000	1,009	-	-	-
TOTAL CAMPUS SAFETY AND SECURITY	1,187,685	160,413	13.51%	151,735	12.55%
TOTAL EXPENDITURES BY OBJECT	12,915,811	1,676,676	12.98%	1,469,263	11.72%
EXPENDITURES BY FUNCTION					
Institutional Support	11,728,126	1,516,262	12.93%	1,317,529	11.63%
Campus Safety and Security	1,187,685	160,413	13.51%	151,735	12.55%
TOTAL EXPENDITURES BY FUNCTION	12,915,811	1,676,676	12.98%	1,469,263	11.72%
Excess (deficiency) of revenues over expenditures	-	4,472,253	-	4,533,012	-
OTHER FINANCING SOURCES (USES)					
Transfer to O&M Facility Rental	(137,125)	-	-	-	-
Transfer from Other Funds	137,125	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	4,472,253	-	4,533,012	-
Fund Balance at beginning of year	-	20,407,968	-	18,647,890	-
Fund Balance	-	\$24,880,221	-	\$23,180,902	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
CAPITAL PROJECT FUND
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Miscellaneous External Revenue	\$ -	\$ -	-	\$ -	-
TOTAL REVENUES	-	-	-	-	-
EXPENDITURES BY OBJECT					
Contractual Services	495,000	53,866	10.88%	118,844	13.25%
General Material & Supplies	-	-	-	-	-
Capital Outlay	11,250,000	118,778	1.06%	563,506	7.94%
TOTAL EXPENDITURES BY OBJECT	11,745,000	172,644	1.47%	682,350	8.53%
EXPENDITURES BY FUNCTION					
Institutional Support	11,745,000	172,644	1.47%	682,350	8.53%
TOTAL EXPENDITURES BY FUNCTION	11,745,000	172,644	1.47%	682,350	8.53%
Excess (deficiency) of revenues over expenditures	11,745,000	(172,644)	-	(682,350)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
Fund Balance Released from Reserved Fund Balance	11,745,000	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	11,745,000	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	-	(172,644)	-	(682,350)	-
Fund Balance at beginning of year	-	44,301,582	-	53,481,330	-
Fund Balance	\$ -	\$ 44,128,938	-	\$ 52,798,980	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
BOND AND INTEREST FUND
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Property Taxes	\$ 10,638,700	\$ 5,158,089	48.48%	\$ 5,319,839	50.14%
TOTAL REVENUES	<u>10,638,700</u>	<u>5,158,089</u>	<u>48.48%</u>	<u>5,319,839</u>	<u>50.14%</u>
EXPENDITURES BY OBJECT					
Fixed Charges	10,423,499	200	-	-	-
TOTAL EXPENDITURES BY OBJECT	<u>10,423,499</u>	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES BY FUNCTION					
Institutional Support	10,423,499	200	-	-	-
TOTAL EXPENDITURES BY FUNCTION	<u>10,423,499</u>	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>215,201</u>	<u>5,157,889</u>	<u>-</u>	<u>5,319,839</u>	<u>-</u>
Fund Balance at beginning of year	<u>-</u>	<u>4,581,495</u>	<u>-</u>	<u>4,534,356</u>	<u>-</u>
Fund Balance	<u>\$ 215,201</u>	<u>\$ 9,739,384</u>	<u>-</u>	<u>\$ 9,854,195</u>	<u>-</u>

**ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CONTINUING ED
For the Months Ending August 31, 2023**

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 447,700	110,982	24.79%	\$ 107,579	45.20%
TOTAL REVENUES	447,700	110,982	24.79%	107,579	45.20%
OPERATING EXPENSES					
Salaries	150,441	38,737	25.75%	15,478	13.16%
Employee Benefits	22,855	4,165	18.22%	76	0.39%
Contractual Services	64,000	10,153	15.86%	3,802	3.09%
General Material & Supplies	45,500	16,823	36.97%	54	0.11%
Professional Development	2,500	-	-	-	-
Other	6,000	-	-	-	-
TOTAL OPERATING EXPENSES	291,296	69,878	23.99%	19,410	6.21%
Excess (deficiency) of revenues over expenditures	156,404	41,104	-	88,169	-
OTHER FINANCING SOURCES (USES)					
Transfers from Education Funds	-	-	-	-	-
Transfers from Corporate Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	156,404	41,104	-	88,169	-
Retained Earnings at beginning of the year	-	(1,948)	-	(17,350)	-
Retained Earnings	\$ 156,404	\$ 39,156	-	\$ 70,819	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, CORPORATE TRAINING
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 256,000	\$ 19,520	7.63%	\$ 700	0.25%
TOTAL REVENUES	256,000	19,520	7.63%	700	0.25%
OPERATING EXPENSES					
Salaries	99,539	7,726	7.76%	401	0.53%
Employee Benefits	7,493	2,255	30.10%	9	0.04%
Contractual Services	60,000	7,315	12.19%	-	-
General Material & Supplies	15,500	890	5.74%	-	-
Professional Development	6,000	-	-	-	-
Other	3,000	-	-	-	-
TOTAL OPERATING EXPENSES	191,532	18,186	9.65%	410	0.34%
Excess (deficiency) of revenues over expenditures	64,468	1,334	-	290	-
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	64,468	1,334	-	290	-
Retained Earnings at beginning of the year	-	(75,264)	-	14,096	-
Retained Earnings	\$ 64,468	\$ (73,930)	-	\$ 14,386	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, BOOKSTORE
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 2,265,421	\$ 959,652	42.36%	\$ 873,755	39.69%
Miscellaneous Internal Revenue	88,257	12,716	14.41%	12,781	14.74%
TOTAL REVENUES	2,353,678	972,367	41.31%	886,536	38.74%
OPERATING EXPENSES					
Salaries	318,811	30,238	9.48%	35,362	11.48%
Employee Benefits	74,068	6,148	8.30%	6,124	8.51%
Contractual Services	51,000	18,977	37.21%	23,852	54.17%
General Material & Supplies	1,877,899	1,047,145	55.76%	871,589	48.42%
Professional Development	1,400	-	-	-	-
Other	30,500	21	0.07%	112	0.36%
TOTAL OPERATING EXPENSES	2,353,678	1,102,529	46.84%	937,038	41.54%
Excess (deficiency) of revenues over expenditures	-	(130,162)	-	(50,502)	-
OTHER FINANCING SOURCES (USES)					
Transfers to Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(130,162)	-	(50,502)	-
Retained Earnings at beginning of the year	-	379,870	-	379,870	-
Retained Earnings	\$ -	\$ 249,708	-	\$ 329,368	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, EARLY CHILDHOOD LAB SCHOOL
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 499,000	\$ 63,069	12.64%	\$ 55,495	12.97%
TOTAL REVENUES	499,000	63,069	12.64%	55,495	12.97%
OPERATING EXPENSES					
Salaries	458,059	59,102	12.90%	65,531	14.02%
Employee Benefits	115,829	13,536	11.69%	13,207	15.86%
Contractual Services	3,465	190	5.48%	1,038	19.57%
General Material & Supplies	80,475	6,315	7.85%	8,210	13.40%
Professional Development	-	-	-	-	-
Other	-	-	-	-	-
TOTAL OPERATING EXPENSES	657,828	79,143	12.03%	87,986	14.14%
Excess (deficiency) of revenues over expenditures	(158,828)	(16,074)	46.50%	(32,490)	16.71%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	158,828	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	158,828	-	-	-	-
Net Income (Loss)	-	(16,074)	-	(32,490)	-
Retained Earnings at beginning of the year	-	-	-	-	-
Retained Earnings	\$ -	\$ (16,074)	-	\$ (32,490)	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, FOOD SERVICES
For the Months Ending August 31, 2023**

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ 688,366	\$ 71,426	10.38%	\$ 29,763	4.43%
Miscellaneous Internal Revenue	188,127	26,423	14.05%	37,730	16.70%
TOTAL REVENUES	876,493	97,849	11.16%	67,493	7.51%
OPERATING EXPENSES					
Salaries	400,115	42,347	10.58%	43,063	13.14%
Employee Benefits	59,711	6,094	10.21%	7,194	16.76%
Contractual Services	17,000	2,071	12.18%	4,023	27.77%
General Material & Supplies	382,425	62,931	16.46%	46,590	12.22%
Professional Development	200	-	-	-	-
Capital Outlay	17,000	-	-	-	-
Other	42	-	-	4	17.36%
TOTAL OPERATING EXPENSES	876,493	113,443	12.94%	100,874	13.16%
Excess (deficiency) of revenues over expenditures	-	(15,594)	-	(33,381)	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	-	(15,594)	-	(33,381)	-
Retained Earnings at beginning of the year	-	110,563	-	(21,210)	-
Retained Earnings	\$ -	\$ 94,969	-	\$ (54,591)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, VISUAL AND PERFORMING ARTS CENTER
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$628,215	\$48,714	7.75%	\$59,221	9.90%
Miscellaneous Internal Revenue	243,774	39,362	16.15%	33,499	15.71%
TOTAL REVENUES	871,989	88,076	10.10%	92,720	11.43%
OPERATING EXPENSES					
Salaries	271,972	23,269	8.56%	23,991	11.27%
Employee Benefits	27,105	2,733	10.08%	2,223	15.88%
Contractual Services	332,925	148,746	44.68%	54,712	16.20%
General Material & Supplies	124,546	24,552	19.71%	6,961	5.43%
Professional Development	16,000	1,352	8.45%	198	1.12%
Capital Outlay	94,440	6,681	7.07%	28,888	41.17%
Fixed Charges	5,000	-	-	-	-
TOTAL OPERATING EXPENSES	871,989	207,332	23.78%	116,973	14.89%
Excess (deficiency) of revenues over expenditures	-	(119,256)	-	(24,253)	-
OTHER FINANCING SOURCES (USES)					
Net Income (Loss)	-	(119,256)	-	(24,253)	-
Retained Earnings at beginning of the year	-	1,143,290	-	1,131,223	-
Retained Earnings	\$ -	\$1,024,034	-	\$1,106,970	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, PRODUCTION SERVICES
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$2,600	\$1,897	72.97%	\$1,531	76.56%
Miscellaneous Internal Revenue	467,600	22,107	4.73%	76,973	21.27%
TOTAL REVENUES	470,200	24,004	5.11%	78,504	21.58%
OPERATING EXPENSES					
Salaries	150,228	22,536	15.00%	23,951	16.27%
Employee Benefits	22,833	6,624	29.01%	6,530	14.88%
Contractual Services	20,100	6,345	31.57%	-	-
General Material & Supplies	61,513	11,409	18.55%	7,147	12.34%
Professional Development	550	-	-	-	-
Other	1,487	-	-	-	-
Depreciation	8,375	-	-	-	-
Fixed Charges	93,000	8,493	9.13%	7,915	8.71%
TOTAL OPERATING EXPENSES	358,086	55,408	15.47%	45,542	12.52%
Excess (deficiency) of revenues over expenditures	112,114	(31,404)	-	32,962	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Net Income (Loss)	112,114	(31,404)	-	32,962	-
Retained Earnings at beginning of the year	-	228,841	-	70,791	-
Retained Earnings	\$ 112,114	\$ 197,437	-	\$ 103,753	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, STUDENT LIFE
For the Months Ending August 31, 2023**

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ -	-	\$ -	-
TOTAL REVENUES	-	-	-	-	-
OPERATING EXPENSES					
Salaries	399,349	48,437	12.13%	50,985	15.04%
Employee Benefits	90,593	11,395	12.58%	13,362	14.97%
Contractual Services	9,000	-	-	1,100	17.00%
General Material & Supplies	36,705	2,231	6.08%	28,073	49.34%
Professional Development	22,000	737	3.35%	747	11.66%
Capital Outlay	-	-	-	37,030	-
TOTAL OPERATING EXPENSES	557,647	62,800	11.26%	131,297	26.33%
Excess (deficiency) of revenues over expenditures	(557,647)	(62,800)	11.26%	(131,297)	26.33%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	557,647	62,800	11.26%	128,698	25.81%
TOTAL OTHER FINANCING SOURCES (USES)	557,647	62,800	11.26%	128,698	25.81%
Net Income (Loss)	-	-	-	(2,599)	-
Retained Earnings at beginning of the year	-	66,323	-	(66,323)	-
Retained Earnings	\$ -	\$ 66,323	-	\$ (68,922)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUXILIARY SERVICES FUND, INTERCOLLEGIATE ATHLETICS
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
OPERATING REVENUES					
Miscellaneous Revenue	\$ -	\$ 575	-	\$ 1,075	-
TOTAL REVENUES	-	575	-	1,075	-
OPERATING EXPENSES					
Salaries	500,343	49,928	9.98%	59,528	12.64%
Employee Benefits	52,212	12,587	24.11%	11,806	18.68%
Contractual Services	117,000	8,417	7.19%	9,445	14.22%
General Material & Supplies	132,000	22,301	16.89%	5,579	5.44%
Professional Development	278,000	2,875	1.03%	3,530	1.86%
Fixed Charges	20,000	-	-	-	-
Capital Outlay	5,000	-	-	-	-
TOTAL OPERATING EXPENSES	1,104,555	96,108	8.70%	89,887	9.76%
Excess (deficiency) of revenues over expenditures	(1,104,555)	(95,533)	8.65%	(88,812)	9.64%
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	1,104,555	95,533	8.65%	88,078	9.61%
TOTAL OTHER FINANCING SOURCES (USES)	1,104,555	95,533	8.65%	88,078	9.61%
Net Income (Loss)	-	-	-	(734)	-
Retained Earnings at beginning of the year	-	974	-	(2,103)	-
Retained Earnings	\$ -	\$ 974	-	\$ (2,837)	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
WORKING CASH
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Interest	\$ 75,000	\$ 7,411	9.88%	\$ 4,687	11.72%
TOTAL REVENUES	75,000	7,411	9.88%	4,687	11.72%
EXPENDITURES BY OBJECT					
General Material & Supplies	-	-	-	-	-
TOTAL EXPENDITURES BY OBJECT	-	-	-	-	-
EXPENDITURES BY FUNCTION					
Institutional Support	-	-	-	-	-
TOTAL EXPENDITURES BY FUNCTION	-	-	-	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	75,000	7,411	-	4,687	-
Fund Balance at beginning of year	-	4,806,192	-	4,771,949	-
Fund Balance	\$ 75,000	\$ 4,813,603	-	\$ 4,776,636	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
AUDIT FUND
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Property Taxes	\$ 125,000	\$ 56,458	45.17%	\$ 49,199	29.15%
TOTAL REVENUES	125,000	56,458	45.17%	49,199	29.15%
EXPENDITURES BY OBJECT					
Salaries	-	15,880	-	-	-
Contractual Services	90,840	-	-	-	-
General Material & Supplies	-	4	-	-	-
TOTAL EXPENDITURES BY OBJECT	90,840	15,884	17.49%	-	-
EXPENDITURES BY FUNCTION					
Institutional Support	90,840	15,884	17.49%	-	-
TOTAL EXPENDITURES BY FUNCTION	90,840	15,884	17.49%	-	-
Excess (deficiency) of revenues over expenditures and other sources (uses)	34,160	40,575	-	49,199	-
Fund Balance at beginning of year	-	138,538	-	165,890	-
Fund Balance	\$ 34,160	\$ 179,112	-	\$ 215,088	-

**ELGIN COMMUNITY COLLEGE DISTRICT 509
LIABILITY, PROTECTION & SETTLEMENT SUBFUND
For the Months Ending August 31, 2023**

	2024 Budget	Fiscal Year Actual	% Actual to Budget	Prior Yr Aug. 31 2022 Actual	% of FY2023 Budget
REVENUES					
Local Government Services:					
Property Taxes	\$ 1,405,000	\$ 542,331	38.60%	\$ 395,737	39.38%
TOTAL REVENUES	1,405,000	542,331	38.60%	395,737	39.38%
EXPENDITURES BY OBJECT					
INSTITUTIONAL SUPPORT					
Contractual Services	45,000	7,067	15.71%	-	-
Fixed Charges	1,200,000	70,427	5.87%	72,248	7.22%
TOTAL INSTITUTIONAL SUPPORT	1,245,000	77,494	6.22%	72,248	6.91%
CAMPUS SAFETY AND SECURITY					
Salaries	645,919	100,340	15.53%	96,630	15.35%
TOTAL CAMPUS SAFETY & SECURITY	645,919	100,340	15.53%	96,630	15.35%
TOTAL EXPENDITURES BY OBJECT	1,890,919	177,834	9.40%	168,878	10.09%
EXPENDITURES BY FUNCTION					
Institutional Support	1,245,000	77,494	6.22%	72,248	6.91%
Campus Safety and Security	645,919	100,340	15.53%	96,630	15.35%
TOTAL EXPENDITURES BY FUNCTION	1,890,919	177,834	9.40%	168,878	10.09%
Excess (deficiency) of revenues over expenditures other sources (uses)	(485,919)	364,497	-	226,859	-
Fund Balance Released from Reserved Fund Balance	485,919	-	-	-	-
Fund Balance at beginning of year	-	2,301,904	-	2,901,450	-
Fund Balance	\$ -	\$ 2,666,401	-	\$ 3,128,309	-

ELGIN COMMUNITY COLLEGE DISTRICT 509
INTERNAL SERVICE FUND
For the Months Ending August 31, 2023

	2024	Fiscal Year	% Actual	Prior Yr	% of
	Budget	Actual	to Budget	Aug. 31 2022	FY2023
				Actual	Budget
REVENUES					
Benefit Charges	\$ 12,827,450	\$ 1,704,569	13.29%	\$ 1,627,091	13.32%
TOTAL REVENUES	12,827,450	1,704,569	13.29%	1,627,091	13.32%
EXPENDITURES BY OBJECT					
Employee Benefits	12,827,450	1,196,804	9.33%	1,203,653	9.85%
TOTAL EXPENDITURES BY OBJECT	12,827,450	1,196,804	9.33%	1,203,653	9.85%
EXPENDITURES BY FUNCTION					
Institutional Support	12,827,450	1,196,804	9.33%	1,203,653	9.85%
TOTAL EXPENDITURES BY FUNCTION	12,827,450	1,196,804	9.33%	1,203,653	9.85%
Excess (deficiency) of revenues over expenditures	-	507,765	-	423,438	-
OTHER FINANCING SOURCES (USES)					
Transfers from Other Funds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
Excess (deficiency) of revenues over expenditures other sources (uses)	-	507,765	-	423,438	-
Fund Balance at beginning of year	-	(19,565,117)	-	(21,456,128)	-
Fund Balance	\$ -	\$ (19,057,352)	-	\$ (21,032,691)	-

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.*

August-September 2023

August 24th through September 21st, 2023

Welcome Weeks (August 22nd - September 6th)

The ECC Student Life Department hosted three weeks of events for students to take part in. Each event was designed to engage students in fun activities so that everyone feels welcome and excited for the semester to come. Each day is described in detail below.

Thirsty Thursday (August 24th)

The third event of Welcome Weeks was full of music and coffee. John Rush, who is known as the “Human Spotify” played live for those in attendance in the Jobe Lounge while students enjoyed some coffee from Dapper Brews. John is the “Human Spotify” because he brings 2 request books and gives them to the audience. The audience then writes their requests on sticky notes and John picks the next song by letting the audience vote on the requests. This really gets the audience involved, and makes the show fun and interactive.

450 attendees, 314 coffee served from Dapper Brew

Tunes Tuesday (August 29th)

Tunes Tuesday took place on Tuesday, August 29th featuring Midwest Dueling Pianos to give students a memorable music experience while enjoying snacks in the Jobe Lounge.

300 attendees

Clubchella & Food Truck Day (August 30th)

The annual fall club recruiting event known as Clubchella took place on the B walkway from 11am to 1:30pm. New and returning students were able to meet all of the clubs and organizations at ECC and learn how to get involved. Alongside the event was also Food Truck Day featuring 4 local food trucks: Smash'D Burgers and Fries, Mario's Cart, Mamalicious Jerk n' Curry, and Hello Boba. Students, faculty, staff, and the ECC community enjoyed their lunch from the food trucks while listening to music provided by Intune DJ Entertainment.

700 attendees



Trivia Thursday (August 31st)

The penultimate event of Welcome Weeks was Trivia Thursday, which took place from 5pm-7pm in the Jobe Lounge. Teams of up to four people competed to show off their trivia knowledge, and to win a \$100 gift card. The winning team was ECC Sensation! KCT Credit Union also sponsored two gift cards to the ECC Bookstore which were raffled off during the event.

70 attendees

SCOOPS (September 6th)

What better way to end Welcome Weeks than free ice cream! Students were able to meet and connect with the Student Life staff and Student Success Coaches to see how getting involved on campus can make a difference in students' experience here at ECC. Students were able to visit with each Student Life staff while getting toppings for their ice cream.

290 attendees

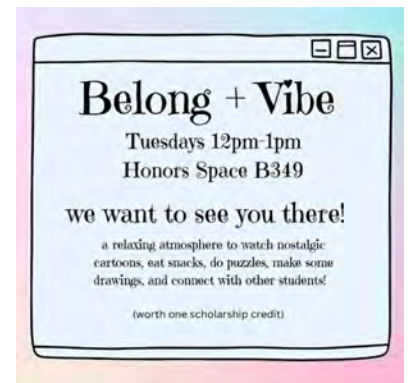


Organization of Latin American Students Panda Express Fundraiser (September 5th)

OLAS held their first fundraiser of the semester at Panda Express in South Elgin on Tuesday September 5th from 10:30am to 9:00pm.

Honors in Action Belong & Vibe (September 5th)

Phi Theta Kappa's Honors in Action (HIA) initiative started a Belong & Vibe event on Tuesday, September 5th from 11am to 1:30pm in the honors space (B349). Honors in Action research topic this semester is Belonging, and what it means to belong. Every Tuesday HIA will host this event so that any student can relax, watch nostalgic cartoons, eat snacks, do puzzles and connect with other students to create a sense of belonging.



Phi Theta Kappa Congo River Mini Golf (September 9th)

Phi Theta Kappa (PTK) held their first fellowship event at Congo River Mini Golf in Hoffman Estates on Saturday September 9th from 5pm to 9:30pm. Students were able to enjoy a night out playing some mini golf and interacting with each other while also earning a fellowship credit which counts towards graduating from the honors program. **20 attendees**

MyECC Pop Up Event (September 12th)

Student Life hosted the first MyECC Pop Up Event of the semester on Tuesday, September 12th in the Building A Lobby from 10:30am to 12:30pm in collaboration with Phi Theta Kappa as the honor society's college project. The event was to help promote the new MyECC Experience App and to help answer any questions relating to its features. **179 visitors**

Organization of Latin American Students Churros Fundraiser (September 12th)

OLAS held their second fundraiser of the semester in the Building B Hallway on Tuesday, September 12th from 10am to 2pm. They sold Chocolate, Strawberry, and Vanilla churros from Churros y Chocolate as well as some hot chocolate.



Phi Theta Kappa Panera Bread Fundraiser (September 18th)

Phi Theta Kappa held an all day Fundraiser at Panera Bread in South Elgin on Monday, September 18th. Twenty percent of sales will benefit Phi Theta Kappa and students were also able to receive a fundraising credit.

Power, Passion, & Policy: Women in Politics Panel (September 19th)

The Women in Politics Panel took place on Tuesday, September 19th from 11am to 12:15pm in the Job Lounge in commemoration of Constitution Day and National Voter Registration Day. All women legislators representing District 509 were invited to take part in the discussion. The panel consisted of Sens. Cristina Castro, Linda Holmes, Laura Murphy, and Reps. Maura Hirachauer, Ana Moeller, Michelle Mussman, and Suzanne Ness. These influential women talked about what led to their interest in politics, challenges or barriers that women in politics face, some policy interests, and some encouraging words of wisdom for the next generation of leaders. The panel was led by Professor of Political Science, Latasha DeHaan, and after the original discussion, attendees had the opportunity to ask some of their own questions to the panelists. The event was sponsored by Student Life, Student Government, and the Center for Civic Engagement. **75 attendees**



Student Networking with Representative Nabeela Syed (September 19th)

The second part of Women in Politics was a student-led event with Rep. Nabeela Syed in the Heritage Room (B180) from 12:30pm to 1:45pm. Students were able to meet and have lunch with Rep. Syed, the youngest member of the Illinois General Assembly. Nabeela shared her story about the events that took place in 2016 while she was still in high school that led her to take interest in politics, especially as a Muslim woman, and gave some important advice to students on how to develop their own leadership skills. Those who registered had the exclusive experience to network with such an influential woman legislator. **35 attendees**



Organization of Latin American Students La Michoacana Fundraiser (September 19th)

OLAS held their third fundraiser of the month at La Michoacana Premium in Elgin on Tuesday, September 19th, from 8am to 10pm. La Michoacana Premium is a Michoacán-style ice cream shop with lots of delicious flavors.

Phi Theta Kappa Field Day (September 20th)

Phi Theta Kappa held a field day on Wednesday, September 20th from 12:30pm to 3:30pm in the Jobe Lounge due to rain. There were some fun games to play such as spike ball and volleyball. Those that attended were provided some treats as well as half a fellowship credit.



Engineering Tech Club Lemonade Stand (September 20th)

Engineering Tech Club (ETC) hosted a lemonade stand on Wednesday, September 20th from 12:30pm to 3:30pm at the Lakeside Area. Students were able to enjoy a refreshing cup of lemonade while receiving information on how to get involved with Engineering Tech Club's projects and events.

Art and Design Club Donuts and Coffee Fundraiser (September 20th)

Art and Design Club (ADC) held a fundraiser in the B Hallway on Wednesday, September 20th from 11am to 2pm. They sold donuts and coffee from Douangchay's Kitchen, and tea from Steep N' Clay. Their proceeds will go towards their upcoming field trip.

Suicide Prevention Month: An Introduction to Suicide Prevention (September 20th)

A suicide prevention talk took place on Wednesday, September 20th in the Community Room (B181) from 12pm to 1pm. This talk helped students learn more about the leading cause of death, the warning signs, risk factors and the strategies to help prevent suicide. The event was sponsored by ECC Wellness Services, Student Life, and American Foundation for Suicide Prevention (AFSP). **32 attendees**



Building Konnections: Ice Cream Bars (September 20th)

Student Life's newest initiative is to set up information tables in Building K to connect students to the services and resources available across campus. On Wednesday, September 20 Student Life gave out over 250 ice cream bars to curious students in Building K. They will host several events and info tables each semester.

275 attendees

Students Who Are Not Silent Karaoke Night (September 20th)

Students Who Are Not Silent (SWANS) hosted a Karaoke Night on Wednesday, September 20th, from 6pm to 8:30pm. Those in attendance were able to sing or listen to some fun songs while enjoying some snacks and drinks.

First Year Programs: Pizza and Pottery (September 21st)

First Year Programs held its first new student mixer of the year on Thursday, September 21. New students had a chance to meet their peers, paint pottery and enjoy pizza.

48 attendees

ECC Observer

The Elgin Community College newspaper (The Observer) which is made up of students who write articles in the online newspaper about current events and activities around campus are in their second season of the Eye of the Observer podcast. Stay tuned and keep your ears open for new episodes of the podcast.



Legal Clinic (September 13th)

Have legal questions you want answered? Need help preparing for court? Want to learn more about the legal profession? Visit an attorney for free in Student Life, B173, from 5pm to 7pm.



HIV Testing (September 13th)

Break the stigma. Raise awareness. Get tested. Get tested on select Wednesdays and Thursdays from 11:00 am-2:00 pm, in F121.

GENERAL CLUB MEETINGS

Most clubs have meetings every week, every other week, or once a month. Check the MyECC Engagement to learn more information about each club and the list of their meetings and events.

MYECC EXPERIENCE MOBILE APP

MyECC Experience is Elgin Community College’s official app. Connect to all things ECC anytime, anywhere! This app is designed to enrich your ECC education and provide you with a personalized experience that provides access to student activities, events, and resources you use most often.



Download the new MyECC mobile app!



If you have any questions, please contact
StudentTrusteeKolbusz@elgin.edu

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 (September)
- B. Treasurer (August)
- C. Student (August 24-September 21)

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 (September)
- E. Community Engagement and Legislative Affairs (August, September)
- F. Dual Credit Program Report (October)
- G. Equity, Diversity, Inclusion (quarterly)



Dr. David Sam, President

Background

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

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

**MINUTES OF REGULAR BOARD MEETING
SEPTEMBER 12, 2023**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the regular board meeting held September 12, 2023.



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
SEPTEMBER 12, 2023**

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, September 12, 2023, in Building E, Room E100.01.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:51 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Nowak, Dr. Ollayos, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee Mr. Kolbusz.

Trustees absent: None

ECC staff: Dr. Sam, President; Dr. Heinrich, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; Dr. Garber, VP, Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel; and Ms. Kerruish, Recorder; ECC staff and visitors.

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. . . .
- E. To discuss the purchase or lease of real property...discussing whether a particular parcel should be acquired. . . .

all pursuant to Chapter 5 of the *Illinois Compiled Statutes* Sections 120/2 (c) (21, 1, 11, 2 and 5 respectively).

Motion: Trustee Rakow moved to recess to closed session.

Second: Trustee Parks seconded the motion.

Roll-Call Vote: Aye, 7: Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Student Trustee Kolbusz, aye; motion carried at 5:53 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:23 p.m. The board reconvened in open session at 6:32 p.m. in E125, Seigle Auditorium.

MINUTES OF REGULAR MEETING OF
SEPTEMBER 12, 2023

4. Preliminary Matters

A. Roll Call

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Nowak, Dr. Ollayos, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee Mr. Kolbusz.

Trustees absent: None

ECC staff: Dr. Sam, President; Dr. Heinrich, VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; Dr. Garber, VP, Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel; and Ms. Kerruish, Recorder; ECC staff and visitors.

B. Consideration of and Possible Actions on Any Requests for a Board Member's Electronic Participation in Meeting.

No considerations necessary at this meeting, as all trustees are in attendance.

C. Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Rodriguez.

Chair Redmer asked for a moment of silence to acknowledge the tragedy of 9/11; 22 years ago.

D. Board Purpose

Trustee Arroyo read the Board Purpose.

5. President's Report

- Dr. Sam acknowledged Lori Clark, ECCFA president and Anitra King, SSECCA president in the audience.
- Enrollment report: Fall enrollment is up 8% from last year with 9,616 students. We have 1,231 high school students enrolled. Students enrolled in transfer programs has increased 3% and students enrolled in career/certificate areas has increased 25%. New student enrollment is up 13% and ESL is up 32%.
- The custodial services contract for buildings K, M, O, Hanover Park and Burlington will expire at the end of this month. At this time, we will not be renewing it, as we have been able to hire additional custodians. Should a need arise in the future, it will be addressed.
- ECC's job fair will be held on September 28 1 p.m.-4 p.m. in Building E.
- ECC's Marketing & Communications department has won 13 awards through the National Council for Marketing & Public Relations (NCMPR).
- Mr. Tim Whitney, Director of Corporate & Community Education, was spotlighted.
- Ms. Carissa Miller, Assistant Professor I in English, was also spotlighted.
- Reminder: The Annual Retiree Luncheon will be held September 21 in the Building E Dining Room.

6. Audience Wishing to Address the Board

The following audience member addressed the Board:

- Lori Clark, ECCFA president, offered comments on Labor Day and the ILGW Union.

MINUTES OF REGULAR MEETING OF
SEPTEMBER 12, 2023

- Jessica Carpenter, Professor II of Psychology, offered comments on the new mascot design and provided data from students.
- Anitra King, SECCA president, offered comments on the library hours.

7. Board Reports

A. Committee of the Whole

Trustee Arroyo provided an overview of the Committee of the Whole meeting held Monday, September 11, 2023. The following presentations were provided: Mascot by Dr. Toya Webb; Sabbatical Report by Professor Jessica Carpenter; Achieving the Dream Community Vibrancy by Dr. Phil Garber. An update on the Manufacturing Center was provided by DLA and Lamp, Inc. Board Actions and items on the September 12, 2023 agenda were discussed. Minutes of the Committee of the Whole meeting will be available on the website once they are approved.

B. Illinois Community College Trustee Association (ICCTA)

Trustee Ollayos reported the following: The September 8-9 meeting was held in Springfield, IL. Roundtable topics included *Engaging the Community On and Off Campus* and *Mental Health Services for Students and Staff*. The seminar addressed Dual Credit and Dual Enrollment. Security / Data was discussed at the committee meeting. Dr. Redmer added an update on the House Bills Veto Session. Also, there are issues with Tier 2 funding that will need to be addressed and information regarding student loan forgiveness was provided.

C. Association of Community College Trustees (ACCT)

Trustee Ollayos indicated that ECC's presentation on predictive analytics is scheduled at 9:15 a.m. on Wednesday, October 11. She will also participate with the Governance & Bylaws Committee, as well as the Advisory Committee.

D. Legislative

Trustee Rakow reported the following: August 21, Trustees Redmer and Rodriguez, Dr. Sam, and College staff met with Congresswoman Ramirez at a Meet & Greet on campus. Dr. Sam shared key messages and updates on the College; including information on the College's recognition as an Aspen Top 25 school, our Hispanic-Serving Institute designation, the new KCT Credit Union branch, the Manufacturing and Technology Center, and the Respiratory Care Program. August 22, Trustees Redmer and Rodriguez, Dr. Sam and Dr. Webb met with Congresswoman Schakowsky at her office in Skokie. Congresswoman Schakowsky shared her thoughts on student debt and commended the College for its mandatory loan counseling program and its on-campus clinic to serve the needs of students. Congresswoman Schakowsky's senior advisor, Andrew Goczowski, agreed to connect the College with funding opportunities through the Manufacturing Renaissance organization. August 24 Trustees Redmer, Rakow and Student Trustee Kolbusz, attended the annual First Responders' Roundtable at the Center for Emergency Services in Burlington. Senior Director of Academic Programming and Public Safety Training, Ron Two Bulls, provided information about programs and training opportunities available at the Center. Approximately 60 first responders were in attendance.

MINUTES OF REGULAR MEETING OF
SEPTEMBER 12, 2023

E. ECC Foundation

Trustee Parks reported the following: The Foundation has raised \$1,065,682.99 in monetary gifts and pledges, achieving 70.39% of the annual goal. Awarding for the 2023-2024 school year is currently underway with 41% of scholarships awarded. The 2023-2024 cohort of Complete to Compete students have been awarded the first portion of their scholarship disbursement. Purses with Purpose is eagerly planning next year's events. Two new donors have joined the Giving Circle and we are excited to welcome Cindy Green and Don Gaylord to the Donor Circle. *Dare to Dream* Gala is September 23. A proposal was submitted to the Illinois Department of Human Services for Smart Start Transitions Grant funds and were successfully awarded \$29,700. A proposal to Motorola Solutions Foundation for the ECCF's 23-24 Motorola Scholars Scholarship Program was submitted. The Sensational Seventy-Five Alumni nomination list is being finalized for submission to Dr. Sam and the Board for review.

F. Student Report

Student Trustee Kolbusz reported the following: New Student Days events took place August 11 and 12. New Student Convocation and the Campus Jam was held August 18. There were 469 attendees at Convocation and 570 at the Campus Jam. The Fall semester began August 21. Welcome Week Events included Trendy Tuesday and WTW Wednesday, each with 500 attendees. A detailed report is included in the Reports Section.

8. College Reports

Board Action No. 029-A-24, Acceptance of Written College Reports

- A. Personnel (August)
- B. Treasurer (July)
- C. Student (August)

College Reports Under Separate Cover

- D. Institutional Advancement and ECC Foundation (August)
- E. Community Engagement and Legislative Affairs (July)
- F. Annual Security Report
- G. FY23 Program Review Report

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

Motion: Trustee Ollayos moved to accept the college reports.

Second: Student Trustee Kolbusz seconded the motion.

Trustee Nowak stated that the Annual Security Report is excellent.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Student Trustee Kolbusz, aye; motion carried

MINUTES OF REGULAR MEETING OF
SEPTEMBER 12, 2023

9. Board Action No. 030-A-24, Purchase of Real Property

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

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Student Trustee Kolbusz, aye; motion carried

10. Consent Agenda

Chair Redmer read the following consent agenda items:

A. Board Action No. 031-A-24, Minutes of the Regular Board Meeting of August 8, 2023

B. Board Action No. 032-A-24, Minutes of Closed Session Board Meeting of August 8, 2023

C. Board Action No. 033-A-24, Destruction of Audiotapes of Closed Session of December 14, 2021

D. Board Action No. 034-F-24, Ratification of Report of Expenses

E. Board Action No. 035-F-24, Ratification of Board of Trustee Travel Expenses

F. Board Action No. 036-A-24, Modified Academic Calendar for 2024-2025

G. Purchases

- 1. Board Action No. 037-S-24, Microscope Cameras and Accessories**, authorizes the administration to purchase microscope cameras and the accessories from Nikon Instruments Inc. (Melville, NY), the lowest responsible bidder, in an amount not to exceed \$28,698.
- 2. Board Action No. 038-S-24, Purchase of Ovens for Culinary Program**, authorizes the administration to purchase two (2) ovens for the culinary program from Bakery Equipment Services (Richmond, CA), the lowest responsible bidder, in an amount not to exceed \$44,505.
- 3. Board Action No. 039-S-24, Tractor and Trailer Maintenance Services**, authorizes the administration to purchase tractor and trailer maintenance services from Mobile Fleet Service, Inc. (Woodstock, IL), the lowest responsible bidder, in the amount not to exceed \$74,500 annually. This agreement will be for three (3) years with the option to renew for two (2) additional, one-year periods.
- 4. Board Action No. 040-S-24, Virtual Reality Hardware & Software**, authorizes the administration to purchase career exploration virtual reality headsets and software licenses from Transfr (New York, NY) in an amount not to exceed \$24,750.
- 5. Board Action No. 041-B-24, Annual Heating Ventilation and Air Conditioning Equipment Maintenance**, authorizes the administration to contract with Thermosystems, LLC (Elmhurst, IL) for annual factory maintenance services for the Daikin/McQuay HVAC equipment located in buildings A, B, C, J, M-east, and O in the amount of \$37,887.
- 6. Board Action No. 042-M-24, Fall Impact Magazine**, authorizes the administration to purchase print services for the Fall Impact Magazine from Cardinal ColorGroup (Rolling Meadows, IL), the lowest responsible bidder, in an amount not to exceed \$43,500.

MINUTES OF REGULAR MEETING OF
SEPTEMBER 12, 2023

H. Resolution of Appreciation

1. Board Action No. 043-A-24, Director of Payroll, Ms. Theresa Reddick

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

Second: Trustee Rodriguez seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Student Trustee Kolbusz, aye; motion carried.

11. Old Business

No old business was brought forward.

12. New Business

- Trustee Ollayos shared that ACCT's Governance Leadership meeting is November 30 and December 1 in Illinois.
- Student Trustee Kolbusz shared that Student Government's Power Passion Panel of Legislators event will be September 19 from 11:00 a.m.-1:30 p.m. in Jobe Lounge.
- Student Trustee Kolbusz shared that the first event for Latinx Heritage month, Human Rights, is September 21 from 5:30 p.m. -7:00 p.m. in Building B.

13. Adjournment

Motion: Trustee Rodriguez moved to adjourn the meeting.

Second: Trustee Nowak seconded the motion.

Voice Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; Student Trustee Kolbusz, aye; meeting adjourned at 7:33 p.m.

Shane Nowak, Board Secretary

Diane Kerruish, Board Recorder

**MINUTES OF CLOSED SESSION OF BOARD MEETING
September 12, 2023**

Recommendation

The administration recommends that the Board of Trustees approves the minutes of the closed session of the regular board meeting held September 12, 2023.



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 MEETING
JANUARY 25 AND 26, 2022**

Recommendation

The administration recommends that the Board of Trustees approves the destruction of the verbatim audiotapes of the closed session of January 25 and 26, 2022 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 September 2023. (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 September 2023 in the amount of \$6,258,593.08.

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 September 2023. (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 September 2023 in the amount of \$820.87.

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

**RELEASE OF SELECT CLOSED-SESSION MINUTES OF
BOARD MEETINGS OF AUGUST 2021– JUNE 2023**

Recommendation

The administration recommends that the Board of Trustees authorizes, where appropriate, the continued closure and/or release of closed-session minutes for public view, as noted.

The following minutes and/or portions of minutes have been reviewed by the college's attorney and approved for release. Items **listed** in a line item are deemed **open**; those not listed in a line item are deemed confidential and are not to be released for public viewing. [Reference: Memo dated September 29, 2023 from college general counsel]

Names, as well as references or comments made by or to attorneys, are redacted in all minutes which have been released for public viewing.



Dr. David Sam, President

Background

The *Illinois Open Meetings Act* (5 ILCS 120/1 et. seq.) requires all governmental bodies to semi-annually review the minutes of closed sessions and to release to the public those minutes which no longer need to be kept from public view. The minutes for closed sessions from August 2021 through June 2023, have been reviewed by general counsel; this represents the recommendation for this period, in addition to those minutes previously released.

Staff Contact: Mr. Respicio Vazquez, General Counsel, 847-214-7760

Portions approved for release are shown after the meeting date.

2023

June 21 and 22, sections
1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,
19
June 13, sections 1,2,3,4,7,11
May 9, sections 1,2,3,4,8
April 11, sections 1,2,3,4,6,7,8,9
March 14, sections 1,2,3,4,10,11,12
January 24, sections 1,2,3,4,5,7,8,10

2022

December 13, sections 1,2,3,4,5,6,7
November 15, sections 1,2,3,4,5,6
October 11, sections 1,2,3,4,6,7,8,9
September 13, sections 1,2,3,4,6,7,8,9,10
August 9, sections 1,2,3,4,5,6,7,8,9,10
June 14, sections 1,2,3,4,5
May 10, sections 1,2,3,4,5,6,7,8,9
March 2, sections 1,2,3,4,5,6,7,8

2021

September 13, sections 1,2,3,4,5,6,7,8,9
September 1, sections 1,2,3,4,5,6
August 9, sections 1,2,3,4,5,6,7

**RATIFICATION OF TRANSITIONAL ENGLISH LANGUAGE ARTS COURSE
MEMORANDUM OF UNDERSTANDING BETWEEN
COMMUNITY UNIT SCHOOL DISTRICT NO. 300 AND
COMMUNITY COLLEGE DISTRICT NO. 509**

Recommendation

The administration recommends that the Board of Trustees ratify the transitional English language arts course memorandum of understanding with Community Unit School District No. 300.



Dr. David Sam, President

Background

This memorandum of understanding, intergovernmental agreement, between Elgin Community College and Community Unit School District No. 300 pertains to the transitional English language arts course. This agreement outlines the establishment, implementation, and delivery of transitional English language arts course instruction to the District's students in accordance with the Postsecondary and Workforce Readiness Act (110 ILCS 148 et seq) and Statewide Transitional English Course Parameters, Competencies, and Policies jointly agreed upon by the Illinois State Board of Education, the Illinois Community College Board, and the Illinois Board of Higher Education. Students who successfully complete this jointly developed transitional English language arts course will be guaranteed college-level English course placement upon successful completion at all Illinois community colleges and accepting Illinois universities. Transitional English instruction provides high school students a means to address college readiness in English language arts before high school graduation.

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

MEMORANDUM OF UNDERSTANDING

Purpose of the MOU:

- Provides the SPP and LAP with information to determine if the MOU addresses all required Statewide policies and includes all of the components as required by the State.
- Provides the high schools and colleges a contract with agreed upon responsibilities by each party.

MOU Requirements:	Addressed	Not Addressed
1A. Course offerings & locations		
1B. Approved curriculum documentation, assessment structure, and grading policies		
1C. College enrollment		
2A. Teacher qualifications		
2B. Professional development and other supports		
<i>Student eligibility:</i> 3A. College readiness criteria & 3B. TE placement		
<i>Other district commitments:</i> 4A. Summative assessments, 4B. Transcription and reporting, & 4C. Advising supports		
<i>Other college commitments:</i> 5A. Statewide portability & 5B. State procedures for recognizing completion		
6A. Data collection & sharing		
6B. Primary contacts and notifications		
6C. Disputes, 6D. Amendment, 6E. Term & termination, & 6F. Applicable law and severability		
All required signatures		

Note: 1) If the Statewide MOU template is not used, the content of the local MOU should match the ordering and numbering of the content of the Statewide MOU template. And additional items not in the Statewide MOU template must be placed at the end of the MOU document, prior to the signatures.

2) If additional requirements are agreed upon at the district level, confirm those requirements appear in the MOU.

**TRANSITIONAL ENGLISH PARTNERSHIP AGREEMENT
BETWEEN**

Elgin Community College

AND

Board of Education of Community Unit School District 300

THIS TRANSITIONAL ENGLISH PARTNERSHIP AGREEMENT (“Agreement”) is entered as of the date of execution by both Elgin Community College District 509 (the “College”) and the Board of Education of Community Unit School District 300 (the “District”) for the establishment, implementation, and delivery of transitional English instruction to the District’s students in accordance with the Postsecondary and Workforce Readiness Act (“PWR Act”) (110 ILCS 148 et seq) and the Statewide Transitional English Course Parameters, Competencies, and Policies (the “Statewide Course Parameters and Competencies”) jointly agreed upon by the Illinois State Board of Education (“ISBE”), the Illinois Community College Board (“ICCB”), and the Illinois Board of Higher Education (“IBHE”). In this Agreement, both the College and the District are referred to as the “Parties,” and each, a “Party.”

The Parties agree as follows:

1. Transitional English Courses

- A. Course Offerings. In accordance with the terms of this Agreement, the PWR Act, and the Statewide Course Parameters and Competencies, the Parties agree to collaboratively establish transitional English coursework in accordance with this Agreement to be delivered by the District at the following high schools:

District	High School(s) Where Offered	High School Course Title
300	Dundee-Crown High School Hampshire High School Jacobs High School	College Preparatory English

B. Approved Curriculum Documentation, Assessment Structure, and Grading Policies. The District will ensure that each transitional English course is offered in accordance with the curriculum documentation, assessment structure, pacing, and grading policies (collectively, “Course Documentation”) approved by the Parties. Course Documentation must meet the requirements of the Statewide Course Parameters and Competencies and any additional requirements established by the Statewide Portability Panel for portability approval established pursuant to the PWR Act. Upon approval by both Parties, the Course Documentation will be deemed to be incorporated into this Agreement. The Course Documentation will adhere to the following grading and assessment policies:

- Credit and a grade (calculated in their GPA) will be issued each semester.
 - Students must earn a year-long cumulative grade of a ‘C’ to earn portability. A cumulative grade of a C or better indicates competencies for the course were met and students are considered ready for college level English courses and college level reading expectations.
 - Students earning a “D” in the course will receive high school credit to satisfy Illinois and school district learning standards, but are not guaranteed placement in college level English courses.
- The College will adhere to the following grading parameters as outlined by ISBE’s Statewide Course Parameters and Competencies document:
 - Students must demonstrate 70% overall proficiency of standards in the course to earn a ‘C’ or better.
 - Students will be given opportunities for feedback and reflection through three multiple draft essays progressing in length and depth.
 - Category weights:
 - Summative Assessments: 70%
 - Module assessment weights:
 - Module 1: 20%
 - Module 2: 30%
 - Module 3: 20%
 - Module 4: 30%
 - Formative Assessment: 30%
(i.e., quizzes, drafts, reader response, reflections, peer editing, grammar)

C. College Enrollment. The College will ensure that any student successfully completing a transitional English course in accordance with the grading policies in the Course Documentation is eligible to enroll in the outcome college courses specified in the Statewide Course Parameters and Competencies without any further placement test or other prerequisite requirement, provided the enrollment occurs within thirty-six (36) months of high school graduation.

2. Teacher Qualifications and Supports

A. Teacher Qualifications. The District will ensure that all teachers of transitional English courses are certified to teach high school English Language Arts. There will be annual, region-wide Transitional English Language Arts (TELA) meetings to ensure interrater reliability and provide ongoing professional learning and support.

- B. Professional Development and Other Support. The Parties will jointly ensure that teachers of transitional English courses have the appropriate skills or experience, or receive relevant and applicable professional development, both prior to and while teaching a transitional English course. Further, the College will provide a qualified and experienced instructor as a resource person and liaison for each high school transitional English teacher. Liaisons serve in a support role, and do not evaluate high school teachers. In addition, there will be school district appointed liaisons that will meet as a region throughout implementation.

3. Student Eligibility for Courses

- A. College Readiness Criteria. The District will use the criteria set forth in the Statewide Course Parameters and Competencies for determining the college readiness of high school juniors in English.
- B. Transitional English Placement. In accordance with the Statewide Course Parameters and Competencies, the District will establish a framework and guidance system that includes methods of advising students to enroll in a senior year English course appropriate for each student's college readiness level and postsecondary education objectives. All high school juniors should be assessed on their college readiness in English during the junior year in sufficient time to inform course enrollments for senior year. The District should assess college readiness in English using both (i) multiple measures developed with the College that are derived from the statewide placement framework, and (ii) the student's demonstration of skills in prior courses. Based on this assessment of readiness, students who are not projected ready for credit-bearing, college-level English coursework should be offered enrollment and advised regarding the benefits of taking a transitional English course in their senior year. However, local policies may require students with minimal levels of English proficiency to enroll in foundational English instruction and support either in lieu of, or concurrently with, a transitional English course.

4. Other District Commitments

- A. Summative Assessments. The District will ensure all summative assessments are kept secure. The District will maintain all graded summative assessments for two years.
- B. Transcripting and Reporting. The District will indicate transitional English completion on the student's transcript in accordance with requirements adopted by ISBE. The District will use appropriate transitional English course codes for the reporting of transitional English enrollments and grades to ISBE.
- C. Advising Supports. The District will provide advising support to students during their junior year to ensure they are aware of the availability of dual credit or transitional English courses, as applicable to the student's readiness level, and are selecting an option appropriate to the student's pathway. The District will also provide advising support at the end of the TELA course to facilitate students' matriculation to postsecondary coursework.

5. Other College Commitments

- A. Statewide Portability. The Parties agree to pursue and maintain statewide portability approval through the Statewide Portability Panel for all transitional English courses offered through this Agreement. The College will, on behalf of the partnership between the Parties, submit this Agreement and Course Documentation to the Statewide Portability Panel to establish and maintain statewide portability of the transitional English courses offered through this Agreement, and will collaborate with the District to resolve any issues raised through the portability approval process.
- B. State Procedures for Recognizing Completion. The College will abide by State policies and procedures for the recognition of successful completion of transitional English courses for student placement and portability of the completion determination.

6. Other Terms

- A. Data Collection and Sharing. The Parties will collaborate annually to collect and share student success data, disaggregated by high school, in transitional English and in credit-level English to further the purposes of this Agreement, provided such data sharing may require a separate agreement between the Parties. To facilitate alignment, secondary and post-secondary English faculty will assess collaboratively transitional English and comparable post-secondary English writing samples for the initial years of the transitional English course’s implementation and periodically thereafter. These data, along with relevant qualitative data, must be used to inform ongoing adjustments to the transitional English courses. The Parties will protect the confidentiality of information concerning students in accordance with all applicable Federal and State laws regarding such information, including but not limited to, the Family Education Rights and Privacy Act (20 U.S.C. § 1232g) and the Illinois Schools Student Records Act (105 ILCS 10/1 et seq.).
- B. Primary Contacts and Notifications. The Parties hereby designate the following individuals as having primary responsibility for the management and administration of this Agreement (“Primary Contacts”):

For the College: Kyla Wegman, Ed.D.
Dean, College Transitions & Secondary Partnerships | ECC
1700 Spartan Drive | Elgin, IL 60123
847-214-7824
kwegman@elgin.edu

Alison Douglas, Ed.D.
English Professor and Director of College Readiness
Elgin Community College
847-214-7644
adouglas@elgin.edu

For the District: Jennifer Porter
Chief Financial Officer
847-551-8300
Jennifer.porter@d300.org

The Parties will ensure that the Primary Contacts are included on all correspondence regarding the administration of this Agreement.

- C. Disputes. The Parties agree to seek to collaboratively resolve any disputes regarding this Agreement through the Primary Contacts identified in Section 6.B, above. In the event any such dispute cannot be timely resolved, the Primary Contacts will refer the dispute to the College's President and the District's Superintendent for resolution. If the dispute can still not be resolved, then pursuant to 110 ILCS 148/55(c), the Parties will refer the dispute to ISBE and ICCB. The resolution of the dispute by authorized representatives of ISBE and ICCB will be binding on the Parties.
- D. Amendment. This Agreement may be amended at any time by the written agreement of both Parties.
- E. Term and Termination. This Agreement will remain in full force and effect for sixty (60) months following full execution by the Parties. The Parties agree that the Agreement will be reviewed minimally every two (2) years. The Parties further agree that at any point during the term of the Agreement, either Party will have the right to terminate the Agreement by providing the other Party with a minimum of one hundred and eighty (180) days written notice which would take effect at the end of that academic term following the 180-day notice. Alternatively, either Party will have the right to terminate the Agreement by providing the other Party at least thirty (30) days written notice prior to the expiration of the Agreement.
- F. Applicable Law and Severability. This Agreement shall be governed in all respects by the laws of the State of Illinois. Jurisdiction and venue for all disputes not subject to Section 6.C hereunder shall be in the Circuit court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this agreement or any part thereof. In the event that this Agreement is determined to be invalid by a court of competent jurisdiction, it shall be terminated immediately.
- G. Entire Agreement. This Agreement contains all the terms and benefits agreed upon by the Parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the Parties concerning such subject matter, whether oral or written. Unless otherwise provided in this Agreement, no amendment or modification of this Agreement shall be valid or binding on the Parties unless it is in writing and executed by the Parties.

The Parties hereby confirm their agreement to the terms set forth herein.

FOR THE COLLEGE

President

Printed Name

Signature

Date

Chief Academic Officer / Dean Overseeing English Department

Printed Name

Signature

Date

FOR THE DISTRICT

Chief Financial Officer

Printed Name

Signature

Date

Principal of Dundee-Crown High School

Printed Name

Signature

Date

Principal of Hampshire High School

Printed Name

Signature

Date

Principal of Jacobs High School

Printed Name

Signature

Date

**DUAL CREDIT PROGRAMS MEMORANDUM OF UNDERSTANDING BETWEEN
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 301 AND
COMMUNITY COLLEGE DISTRICT NO. 509**

Recommendation

The administration recommends that the Board of Trustees approves the dual credit memorandum of understanding with Central Community Unit School District No. 301.



Dr. David Sam, President

Background

This dual credit memorandum of understanding will replace the previous dual credit intergovernmental agreement between Elgin Community College and Central Community Unit School District 301, which was executed in Spring 2019. Since that time, the State of Illinois has published the Dual Credit Model Partnership Agreement, in accordance with the Dual Credit Quality Act (110 ILCS 27/1) (“DCQA”). In alignment with the Dual Credit Model Partnership Agreement, the DCQA, and the National Alliance of Concurrent Enrollment Partnership (“NACEP”) standards, this agreement will allow for the expansion of dual credit program options in order to meet the needs of the school district. The agreement outlines the processes and responsibilities of each institution to offer high quality dual credit coursework to qualified high school students. Students who participate in dual credit courses have the opportunity to earn early college credit as part of their high school programs and are better positioned to complete a college credential.

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

**DUAL CREDIT AGREEMENT BETWEEN
ELGIN COMMUNITY COLLEGE (“COLLEGE”) AND
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 (“DISTRICT”)**

THIS DUAL CREDIT PARTNERSHIP AGREEMENT (“Local Agreement”) is entered into as of the Effective Date (as defined herein) in accordance with the Dual Credit Quality Act (110 ILCS 27/1) (“DCQA”). With respect to Exhibits B through D, this Agreement is entered into only for those Exhibits selected below for which agreement between the College and District could not otherwise be reached. In this Local Agreement, both the College and the District are referred to as the “Parties,” and each, a “Party.”

This Agreement shall serve as the sole agreement between the Parties for dual credit delivery and administration (“Local Agreement”). The Parties have, by mutual agreement, modified the Model Partnership Agreement as adopted by ISBE and ICCB to create this Agreement. Upon its Effective Date, this Agreement replaces the Dual Credit Partnership Agreement currently in place between the Parties.

The Parties agree to implement the following Exhibits as marked by “X” in addition to Exhibit A, Definitions and General Terms:

- Exhibit B: Course Availability; Teacher and Course Approval
- Exhibit C: Cost and Fee Structure
- Exhibit D: Student Procedures, Student Supports, Data, and Partnership Review

Exhibit A and the other Exhibits marked above are hereby incorporated into this Agreement by this reference and expressly made a part of this Agreement. The Parties hereby confirm their agreement to the terms set forth herein.

FOR THE COLLEGE

President

Printed Name

Signature

Date

FOR THE DISTRICT

Superintendent

Esther Morgan

Printed Name

Esther Morgan

Signature

9.18.23

Date

Exhibit A

Definitions and General Terms

I. Definitions

All capitalized terms used in this Agreement will have the meaning set forth below or as defined in the Agreement:

“College Course Contact” means an identified appropriate Dean or content faculty member to serve as a contact for a Type A Course Instructor whose responsibilities include:

- i. Serving as a contact and ongoing resource to the Instructor during the course delivery, including being available for consultation on a timely basis as reasonably requested by the Instructor;
- ii. Coordinating course administrative tasks, such as feedback on syllabi and course assessments;
- iii. Sharing and supporting integration of updated course content materials used on campus, and notifying the Instructor of professional development opportunities; and
- iv. Other support for implementing the Course Documentation as directed by the College.

“Course Documentation” is defined in Exhibit B, Section III.C.

“College Dual Credit Liaison,” or “College Liaison” means an individual designated in writing by the College’s President as having primary responsibility for the management and administration of this Agreement and the dual credit relationship with the District.

“Course Planning” is defined in Exhibit B, Section III.A.

“Course Planning Decision Areas” is defined in Exhibit B, Section III.B.

“Course Request Form” means the online form submitted via the web-based dual credit management software, which substantially addresses the information contained in the sample form attached as Exhibit B-1.

“DCQA” means the Dual Credit Quality Act (110 ILCS 27/1 et seq.).

“DCQA Qualifications Requirements” means any of the minimum academic credential requirements an Instructor must meet as set forth in paragraph (1), (2), or (3) of Section 20 of the DCQA.

“District Dual Credit Liaison,” or “District Liaison” means an individual designated in writing by the District’s Superintendent as having primary responsibility for the management and administration of this Agreement and the dual credit relationship with the College.

“Dual Credit Course”, or “Course”, means a College course taken by a high school student enrolled in the District for credit at both the college and high school level.

“Effective Date” means either the date of execution by both the College and the District, or, if either Party does not execute the Agreement by the timelines required in Section 16 of the DCQA, the date established by either ISBE (with respect to the District) or ICCB (with respect to the College) as the Effective Date.

“FERPA” means the Family Educational Rights and Privacy Act of 1974, and the regulations at 34 CFR Part 99.

“ICCB” means the Illinois Community College Board.

“In-District Rate” means the College’s in-district per credit hour tuition and standard fee rate as reported to and annually published by ICCB.

“Instructor” means a high school teacher proposed by the District to teach a Type A Course.

“Instructor Qualifications Review Form” means the online form submitted via the web-based dual credit management software, which substantially addresses the information requirement of Exhibit B-1 and Exhibit B-2.

“ISBE” means the Illinois State Board of Education.

“Liaisons” means the College Liaison and the District Liaison.

“Local Agreement” is defined on the signature page of this Agreement.

“Non-Priority Course” means any Dual Credit Course which is not a Priority Course.

“Parties”, and “Party”, are defined on the signature page of this Agreement.

“Priority Career Pathway Course” means a career-focused course that has been identified by the District, after consultation with the College, in its submission to ISBE as an early college credit course within a career-focused instructional sequence as part of a College and Career Pathway Endorsement system under the Postsecondary and Workforce Readiness Act (110 ILCS 148/1 et seq.).

“Priority Course” means any course within the Illinois Articulation Initiative General Education Core Curriculum, or any Priority Career Pathway Course.

“Supplemental Requirements” is defined in Exhibit C, Section V.

“Type A Course” means a Dual Credit Course taught at a high school or other District-managed location by one or more District teachers.

“Type B Course” means a Dual Credit Course taught at a high school or other District-managed location by one or more College faculty members.

“Type C Course” means a Dual Credit Course that is taught online, taught via distance learning, co-taught by a District teacher and College faculty member, or other hybrid models of other Types.

“Type D Course” is a Dual Credit Course taught at the College or a College satellite location (other than a District-managed location) by one or more College faculty members.

II. General Terms.

A. Liaisons; Disputes. Each Party will designate a Liaison. The Parties will use good faith efforts to collaboratively resolve any disputes regarding this Agreement through their Liaisons. Disputes regarding the College’s basis for disapproval of Instructors for Type A Courses will be resolved in accordance with Exhibit B, Section II.C. Disputes regarding the Parties’ inability to reach agreement on Course Planning Decision Areas and Course Documentation despite good faith efforts will be resolved in accordance with Exhibit B, Section III. In the event any other dispute under this Agreement cannot be timely resolved, either Liaison may refer the dispute to the College’s President and the District’s Superintendent for resolution. If the dispute can still not be resolved within thirty (30) days after such a referral, the Parties will notify ISBE and ICCB and the dispute will be resolved by authorized representatives of ISBE and ICCB. The resolution of the dispute by authorized representatives of ISBE and ICCB will be binding on the Parties.

B. Amendment. This Agreement may be amended at any time by the written agreement of both

Parties.

- C. Term and Termination. This Agreement will remain in effect unless terminated by the mutual agreement of the Parties. ISBE and ICCB shall be notified of any termination.

- D. Applicable Law and Severability. This Agreement shall be governed in all respects by the laws of the State of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, regulation, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this agreement or any part thereof. In the event that this Agreement is determined to be invalid by a court of competent jurisdiction, it shall be terminated immediately.

Exhibit B

Course Availability; Teacher and Course Approval

I. District Course Offerings.

- A. Offering of Type A Courses. Subject to the College's approval of the Instructor and the Parties' mutual agreement to the Course Documentation in accordance with this Exhibit B, the College will approve Type A Priority Course requests. The College may disapprove Non-Priority Type A Course requests if deemed necessary by the College to ensure appropriate levels of oversight and support for Priority Courses and other aspects of its dual credit partnership with the District.
- B. Offering of Type B and Type D Courses. The College may disapprove a Type B Course request if the College determines, in its sole discretion, that the College is unable to provide a qualified faculty. The Parties will mutually specify the Type D Courses, if any, that will be subject to this Agreement. Type D Courses are subject to cancellation or modification by the College in accordance with generally applicable College policies. In determining the offering of Type B and Type D Courses, the Parties will prioritize Priority Courses for which the District does not have sufficient qualified teachers to meet student demand.
- C. Offering of Type C Courses. The requirements applicable to the delivery and administration of a Type C Course must be defined by Local Agreement.

II. Course Request Process.

- A. New Courses. To initiate a request to offer a new Type A, B, or D Course, the District Liaison must complete and submit to the College Liaison a Course Request Form for each proposed Course. Unless otherwise agreed to by the College, for a Fall semester Course, the Course Request Form must be submitted to the College Liaison by no later than February 1 of the same calendar year. Unless otherwise agreed to by the College, for a Spring or Summer Semester Course, the Course Request Form must be submitted to the College Liaison by no later than May 1 of the calendar year prior to the semester.
- B. Action on Course Requests. The College may disapprove a Non-Priority Type A Course request or a Type B or Type D Course request for the reasons described in Section I of this Exhibit. The basis for the disapproval must be provided on the Course Request Form and returned to the District within fourteen (14) days of the College's receipt of the form. Unless otherwise agreed by the District, the College must proceed to the Instructor Qualifications Review process in Section II.C of this Exhibit for a Priority Type A Course and, if the Instructor is approved, the Course Planning and Documentation process in Section III of this Exhibit. Upon the College's disapproval or the Parties' mutual agreement to discontinue the Course request and approval process, the District may pursue an alternative provider for that Course in accordance with Section V of this Exhibit.
- C. Instructor Qualifications Review for Type A Courses. For a new Type A Course Request, the District Liaison will include with the Course Request Form the Instructor Qualifications Review Form identifying the proposed Instructor and demonstrating how the Instructor meets the DCQA Qualifications Requirements ("Instructor Qualifications Documentation"). The College Liaison will review the Instructor Qualifications Documentation and will respond to the District Liaison with preliminary approval or disapproval within fourteen (14) days.
 - 1. If preliminarily approved:
 - a. The College Liaison will indicate preliminary approval on the Course Request Form pending receipt of the Instructor's official transcripts;
 - b. If known by the College, the College will identify the College Course Contact; and

- c. The District Liaison will provide the official transcripts of the Instructor, and contact the College Liaison to commence Course Planning and Documentation in accordance with Section III of this Exhibit.
2. If disapproved, the College Liaison will identify the basis for disapproval in writing on the Instructor Qualifications Review Form and submit the written rationale to the District Liaison. The rationale must specifically indicate the basis for why the proposed Instructor does not meet the DCQA Qualifications Requirements, or another legitimate basis for why the College is unable to approve the proposed Instructor for the Course. The College cannot require an Instructor to exceed the DCQA Qualifications Requirements. Thereafter, the District Liaison may request an in-person or teleconference meeting to discuss the disapproval among the applicable College Dean, the Liaisons, and the District Superintendent (or designee). The College will participate in such a meeting if requested. Further, upon disapproval, and with or without requesting a meeting to discuss, the District may pursue an alternative provider for that Course in accordance with Section V of this Exhibit.
3. The District must submit a new Instructor Qualifications Review Form subject to the review and approval process set forth in this Section any time the District proposes a new Instructor assignment for an approved Course.
4. The District is responsible for hiring and compensating the Instructor.

III. Course Planning and Documentation.

- A. Purpose; Schedule. The purpose of the Course Planning and Documentation process described in this Section III (“Course Planning”) is to ensure that Dual Credit Courses address equivalent content, quality, and rigor, and include the same learning outcomes as those courses taught at the College. The Liaisons will determine the schedule and logistics of Course Planning, provided that:
 1. The Course Planning schedule must ensure its completion, including completion of the Course Documentation described in Section III.C of this Exhibit, by a date that enables the District to prepare the Instructor (with respect to Type A Courses) and enroll students as of its planned start date;
 2. The schedule and logistics must ensure that all prerequisites and placement requirements are determined in time to ensure certainty for high school scheduling and enrollments;
 3. The schedule and logistics must ensure adequate timing and engagement opportunities to collaboratively address the applicable Course Planning Decision Areas described in Section III.B of this Exhibit; and
 4. With respect to Type A Courses, the schedule and logistics must ensure the College Course Contact and Instructor have multiple opportunities to discuss Course content, delivery, and learning outcomes, and that an adequate onboarding process is designed and delivered for the Instructor.
- B. Course Planning Decision Areas. The Course Planning must result in documented agreement between the Liaisons on the administrative aspects and course content topical areas specified in this Section III.B (“Course Planning Decision Areas”) and must be described in the form attached as Exhibit B-3 or another form agreed upon by the Parties. For Type A Courses, all of the Course Planning Decision Areas must be addressed. For Type B and D Courses, the Liaisons will determine which of the Course Planning Decision Areas are applicable to the Course Planning process for that Course.
 1. Course content and instruction, including:
 - a. Curriculum, which will include the College’s sharing of core content materials and syllabi used for the Course on campus;
 - b. Textbook and materials, which will include the College identifying any common

- textbook selected by faculty for all sections of the Course taught on campus;
 - c. Other facilities, technology, or equipment needed for the delivery of the Course, including the identification of any Supplemental Requirements;
 - d. Assessment of learning outcomes, which will include the College sharing any common assessment materials and rubrics for the Course along with any expectations related to the College's assessment of student learning outcomes program; and
 - e. Accreditation requirements.
- 2. Course administration, including:
 - a. Utilization of the College's course management system or another system acceptable to the Parties;
 - b. The College's academic calendar and class scheduling requirements and the impact on delivery of the Course;
 - c. The College's processes and timing for submission of class rosters and grades; and
 - d. The anticipated student count and number of sections.
- 3. Student prerequisites for enrollment (if any), placement requirements (if any), and any additional student registration or application requirements. The College will ensure that all academic criteria and other placement requirements are evidence-based, include multiple appropriate measures to determine whether a student is prepared for any dual credit coursework in which the student enrolls, address equity of high school student access to placement tests, and enable the use of standardized assessments appropriate to the grade level of potential students.

A high school student who does not otherwise meet the College's academic eligibility requirements to enroll in a dual credit course shall be allowed to enroll in a dual credit course taught at the high school, but only for high school credit. Instructors, in coordination with the College, may differentiate instruction by credit section. Dual credit shall not be awarded to a student who does not meet the requirements of this Agreement.

High schools shall establish procedures, prior to the first day of class, to notify all individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course.

- 4. Instructor support and expectations, including:
 - a. Instructor academic credential requirements for the Course; which shall comply with and not exceed the requirements set forth in the Dual Credit Quality Act.
 - b. If not already identified, designation of the College Course Contact;
 - c. The onboarding process and expectations to ensure new Instructors are sufficiently trained in the Course content and learning outcomes, with expectations not to exceed those of adjunct faculty;
 - d. Ongoing available and required training and professional development opportunities for the Instructor, including a description of trainings and workshops available for the specific discipline as established by the College, with expectations not to exceed those of adjunct faculty; and
 - e. A description of the review and observation process to be used by the College under Section IV of this Exhibit, with student evaluation procedures as applicable which must include the College's provision of the instrument(s) to be used.

5. Contingency plans that accommodate the delivery of the Course and minimize disruptions to students, including:
 - a. A contingency plan if the approved Instructor is no longer able to teach the Course, which may involve using a different qualified high school teacher or offering the Course as a Type B or Type D Course; and
 - b. Plans for the Course delivery in the event a long-term substitute is required.
6. Other professional expectations for the Course.

C. Course Documentation.

1. The Liaisons will jointly document the understandings arising from the Course Planning (“Course Documentation”) by no later than thirty (30) days prior to the scheduled first day of the Course, unless a later date is approved by the District. If, however, despite good faith efforts, the Liaisons are unable to reach agreement on the Course Documentation, then either (a) the Parties may mutually agree not to offer the Course, or (b) either Liaison may refer the disputed matter or matters to the College’s President and the District’s Superintendent for resolution. If the disputed matter(s) can still not be resolved through good faith efforts within thirty (30) days, the District may pursue an alternative provider for that Course in accordance with Section V of this Exhibit.
2. The Parties will ensure the delivery of the Course in accordance with the Course Documentation, unless variances are mutually approved during the Course’s delivery. If the College reasonably determines that the District is not adhering to the Course Documentation, the College Liaison will notify the District Liaison and provide the District with a reasonable opportunity to correct the matter. If, following a reasonable opportunity to correct, the District is not adhering to the Course Documentation, the College may withdraw its approval of the Course for the next semester, and the District may pursue an alternative provider for that Course in accordance with Section V of this Exhibit.

- D. Multiple Districts. The College may establish a Course Planning process with multiple school districts offering the same Course.

IV. Observation and Review of Course Delivery.

- A. Purpose; Process. The College’s Chief Academic Officer or designee, in consultation with the District Superintendent or designee, will observe and review the delivery of each Type A Course in a manner that is consistent with the College’s review and evaluation policy and procedures for on-campus adjunct faculty and any related agreements set forth in the Course Documentation. The College will schedule and coordinate all aspects of the observation and review with the District Liaison in a collaborative manner. This evaluation shall not impact the Instructor’s performance evaluation under Article 24A of the School Code. The evaluation may impact the Instructor’s approved status and future eligibility as an adjunct faculty member for that Course in accordance with the College’s evaluation policies and procedures.
- B. Sharing Results. No later than thirty (30) days after the observation and review, the College will share the results with the Instructor and District Liaison and be available to discuss the results with the District Liaison, the High school Department Chair, and the Instructor, if desired.

V. Alternative Providers. Upon disapproval by the College of a Course request pursuant to Section II.B, disapproval of an Instructor pursuant to Section II.C, failure to reach agreement on Course Documentation pursuant to Section III, or the College’s withdrawal of Course approval pursuant to

Section III.C, the District may pursue an alternative provider of that Course, and will notify the College Liaison of its intent to do so. Thereafter, the College will not object to, or seek to limit, the District's ability to contract with another community college or institution of higher learning (whether in-state or out-of-state) for delivery of that Course. Nothing in this Agreement restricts the ability of the District to pursue Dual Credit Course delivery with an in-state institution of higher learning at any time, for any reason.

Exhibit C

Cost and Fee Structure

I. Cost Structure – Type A Courses.

- A. The District is responsible for making payment to the College for all Course costs on behalf of all students enrolled in Type A Courses in accordance with this Agreement.
- B. The cost structure for Type A Courses, on a per credit hour basis, shall be as follows:
 - 1. For Priority Type A Courses, a per-student enrollment fee equal to eight percent (8%) of the In-District Rate, subject to paragraphs I.C and I.D below.
 - 2. For Non-Priority Type A Courses, a per-student enrollment fee equal to twelve percent (12%) of the In-District Rate, subject to paragraphs I.C and I.D below.
- C. If less than ten (10) students enroll in a Type A Course, a per course fee will apply equal to the applicable per-student fee multiplied by ten (10). If more than twenty-five (25) students enroll in a Type A Course, a per course fee will apply equal to the applicable per-student fee multiplied by twenty-five (25).
- D. No other fees or costs will be charged by the College for Type A Courses, except as provided in Section V of this Exhibit regarding Supplemental Requirements.
- E. The College will utilize revenue received by the District for Type A Courses for the coordination and administration of dual credit partnerships with school districts and the delivery and administration of Dual Credit Courses (which may include all Types).

II. Cost Structure – Type B Courses.

- A. The District is responsible for making payment to the College for all Course costs on behalf of all students enrolled in Type B Courses in accordance with this Agreement. The College will share tuition and fee rates with the District annually.
- B. The cost structure for Type B Courses, on a per credit hour basis, shall be as follows:
 - 1. For Priority Type B Courses, a per-student enrollment fee equal to seventy percent (70%) of the In-District Rate, subject to paragraphs II.C and II.D below.
 - 2. For Non-Priority Type B Courses, a per-student enrollment fee equal to seventy-five percent (75%) of the In-District Rate, subject to paragraphs II.C and II.D below.
- C. If less than ten (10) students enroll in a Type B Course, a per course fee will apply equal to the applicable per-student fee multiplied by ten (10). If more than twenty-five (25) students enroll in a Type B course, a per course fee will apply equal to the applicable per-student fee multiplied by twenty-five (25).
- D. No other fees or costs will be charged by the College for Type B Courses, except as provided in Section V of this Exhibit regarding Supplemental Requirements.

III. Cost Structure – Type C Courses. The cost structure for Type C Courses must be established by Local Agreement. Without a Local Agreement Type C Courses will not be offered.

IV. Cost Structure – Type D Courses.

- A. For Type D Courses, the District will elect to either make payment on behalf of students, or elect for students to pay tuition and fees to the College in accordance with generally applicable College policies and processes. The College will share tuition and fee rates with the District annually.
- B. If the District elects to make payment on behalf of students, the District will pay a per-student

enrollment fee equal to, on a per credit hour basis, (i) seventy percent (70%) of the In-District Rate for Priority Courses, and (ii) seventy-five percent (75%) of the In-District Rate for Non-Priority Courses. In addition, the College may also charge for additional supplemental fees not included within the In-District Rate. No other fees or costs will be charged by the College.

- C. If the District elects for students to pay tuition and fees, tuition and fees will be charged in accordance with generally applicable College rates and policies. The District or the College will apply fee waivers to low-income families, based on documentation of student eligibility for free/reduced meals, including participation fees, textbooks, etc. (see Section VIII.A.2 of this Exhibit).

V. **Supplemental Fees.** If the District is not able to provide or pay for the facilities, equipment, materials, or required activities necessary to offer a Course (“Supplemental Requirements”) and the College is willing to address the Supplemental Requirements on behalf of the District to offer the course at a high school, the District and College must agree to a supplemental fee to cover the Supplemental Requirements.

VI. **Reasonableness of Fees and Costs.** Any fees and costs assessed for dual credit courses shall be reasonable and promote student access to those courses, and may take into account regional considerations and differences.

VII. **Textbooks and Materials.**

- A. For Type A and B Courses, the District will purchase textbooks and materials on behalf of students. For Type C and D Courses, students in the District will purchase textbooks and materials in accordance with standard College policies, excluding low-income families (see Section VIII Part A.2 of this Exhibit).
- B. For Type A Courses, the College will specify whether a common textbook has been selected by faculty for all sections of the Course taught at the College.
 - 1.If there is no common textbook, the Instructor will determine textbook and course materials in consultation with the College; textbook and materials must address equivalent content and the same learning outcomes as the outcomes expected of the same Courses taught at the College.
 - 2.If there is a common textbook and set of course materials, the common textbook and materials will be used unless the College, in consultation with the District, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College will consider any alternatives proposed by the District, but will retain final decision-making authority.
- C. For Type B Courses, the College faculty member will specify the required textbook and materials unless the faculty member, in consultation with the District, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College and faculty member will consider any alternatives proposed by the District, but will retain final decision-making authority.
- D. For any Type A or Type B Course where the College specifies the textbook, the College agrees to allow the use of the textbook for at least four (4) years, provided the use of a previously published edition of the textbook does not appreciably impact the content and delivery of the Course.

VIII. **Charges to Students/Families; Low-Income Discounts and Waivers.**

- A. The District may charge students for fees, textbooks and materials in any instance where the District is paying the College for the Course or directly purchasing textbooks and materials,

provided:

1. The District may not charge more than amounts payable to the College or directly incurred by the District for textbook and material purchases on a per student basis under this Agreement; and
2. The District must apply fee waivers or discounts to low-income families. The District's policy for fee waivers or discounts shall be described in the form attached as Exhibit C-1 and must be publicized to families.

B. For Type D courses, the College will apply tuition and fee waivers to low-income families based on documentation of student eligibility for free/reduced meals. Documentation must be provided by the District to the College for students enrolled prior to the College's preparation of invoicing.

IX. Invoicing and Payment Processes. For Courses where the District is making payment to the College of fees and, if applicable, textbooks and materials, the College will invoice the District each semester based on enrollment numbers as of the last day to drop the course per the College's policies. The District will pay the invoice within 60 business days of receipt.

Exhibit D

Student Procedures, Student Supports, Data, and Partnership Review

I. Student Placement, Admissions, and Transcripts.

A. Identification and Placement of Students.

1. The District Liaison will ensure that all students enrolling in a Dual Credit Course meet the Course prerequisites of the College as defined in the Course Documentation.
2. The District will provide copies of student transcripts in accordance with admission procedures of the College. The College will provide appropriate placement and assessment testing as set forth in the Course Documentation.

B. Student Admissions. The District Liaison will work directly with students to complete applicable registration and application materials. The College Liaison will assist in any needed admissions and registration assistance.

C. College Credit and Transcripts. The College will award college credit for each successful completion of a Dual Credit Course and record student grades on College transcripts.

D. Student Accommodations. The College and the District are committed to ensuring that individual students with disabilities have access to Dual Credit Courses, provided that those students can meet the criteria for entry into a Dual Credit Course. Once enrolled in Dual Credit Courses, the student's accommodations under the *Individuals with Disabilities in Education Act* or *Section 504 of the Rehabilitation Act of 1973* listed in the student's IEP/Section 504 plan may differ from what is allowable for post-secondary institutions. Qualified students enrolled in Dual Credit Courses will receive accommodations in accordance with the College's policies and procedures which ensure accommodations cannot fundamentally alter the objectives or standards of the college course. Students enrolled in Dual Credit Courses at the College will receive accommodations support via the College Disability Services Office, in consultation with the District and the students' IEP and Section 504 teams. The College agrees to attend eligible students' IEP or Section 504 meetings to discuss accommodations and modifications in the Dual Credit Course if deemed necessary by the District. The District shall document and review with the student accommodation changes between what was received in high school and what will be received in College to prepare him/her for the college experience.

II. Student Academic Supports and Guidance.

A. The College will provide students and the District with information regarding:

- i. The rights, responsibilities, and expectations of enrolled College students;
- ii. Student conduct policies such as academic integrity, consequences of plagiarism, and academic dishonesty; and
- iii. Processes such as credit transfer.

B. The Liaisons will jointly identify and establish pre-college and college transition advising services, supports for student progress monitoring, and supports to engage students in postsecondary

counseling including, but not limited to advising on:

- i. Articulation of Dual Credit Courses into postsecondary education degree completion plans;
- ii. Financial aid and scholarship options;
- iii. Class registration and scheduling;
- iv. Degree and certificate programs offered through the College;
- v. Supports and services for individuals with disabilities to successfully transition into postsecondary;
- vi. Other targeted supports for students who need additional support to successfully transition into postsecondary, as identified by Instructors; and
- vii. College policies, procedures, academic programs of study, and other support services provided by the College.

The Liaisons shall describe the Parties' joint approach to pre-college and college transition advising services and supports in the Dual Credit Student Handbook that is provided to all students and their guardians.

- III. **Data Sharing and Assessment.** To administer and assess the impact of this Agreement, the Parties will exchange student information, grades, and other appropriate data as permitted by FERPA and other applicable law. If a student is enrolled concurrently in the District and the College, the Parties may disclose the student's education records in accordance with FERPA and will mutually share data on the performance of students in a meaningful and timely basis. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA. The Parties will institute policies and procedures designed to ensure that its employees and agents comply with FERPA and other applicable laws governing the privacy and protection of student education records, and will protect student education records against accidental or deliberate re-disclosure to unauthorized persons.

The College shall establish a mechanism for evaluating and documenting on a regular basis the performance of students who complete dual credit courses, consistent with the requirements of the Dual Credit Quality Act, and for sharing that data in a meaningful and timely manner with the District. This evaluation shall be limited to the Course and coursework.

The District and College will annually assess disaggregated data pertaining to the dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance to the extent feasible. If applicable, this assessment shall include an analysis of dual credit courses with credit sections for dual credit and for high school credit only (for participating students who do not meet eligibility requirements) that reviews student characteristics by credit section in relation to gender, race and ethnicity, and low-income status.

- IV. **Annual Partnership Review.** The College and District will annually review their dual credit partnership under this Agreement during a joint meeting. The joint meeting will be scheduled by the Liaisons to align with the availability of data from the prior school year and deadline for establishing new Courses in the upcoming year. The joint meeting must include appropriate senior leadership of the Parties and address all of the following matters:

- i. Assessment of disaggregated data pertaining to Dual Credit Course enrollments, completions, and subsequent postsecondary enrollment and performance to the extent feasible;
- ii. Review of successes and challenges pertaining to current Course offerings;

- iii. Concerns regarding placement requirements or prerequisites for student enrollment, as well as consideration of remediation opportunities for high school students to broaden access;
- iv. Recommendations from either Party to adjust the cost and fee structure for the upcoming school year to support the sustainability, quality, and expansion of the dual credit partnership;
- v. Anticipated expansion of Courses in the upcoming school year;
- vi. Anticipated modifications to Course Documentation in the upcoming school year; and
- vii. Recommended modifications to this Agreement or other policies and procedures of the Parties to improve Dual Credit Course delivery.

Exhibit B-1

Course Request Form



Elgin Community College
Bright Choice. Bright Future.

Help Desk

DualEnroll

Registrations Courses Instructors Course Reviews Ongoing Rqmts Reports Help | Logout

Courses

Course Approvals [Add Completed Review](#)

Course	Initial Term	Next Step	
	2022-2023 Academic Year	ECC: Complete Course-Specific Training	⋮

Ongoing Requirements

Term:

Course/Description	Type	Term/Due Date	Next Step
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Course Sections

Term:

Course	Section	Term	Registrations
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PROFILE OPTIONS

- Account
- Personal Information
- Credentials
- Supporting Documents
- Courses**

Dual Credit Instructor Qualifications Review Documentation



Elgin Community College
Bright Choice. Bright Future.

Help Desk

DualEnroll

Registrations Courses Instructors Course Reviews Ongoing Rqmts Reports Help | Logout

Academic Dean: Recommendation

[Redacted] requires your approval to teach the course listed below.

Instructor Name: [Redacted]
High School: [Redacted]
Term: 2022-2023 Academic Year
College: Elgin Community College
Course: [Redacted]
Course Length at High School:
Course Name at High School: Not Provided

Instructor Review Documents

Document	Size	Date	Filename	
resume	52771	[Redacted]	[Redacted]	DELETE
undergraduate transcript	424594	[Redacted]	[Redacted]	DELETE

Recommend approval.
 Recommend decline.
 Request more information from Dual Credit Office.

Comments
Comments entered here will be communicated to the instructor and visible to the instructor.

[Text Area]

Or upload a comments file (PDF only): No file chosen

Exhibit B-3

Documentation for Course Planning Decision Areas

Parties may elect to create an electronic version of this form and/or use alternate forms mutually agreed upon by the parties

Pursuant to Exhibit B, Section III.B of the Model Partnership Agreement, Liaisons must document agreement on the administrative aspects and course content topical areas specified.

For Type A Courses, all of the Course Planning Decision Areas must be addressed. For Type B and D Courses, the Liaisons will determine which of the Course Planning Decision Areas are applicable to the Course Planning process for that course.

The Liaisons will jointly document the understandings arising from the Course Planning ("Course Documentation") by no later than thirty (30) days prior to the scheduled first day of the Course.

Course Information:

College course # and title being requested: _____

District course # and title: _____

High school(s) to offer this course: _____

Course Type (check one):

Type A:

Type B:

Type D:

District Approval:

District Liaison

Printed Name

Signature

Date

College Approval:

College Liaison

Print Name

Signature

Date

Course Content and Instruction

Item as outlined in the MPA	Description of Documented Agreement
Curriculum, which will include the College's sharing of core content materials and syllabi used for the Course on campus	
Textbook and materials, which will include the College identifying any common textbook selected by faculty for all sections of the Course taught on campus	
Other facilities, technology, or equipment needed for the delivery of the Course, including the identification of any CTE Supplemental Requirements	
Assessment of learning outcomes, which will include the College sharing any common assessment materials and rubrics for the Course	
Accreditation requirements	

Course Administration

Item as outlined in the MPA	Description of Documented Agreement
The College's course management system	
The College's academic calendar and class scheduling requirements and the impact on delivery of the Course	
The College's processes and timing for submission of class rosters and grades	
The anticipated student count and number of sections	

Student Prerequisites for Enrollment (if any)

Item as outlined in the MPA	Description of Documented Agreement
Placement requirements (if any), and any additional student registration or application requirements.	

Instructor Support and Expectations

Item as outlined in the MPA	Description of Documented Agreement
If not already identified, designation of the College Course Contact	
The onboarding process and expectations to ensure new Instructors are sufficiently trained in the Course content and learning outcomes	
Ongoing available and required training and professional development opportunities for the Instructor, including a description of trainings and workshops available for the specific discipline as established by the College	
A description of the review and observation process to be used by the College under Section IV of this Exhibit, with student evaluation procedures as applicable, which must include the College’s provision of the instrument(s) to be used	

Contingency Plans

Item as outlined in the MPA	Description of Documented Agreement
A contingency plan if the approved Instructor is no longer able to teach the Course, which may involve using a different qualified high school teacher or offering the Course as a Type B or Type D Course	
Plans for Course delivery in the event a long-term substitute is required	

Other Professional Expectations for the Course

Description of Documented Agreement

Exhibit C-1

Documentation for District’s Policy for Fee Waivers & Discounts

Applications for fee waivers may be made on an application form available from the district office. The application form should be completed and submitted along with documentation of the household's gross income (i.e. Federal Income Tax Form 1040, Illinois Income Tax Return Form, or other evidence of documentation acceptable to the district) to the District Office. No fee shall be collected from any parent/guardian who is seeking a fee waiver in accordance with this policy until they have been notified of the District's decision regarding the request or appeal, if one is made.

You are advised that Illinois law 720 ILCS 5/17-6 provides that supplying false information to obtain a fee waiver is a Class 4 Felony. If the amount of the benefit is over \$300, it is a Class 3 Felony.

You will be notified after October 15 as to whether the fee waiver request has been granted or denied. If your request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year.

A denial of a waiver request may be appealed to the Superintendent’s office by submitting a completed appeal form within two weeks of the denial. A decision will be mailed to the parents within thirty (30) calendar days of the receipt of the request. The decision of the Superintendent is final and binding.

Application for Fee Waiver

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the District Office.

Student’s Name <i>(please print)</i>		School
Parent/Guardian Name <i>(please print)</i>		
Address <i>(please print)</i>		

1. The student named above lives in my household? Yes No
2. Total number of people living in my home _____
 Number of adults: ____
 Number of minors: ____
3. Total gross annual household income (before deductions) from **all** people living in my home
 \$_____

The above number must include all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;

- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)?

Yes No N/A

See Page 1

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee Waiver

You must present three (3) documents to verify income. Such documents may include, but are not limited to:

- Two pay stubs for each working member of household
- Disability benefit statement
- Unemployment statement showing benefits
- Current tax returns
- Medicaid Card showing case number
- Foster placement papers
- Direct Certification letter from the State of Illinois
- Food Stamp evidence
- Temporary food assistance for needy families

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

Parent/Guardian (<i>signature</i>)		Date

**INTERGOVERNMENTAL AGREEMENT BETWEEN COMMUNITY COLLEGE
DISTRICT NO. 509 AND THE COUNTY OF KANE**

Recommendation

This Agreement is entered into, by and between, the Board of Trustees for Community College District No. 509, Counties of Kane, DeKalb, Cook, McHenry and DuPage, State of Illinois (ECC) and the County of Kane (Kane) for the initial period of five years, unless terminated by either party with written notice.



Dr. David Sam, President

Background

The purpose of this Intergovernmental Agreement is intended to enhance and foster access to a record management system for the maintenance of criminal justice data, to assist in decision making and improve officer/public safety.

This Intergovernmental Agreement will provide the Elgin Community College's Police Department (ECCPD) access to the Kane County Sheriff technological infrastructure and Tyler Technology Inc.'s New World Public Safety records management software. Kane County, on behalf of the Sheriff, will maintain the servers and host the data. Kane County will provide access, licensing, and connectivity. ECCPD records will be kept separate from other agencies through the use of FBI Originating Agency Identifier ("ORI") and Software System upgrades and management will be provided by Kane County. There is no cost to ECC for the duration of the agreement while the Sheriff is provided office space at the Center for Emergency Services.

Staff Contact: Mr. Respicio Vazquez, General Counsel, 847-214-7760

**Intergovernmental Agreement for Police Records Management
System and Services
Between the County of Kane and Elgin Community College**

This Agreement is entered into, by and between, the Board of Trustees for Community College District 509, Counties of Kane, DeKalb, Cook, McHenry and DuPage, State of Illinois (ECC) and the County of Kane, Illinois (COUNTY), on behalf of the Kane County Sheriff's Office (SHERIFF), (collectively "Parties"). This Agreement sets forth conditions governing ECC's use of data through Tyler/New World Systems Law Enforcement Records Management System (RMS) Solution (hereinafter "Agreement") as further described within this document.

WHEREAS, the Parties have the power and authority to enter into this Agreement pursuant to the provisions of Article VII, section 10 of the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act, as amended, 5 ILCS 220/1 *et seq.*, and other applicable authority, and;

WHEREAS, the County, wishes to offer Law Enforcement Agencies that are already participating in the regional public safety communications and emergency 9-1-1 dispatch system (hereinafter referred to as "KaneComm") per Chapter 8, Section 5 of the Kane County Code, the option of employing Tyler Technology Inc.'s New World Public Safety Law Enforcement Records Management System (hereinafter referred to as "LERMS") in conformance with the methods and procedures established by the Kane County Sheriff's Office;

WHEREAS, any Law Enforcement Agency that elects to participate in LERMS must procure the required technological capabilities and hardware to ensure proper performance.

NOW, THEREFORE, for and in consideration of the mutual covenants herein made and pursuant to all applicable statutes and local ordinances, and for other good and valuable consideration the receipt and sufficiency of which are hereby mutually acknowledged, the Parties do hereby agree as follows:

A. Services to be Provided by Kane County to ECC

- a) Kane County shall provide ECC access to licenses to utilize LERMS software.
- b) Kane County shall provide the hardware and infrastructure to run LERMS through their primary data center. Kane County shall also provide backup and recovery services for LERMS.
- c) Kane County shall be responsible for any connectivity issues within Kane County's network.
- d) Kane County Information Technologies shall provide support services to ECC for LERMS on County business days from 8:30 a.m. to 4:30 p.m. Any issues that require assistance

outside business hours or that are beyond the capabilities of Kane County Information Technologies shall be referred to Tyler Technology Inc. for support services and may be at the additional financial responsibility of ECC.

- e) Kane County owns its data and is responsible to maintain its data separate from ECC.

B. ECC's Responsibilities

- a) ECC shall provide names, employee IDs and expected access levels for all personnel that will be using the LERMS.
- b) ECC shall be equipped with ECC maintained hardware, including but not limited to, desktops and/or laptops that meet or exceed the minimum hardware requirements and/or upgrades as determined by Tyler Technologies Inc. for use of LERMS software. Any purchasing of such equipment shall be at the sole expense of ECC and any such equipment remains the property of ECC.
- c) ECC shall have a reliable internet connection to connect to the Kane County Network with a sufficient amount of bandwidth to run LERMS software.
- d) ECC shall be responsible for any connectivity issues occurring outside of the Kane County Network.
- e) ECC shall input all local ordinances utilized by their jurisdiction and all user profiles, including the appropriate security profile for each user, into LERMS.
- f) ECC and its personnel shall use LERMS only for law enforcement purposes for which they are authorized and in conformance with the Law Enforcement Agencies Data System ("LEADS") and Criminal Justice Information Services ("CJIS") policies.
- g) ECC shall have a written disciplinary policy for unauthorized use and/or access of LERMS. Upon notice of such activity, the ECC's chief agency administrator shall conduct an internal investigation of the alleged violation. The investigating findings and any corrective actions taken by ECC shall be reported in writing as soon as practicable but no less than 7-days after the conclusion of the investigation and implementation of corrective actions to the Director of KaneComm.
- h) ECC owns its data and is responsible to maintain its data separate from Kane County.

C. Optional Services for ECC to be Contracted Directly with Tyler Technology Inc.

- a) Customization of LERMS for ECC shall be at the sole expense and discretion of ECC.

- b) Importation of historic records into LERMS shall be at the sole expense and discretion of ECC.
- c) Training of ECC personnel, beyond the initial training, on the use of LERMS shall be at the sole expense and discretion of ECC.

D. Term of the Agreement

- a) The initial term of this Agreement shall be for five (5) years commencing December 1, 2023 and ending on November 30, 2028. Either Party may terminate the Agreement in writing to the other Party at any time, with or without cause, upon thirty (30) days prior to annual fees due date.
- b) ECC agrees to pay the annual cost for implementation of LERMS and fees. The cost for each agency will be added to the annual ECC fees and paid as one fee.
- c) The non-recurring charges and recurring charges are waived for the duration of the agreement that the Kane County Sheriff’s Office is provided office space at the Center for Emergency Services. At such a time when that agreement is terminated or space is no longer provided, then the following recurring charges shall apply.

Number of New World RMS Users: 1

NON-Recurring Charges			
Item	Unit	Qty	Extended
New World Agency Setup per RMS User	\$1,694.00	1	\$1,694.00
New World RMS Training	\$4,000.00	1	\$4,000.00
New World Field Reporting Training	\$2,000.00	1	\$2,000.00
RSA Token	\$75.00	1	\$75.00
Virtual PC & Network	\$250.00	1	\$250.00
Microsoft Enterprise Agreement (Core Cal, Windows, Office)	\$800.00	1	\$800.00
NON-Recurring Charges TOTAL			\$8,819.00

ANNUAL Recurring Charges			
Item	Unit	Qty	Extended
New World Software Maintenance	\$294.00	1	\$294.00
Pulse Secure Licensing	\$20.00	1	\$20.00
Microsoft Core Cal Licensing	\$44.00	1	\$44.00
Microsoft Windows Licensing	\$42.00	1	\$42.00
Microsoft Office Licensing	\$91.00	1	\$91.00
RSA Token Licensing	\$25.00	1	\$25.00
Virtual Machine Licensing	\$356.00	1	\$356.00
IT Support M-F 8:30 - 4:30 NON Holiday	\$3,200.00	1	\$3,200.00
ANNUAL Recurring Charges TOTAL			\$3,778.00

Number of New World RMS Users: 2

NON-Recurring Charges

Item	Unit	Qty	Extended
New World Agency Setup per RMS User	\$1,694.00	2	\$3,388.00
New World RMS Training	\$4,000.00	1	\$4,000.00
New World Field Reporting Training	\$2,000.00	1	\$2,000.00
RSA Token	\$75.00	2	\$150.00
Virtual PC & Network	\$250.00	2	\$500.00
Microsoft Enterprise Agreement (Core Cal, Windows, Office)	\$800.00	2	\$1,600.00
NON-Recurring Charges TOTAL			\$11,638.00

ANNUAL Recurring Charges			
Item	Unit	Qty	Extended
New World Software Maintenance	\$294.00	2	\$588.00
Pulse Secure Licensing	\$20.00	2	\$40.00
Microsoft Core Cal Licensing	\$44.00	2	\$88.00
Microsoft Windows Licensing	\$42.00	2	\$84.00
Microsoft Office Licensing	\$91.00	2	\$182.00
RSA Token Licensing	\$25.00	2	\$50.00
Virtual Machine Licensing	\$356.00	2	\$712.00
IT Support M-F 8:30 - 4:30 NON Holiday	\$3,200.00	2	\$6,400.00
ANNUAL Recurring Charges TOTAL			\$7,556.00

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois. Jurisdiction and venue for any claim, action, suit, or judicial proceeding arising from or relating to this Agreement shall be filed in the Circuit court of Kane County, Illinois, or the federal district court for the Northern District of Illinois.

F. Mutual Indemnification

Each Party shall and agrees to indemnify and hold harmless the other Party and its affiliates, directors, trustees, officers, agents, officials, attorneys, employees against all claims, damages, liabilities, judgements, expenses obligations, injuries, losses or costs; including but not limited to, attorney’s fees and expenses, arising from errors, omissions, negligence or related in any way to the use of LERMS pursuant to this Agreement. It is expressly understood by both Parties to this Agreement, that the obligation to indemnify each Party as set forth above does not apply to any act, failure to act, or conduct of the other Party, its officers, officials, attorneys, or employees for the negligent or willful or wanton acts and omissions of such persons. Each Party agrees to jointly defend against any claim or action brought against any of the Parties related to the use of LERMS to the extent of such Party’s relative degree of culpability.

G. Amendments; Waivers.

Unless otherwise provided in this Agreement, no amendment or modification of this Agreement shall be valid or binding on the Parties unless it is in writing and executed by the Parties. No waiver of any terms or provisions of this Agreement shall be valid unless in writing and signed by the Parties. By notice complying with the foregoing requirements of this Section, each Party shall have

the right to change the address or addressee or both for all future notices and communications to such Party, but no notice of such change of address shall be effective until actually received in writing.

H. Assignment

This Agreement may not be assigned by either Party without the prior written consent of the other Party, which will not be unreasonably withheld.

I. Severability

If any terms or provisions of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provision shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular terms or provision held invalid.

J. Entire Agreement

This Agreement contains all the terms and benefits agreed upon by the Parties with respect to the subject matter contained in this Agreement. This Agreement supersedes any and all prior agreements, arrangements and communications between the Parties concerning such subject matter, whether oral or written for use of LERMS. Except as expressly provided to the contrary, the provisions of this Agreement are for the sole benefit of the Parties and not for the benefit of any other person(s) or legal entity.

K. Notices

- a. All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof when delivered in person at the address set forth below or upon receipt when delivered to addressee by any main or branch United States post office, certified or registered mail, return receipt requested, postage prepaid, properly addressed to the Parties, respectively, as follows:
- b. **For notices to Kane County:**

Executive Director Michelle Guthrie
KaneComm
719 S. Batavia Avenue, Building C
Geneva, Illinois 60134

c. For notices to the ECC:

David Kintz
Chief of Police
1700 Spartan Drive
Building D140
Elgin, IL 60123

And Copy to:


Respicio F. Vazquez
General Counsel
1700 Spartan Drive
Building B235.08
Elgin, IL 60123

IN WITNESS WHEREOF, the Parties have set their hands and affixed their seals on the date first above written.

ON BEHALF OF ECC

ON BEHALF OF KANE COUNTY

Signature



Signature

Print Name

Ron Hain

Print Name

Title

Sheriff

Title

Date

9/26/2023

Date

2024 SCHEDULE OF BOARD MEETINGS, ELGIN COMMUNITY COLLEGE
Regular, Committee of the Whole and Finance Committee

Recommendation

The administration recommends that the Board of Trustees confirms the following schedule of meetings for calendar year 2024, to be held in Building E on the Elgin Community College campus.

REGULAR MEETINGS 6:30 pm Seigle Aud	COMMITTEE OF THE WHOLE* 3:00 pm Rm 100.01	FINANCE COMMITTEE* 2:00 pm Rm 100.01
January 23	January 22	
<i>February [No Meetings]</i>	<i>February [No Meetings]</i>	
March 12	March 11	March 11
April 9	April 8	
May 14	May 13	May 13
June 11	June 10	
<i>July [No Meetings]</i>	<i>July [No Meetings]</i>	
August 13	August 12	
September 10	September 9	
October 8	October 7	October 7
November 12	November 11	
December 10	December 9	December 9

* When the Finance Committee is scheduled to meet (four times per year), the Committee of the Whole will follow. Meeting times may be adjusted to accommodate agenda items.

Dr. David Sam, President

Background

This recommendation is provided in accordance with Board Policy GP.3, which reads:

A schedule of regular board meetings will be adopted at the annual organizational meeting. All regular meetings are open and public.

and

. . . The board . . . shall fix a time and place for its regular meetings. . . Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year. (110 ILCS 805/3-8) (from Ch. 122, par. 103-8) Sec. 3-8

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

**TRUSTEE IN-STATE ATTENDANCE AT ILLINOIS COMMUNITY COLLEGE
TRUSTEE ASSOCIATION (ICCTA) MEETING**

Recommendation

The administration recommends that the Board of Trustees approves trustees' attendance at the November 10 and 11, 2023 ICCTA meeting in Schaumburg, IL. The anticipated cost should not exceed \$600; including registration, hotel and travel costs, for two trustees to attend. Each trustee is a member of ICCTA and dues are paid from the Board's budget.



Dr. David Sam, President

Background

Board policy GP 6.4.c.2, states *...only one trustee may be appointed as the board's official representative (with one alternate) to the ICCTA meetings, all trustees are encouraged to attend all appropriate ICCTA meetings, seminars and workshops, whether held in the Chicago area or downstate...*

Administrative Procedure 2.601, *Travel and Business-Related Expenses* outlines the details regarding travel arrangements. Board members are required to complete a travel claim form for reimbursement within 30 days of attending professional development meetings.

The Public Community College Act (110 ILCS 805/3-8.5) requires every voting member of a board of trustees to complete a minimum of 4 hours of professional leadership training, covering topics that include, but are not limited to, open meetings law, community college and labor law, freedom of information law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee during the first, third and fifth year of his or her term.

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

SIMMAN ESSENTIAL AND NURSING ANNE

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase two (2) SimNewB simulator manikins, peripheral equipment for the manikins and service agreements for the College's Health Professions Department direct from the manufacturer, Laerdal Medical Corporation (Wappingers Falls, NY), in the amount of \$112,047.49.

Description	Qty	Total
SimMan Essential Medium with Reactive Eyes and accessories	1	\$ 47,024.05
5 year Pro Tech support for SimMan and all accessories	1	\$ 29,061.60
Nursing Anne Simulator Medium Geriatric and accessories	1	\$ 19,569.05
3 year Pro Tech support for Nursing Anne and accessories	1	\$ 14,772.79
Shipping and Handling (\$810 for each Sim)	2	\$ 1,620.00
Total		\$ 112,047.49



Dr. David Sam, President

Background

Laerdal sells to and provides services directly to the customer for simulators. They are a leader in the industry and their products are prominently utilized at the College. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, "contracts for goods or services which are economically procurable from only one source" are exempt from bidding.

The administration recommends the purchase of one (1) SimMan Essential manikin, peripheral equipment, and a five (5) year service agreement and one (1) Nursing Anne geriatric manikin, peripheral equipment, and a three (3) year service agreement.

The Accreditation Commission for the Education in Nursing (ACEN) allows for 25% of a nursing student's clinical experience to come from simulation centers. As direct clinical experience with patients is not currently guaranteed in our curriculum, it is critical that the College provide an up-to-date simulation experience for these students.

Funding Source: Perkins Fund

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

BUILDING B WINDOW COVERINGS

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to purchase window coverings from JC Licht (Addison, IL), in an amount not to exceed \$25,206.



Dr. David Sam, President

Background

JC Licht is the sole source provider of the window coverings that the College has installed throughout the campus. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

The current blinds are broken and are in disrepair. The following areas will receive the new coverings: Business and Finance; Teaching, Learning & Student Development; and the President’s suite.

Funding Source: Operation and Maintenance

Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance, 847-214-7367

RATIFICATION OF ARCHITECTURAL FEES – RESPIRATORY CARE PROGRAM

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to engage DLA Architects Ltd. (Itasca, IL) for architectural services in an amount not to exceed \$62,000 for the design and renovation of space in Building A to accommodate the new Respiratory Care Program within the Health Professions Division.



Dr. David Sam, President

Background

Board Action No. 012-A-21 was approved by the Board of Trustees in August, 2020 for General Architectural and Engineering (A/E) Services. DLA Architects Ltd. (Itasca, IL) is one (1) of three (3) architectural firms that were approved to provide these services through a Quality Based Selection (QBS) process. Previous work at the College in relation to the action has been satisfactory.

The College will be offering a new Respiratory Care Program within the Health Professions Division starting in the Fall of 2024. In addition, the Basic Nurse Assistant Program is expanding in response to industry needs with grant funds provided by the State of Illinois. To accommodate the needs of both programs, the current lab used by the Basic Nurse Assistant Program and a classroom will be converted into two equally sized dual-purpose lab/classroom spaces that can be utilized interchangeably by both programs.

The anticipated budget for the total project is \$1.6 million, which includes architectural services, construction management, construction, and related instructional equipment. Adequate laboratory space is needed to achieve Respiratory Care program goals, as well as Commission on Accreditation for Respiratory Care (CoARC) standards. This space requires hospital beds with oxygen/air/gas lines, as well as live suction, which will facilitate effective learning and prepare graduates for employment. The lab/classroom spaces are expected to be available for classes in Fall of 2024.

Funding Source: Operation and Maintenance Restricted

Staff Contact: Dr. Kimberly Wagner, Vice President, Business and Finance, 847-214-7367
Actions 60

RATIFICATION OF CONSTRUCTION MANAGEMENT FEES – RESPIRATORY CARE PROGRAM

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to contract for construction management fees with IHC Construction Companies, (Elgin, IL) in an amount not to exceed \$230,000 for the renovation of space in Building A to accommodate the new Respiratory Care Program within the Health Professions Division.



Dr. David Sam, President

Background

Construction Management services consist of cost estimating, value engineering, scheduling and development of phasing strategies, and site logistics planning. The construction manager is responsible for collaborating with the architect to provide estimated project costs and with the College's project manager, to ensure that the owner's visions are achieved. They also manage the bidding packages and the contracts for each of the trades, on behalf of the College. IHC was selected based on prior proven performance with College construction projects.

The College will be offering a new Respiratory Care Program within the Health Professions Division starting in the Fall of 2024. In addition, the Basic Nurse Assistant Program is expanding in response to industry needs with grant funds provided by the State of Illinois. To accommodate the needs of both programs, the current lab used by the Basic Nurse Assistant Program and an adjacent classroom will be converted into two equally sized dual-purpose lab/classroom spaces that can be utilized interchangeably by both programs.

The anticipated budget for the total project is \$1.6 million, which includes architectural services, construction management, construction, and related instructional equipment. Adequate laboratory space is needed to achieve Respiratory Care program goals as well as Commission on Accreditation for Respiratory Care (CoARC) standards. This space requires hospital beds with oxygen/air/gas lines, as well as live suction, which will facilitate effective learning and prepare graduates for employment. The lab/classroom spaces are expected to be available for classes in Fall of 2024.

Funding Source: Operations and Maintenance Restricted

Staff Contact: Dr. Kimberly Wagner, Vice President of Business and Finance, 847-214-7728
Actions 61

RATIFICATION OF KILNS PURCHASE

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to purchase two (2) Bull Elk Pro Front Loading Kilns and shelving kits for the Visual and Performing Arts Center (VPAC) from Sheffield Pottery (Sheffield, MA), in an amount not to exceed \$44,062.



Dr. David Sam, President

Background

Sheffield Pottery is the sole source provider for Bull Elk Pro Front Loading Kilns. Per the Illinois Community College Act Compiled Statutes, Chapter 110, Act 805/3-27.1, “contracts for goods or services which are economically procurable from only one source” are exempt from bidding.

This is for the purchase of two (2) new Bull Elk Pro Front Loading Kilns for the ART 3D program. The College is replacing two (2) old and damaged kilns (the kilns were damaged during the move into Building H). The current kilns no longer meet the College’s safety requirements.

Funding Source: Education Fund

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

RATIFICATION OF SALE OF USED COMPUTER EQUIPMENT

Recommendation

The administration recommends that the Board of Trustees ratifies and authorizes the administration to sell used computer equipment consisting of laptops, desktop computers, monitors and peripheral equipment to Attyah Tech Inc. (Ashburn, VA), the highest responsible bidder, in the total amount of \$26,815.75.

VENDOR	LOCATION	TOTAL
Attyah Tech Inc	Ashburn, VA	\$ 26,815.75
MK Sisk & Associates	Marshfield, MA	\$ 17,100.00
Imaan International Inc	Fredericksburg, VA	\$ 13,519.00
HOB International	Batavia, IL	\$ 12,650.00
Cornerstone Technologies Inc	Norcross, GA	\$ 12,445.00
Arcoa Group	Waukegan, IL	\$ 12,176.00
IT Assets Inc	Oklahoma City, OK	\$ 12,175.00



Dr. David Sam, President

Background

The invitation to bid was advertised and sent to fourteen (14) vendors, none of which were in-district.

Every year, the Information Technology Department replaces 300-500 of the oldest computers from the College's inventory of 2,500 computers and sells off the old equipment. This ongoing computer replacement program was put in place because of continued technological changes in the industry.

The College's bid consisted of 63 laptops, 686 desktops, 257 monitors, and their associated peripheral equipment (keyboards and mice). The equipment was shrink-wrapped on nine (9) pallets and the vendor is responsible for using their own resources and transportation to take possession of the equipment. All equipment is sold "as is" and with no warranty offered.

Funding Source: Funds received will be credited to the Education Fund

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

RATIFICATION OF WINTER SPORTS BUS TRANSPORTATION

Recommendation

The administration recommends that the Board of Trustees authorizes the administration to ratify a contract for bus transportation services from Chicago Classic Coach (Chicago, IL), in an amount not to exceed \$25,000 which will allow for post-season trips.



Dr. David Sam, President

Background

The request for quotes was sent to three (3) vendors, none of which were in-district, one (1) of which was disqualified for an incomplete quote. The transportation industry continues to struggle with shortages of bus drivers.

The College Athletic department is unable to use the College's own vehicles due to the size of the sports teams. As such, the College will secure transportation services for our winter men's and women's basketball seasons.

Funding Source: Education Fund

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

**NEW HIRE, INSTRUCTOR OF BASIC NURSE ASSISTANT
Ms. Jessica Miner**

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Ms. Jessica Miner as a tenure-track Instructor of Basic Nurse Assistant at a salary of \$54,686 (Lane I, Step 2) on the Elgin Community College Faculty Association (ECCFA) 2024 salary schedule, effective Spring semester, 2024.



Dr. David Sam, President

Background

Ms. Jessica Miner earned both her Bachelor's degree in Nursing and her Master's degree in Nursing from Chamberlain University. She has held an Illinois nursing license since 2019.

Ms. Miner has four years of clinical nursing experience, most recently having worked at both Advocate Sherman Hospital and Advocate Good Shepherd Hospital. In addition, for the past year she has served as an adjunct faculty in the Basic Nurse Assistant program and a clinical instructor in the Nursing program at ECC. Jessica also has one year of experience as the clinical supervisor for the Basic Nurse Assistant program at Harper College.

Ms. Jessica Miner is a student-centered instructor having also served as an academic support tutor in ECC's nursing department. She understands the importance of creating a classroom environment that is conducive to learning and providing students with the skills necessary to become caring nurse assistants. We look forward to having Ms. Miner join the full-time faculty ranks in ECC's newly expanded basic nurse assistant department.

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

**NEW HIRE, INSTRUCTOR OF PHLEBOTOMY
Ms. Pinakini Thakkar**

Recommendation

The administration recommends that the Board of Trustees approves the appointment of Ms. Pinakini Thakkar as a tenure-track Instructor of Phlebotomy at a salary of \$65,547 (Lane I, Step 6) on the Elgin Community College Faculty Association (ECCFA) 2024 salary schedule, effective Spring semester, 2024.



Dr. David Sam, President

Background

Ms. Pinakini (Pina) Thakkar earned both her Bachelor's and Master's degrees from Gujarat University in India. She is also a certified phlebotomist through the American Society of Clinical Pathology (PBT-ASCP).

Ms. Thakkar has been teaching phlebotomy at ECC and McHenry County College for the past five years, and in addition, she has 15 years of experience working as a phlebotomist in the laboratory at Advocate Sherman Hospital.

Ms. Pina Thakkar is known for creating a welcoming, equitable, and inclusive classroom environment, and we look forward to the experience and energy she will bring to ECC's expanded phlebotomy department.

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

**GRANTING OF TENURE, ASSISTANT PROFESSOR II OF BIOLOGY
Dr. Charles Dakarian**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Dr. Charles Dakarian, Assistant Professor II of Biology, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Wendy Miller, dean of health professions, math science and engineering, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, INSTRUCTOR OF NURSING
Ms. Jacquelyn Dalke**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Ms. Jacquelyn Dalke, Instructor of Nursing, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Wendy Miller, dean of health professions, math science and engineering, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, INSTRUCTOR OF NURSING
Ms. Lisa Hodson**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Ms. Lisa Hodson, Instructor of Nursing, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Wendy Miller, dean of health professions, math science and engineering, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, INSTRUCTOR/PUBLIC SERVICES LIBRARIAN
Ms. Elizabeth Hultman**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Ms. Elizabeth Hultman, Instructor/Public Services Librarian, January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Mr. Tim Moore, dean of academic resources and instructional technology, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, INSTRUCTOR OF WELDING
Mr. Thomas Limberis**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Mr. Thomas Limberis, Instructor of Welding, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Ms. Cathy Taylor, dean of sustainability, business and career technologies, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, ASSISTANT PROFESSOR I OF BIOLOGY
Mr. Chad Pearion**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Mr. Chad Pearion, Assistant Professor I of Biology, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Wendy Miller, dean of health professions, math science and engineering, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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

**GRANTING OF TENURE, Assistant Professor II of Chemistry
Dr. Rituparna Saha**

Recommendation

The administration recommends that the Board of Trustees grants tenure to Dr. Rituparna Saha, Assistant Professor II of Chemistry, effective January, 2024.



Dr. David Sam, President

Background

Faculty members are eligible for tenure after being employed for a period of three consecutive school years. The criteria for evaluation of non-tenured teaching faculty are based on performance of job tasks. The following processes are completed on an annual basis for the three consecutive years prior to the faculty being eligible for tenure recommendation.

Teaching Faculty

1. At least one classroom visitation per semester with dean and peer review
2. Student Evaluations of Instruction for all classes each semester
3. Annual Faculty Content Assessment
4. Annual Content Assessment Report by assigned faculty
5. Annual Faculty Self-Assessment Report
6. Annual Summary Evaluation Conference

The three-year tenure process is concluded with the annual conference between the dean of the respective area and the faculty member. Based on agreement between the tenure and evaluation committee and the dean, their joint recommendation is forwarded by the dean to the vice president for teaching, learning and student development.

This recommendation for tenure, submitted by Dr. Wendy Miller, dean of health professions, math science and engineering, is supported by Dr. Peggy Heinrich, vice president of teaching, learning, and student development. It is in accordance with Board Policy GP 8. 1; *Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805)*; and Article IIIB, Tenure, paragraph 805/3B-2, of the *Illinois Public Community College Act*.

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