

**MINUTES OF REGULAR BOARD MEETING
OCTOBER 17, 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, October 17, 2023, in Building E, Room E100.01.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:44 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. Garber, VP, Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel; Mr. Ray, CHRO; 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 Rodriguez moved to recess to closed session.

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 at 5:46 p.m.

3. Reconvene Open Session

The closed-session concluded at 6:41 p.m. The board reconvened in open session at 6:47 p.m. in E125, Seigle Auditorium.

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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. 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 Arroyo.

Chair Redmer asked for a moment of silence to acknowledge the tragedy of the Israel-Hamas war taking place in Israel and Gaza.

D. Shared Values

The Trustees read the Shared Values.

5. President's Report

- Dr. Sam acknowledged Lori Clark, ECCFA president and Anitra King, SSECCA president in the audience.
- ECC earned the Military Friendly designation from G.I. Jobs. We also received two awards: The 2023-2024 Military Friendly School Designation and the 2023-2024 Military Spouse Friendly School Designation.
- ECC's Marketing & Communications department has won 13 awards through the National Council for Marketing & Public Relations (NCMPR). This includes 5 Gold, 7 Silver and 2 Bronze awards.
- ECC's student group, OLAS, will receive an Elgin Image Award for a Youth Service Project.
- Dr. Liddy Hope, Associate Professor of Human Services, was spotlighted.
- Congratulations to Trustee Nowak for running the Chicago Marathon.

6. Audience Wishing to Address the Board

The following audience member addressed the Board:

- Lori Clark, ECCFA president, offered comments regarding the SSECCA Union.
- Anitra King, SSECCA president, offered comments on celebrating Higher Ed in October and the strength of unions.

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7. Board Reports

A. Finance Committee

Trustee Rodriguez provided an overview of the Finance Committee meeting held on Monday, October 16, 2023. Items presented and discussed include: Internal Audit; Review of FY24 Budget to Actual; Capital Projects Priority and Funding List; FY25 Lab Fees, Course Fees, and Instructional Fees; Service Fees for FY25 and Property Tax Levy Discussion – Tax Year 2023 Discussion.

B. Committee of the Whole

Trustee Arroyo provided an overview of the Committee of the Whole meeting held Monday, October 16, 2023. The following presentations were provided: Liberal, Visual and Performing Arts (LVPA) by Dr. Perkins; HR Recruiting Process by Mr. Ray; ECC Performance Report FY2023 by Dr. Garber. Mr. Dolan provided a construction update. Board Actions and items on the October 17, 2023 agenda were discussed. Minutes of the Committee of the Whole meeting will be available on the website once they are approved.

C. Illinois Community College Trustee Association (ICCTA)

Trustee Ollayos reported that the next meeting will be November 10-11, 2023 in Schaumburg, IL.

D. Association of Community College Trustees (ACCT)

Trustee Ollayos reported the following: There was record attendance this year at the ACCT Congress with almost 1,900 attendees. Mr. Rudden and Trustee Ollayos had 40 attendees at ECC's Predictive Analytics presentation. Trustee Ollayos attended the advisory committee meeting and the topics discussed included: Use of ACCT Connect, Governance/Bi-Laws, Training for the ACCT Board and more. Chair Redmer added that the session regarding health centers on college campuses was helpful and shared information on some of the sessions attended.

E. Legislative

Trustee Rakow reported the following: The ECC Board of Trustees welcomed Maria Borrero, Manager of Community Engagement & Legislative Affairs to ECC. September 15, Trustee Arroyo attended the IL Legislative Luncheon at Ascension Saint Alexius Women and Children's Hospital. Panelists included: Senators Murphy, McConchie, Castro, and Gillespie, Representatives Crespo, Syed, Mussman, and McLaughlin. Panelists discussed their current and future plans for state and local legislation, current funding priorities and new legislation they intend to introduce in their communities. Topics also included business development, public education, and future projects in the Hoffman Estates area. September 19, Trustee Redmer and Student Trustee Kolbusz attended a public panel hosted by ECC, entitled Power, Passion, & Policy. The panel included Senators Castro, Holmes, and Murphy and Representatives Hirschauer, Moeller, Mussman, and Ness. The panel shared their personal testimonies about navigating local government as women in leadership, as well as highlights and learning curves they experienced in their professional careers, prior to being elected to office. Immediately following the public panel, was a student-only reception, sponsored by the Office of Student Life and the ECC Center for Civic Engagement, where 20 students met with Representative Nabeela Syed to hear more about her journey as the youngest member of the Illinois House of Representatives and to ask additional questions.

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September 26, Trustee Redmer attended the University of IL System- Transferability Discussion, hosted by ECC, which focused on how to improve existing transfer partnerships so it is easier for community college students to transfer credits to University of Illinois institutions. Twenty-six representatives from the University of Illinois system were in attendance. September 26, Trustees Arroyo and Ollayos attended the AID benefit auction. September 30, Trustee Arroyo and Student Trustee Kolbusz, attended the Centro de Información Gala. October 7 Trustees Redmer and Rodriguez attended the Northern Kane County Chamber Annual Awards Dinner. Plans continue for Meet & Greet on campus with our elected officials. Upcoming meetings with legislators are:

- November 14, 3:30 p.m. House Republican Leader, Representative Tony McCombie
- November 28, 11:00 a.m. Senator Karina Villa
- December 5, 11:00 a.m. Assistant Majority Leader, Senator Holmes.

F. ECC Foundation

Trustee Parks reported the following: FY24 fundraising has begun with \$93,553 in total monetary giving. Strong support for Annual Giving and the Gala were prime contributors. Awarding for the 2023-2024 school year is currently underway with 57% of scholarships awarded. The Retiree Advisory Network Steering Committee met and is planning its Fall general meeting for October. Purses with Purpose partnered with Latina State Law Enforcement Retiree, JoAnn Armenta, to host a Latina outreach event to share information regarding HSI's (Hispanic Serving Institutions), and what it means to ECC as an HSI. The *Dare to Dream* Gala exceeded all expectations. Attendance surpassed last year's gala, with 230 guests. The Foundation submitted a proposal to the Illinois Arts Council to provide matching grant funds (\$12,000) for Ensemble Espanol Spanish Dance Theatre's presentation "Tails of Spain." This event is part of the College's commitment to inviting new, diverse audiences to the Arts Center. Proposals were also submitted to the IL Green Economy Network for Solar & Wind Course Enhancement (\$5,000) and an Off Grid Solar Array Training Unit (\$40,000). Preparations for an FY24 Developing Hispanic Institutions (Title V Grant) through the Department of Education have begun. The Sensational Seventy-Five Alumni nomination list has been submitted to Dr. Sam. Tours of ECC continued in September as part of our cultivation strategy for prospective campaign donors and an October cultivation event will be hosted by Karen Fox and Rich Jacobs.

G. Student Report

Student Trustee Kolbusz reported the following: Welcome Week events took place August 22 through September 6. There was an Honors in Action event on September 5. PTK held their first fellowship event at Congo River Mini Golf on September 9. September 13 the first MyECC Pop Up event helped promote the new MyECC Experience App. Student Trustee Kolbusz, along with 34 others, attended the Student Networking with Representative Nabeela Syed event September 19. Building Konnections, student life's newest initiative, was held in Building K to connect students to the services and resources available across campus. A detailed report is included in the Reports Section.

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8. College Reports

Board Action No. 044-A-24, Acceptance of Written College Reports

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

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)

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.

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

9. Consent Agenda

Chair Redmer removed the following items from the consent agenda:

L.4 Board Action No. 059-A-24, Ratification of Construction Management Fees – Respiratory Care Program, 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.

M.3 Board Action No. 065-A-24, Granting of Tenure, Assistant Professor II of Biology, Dr. Charles Dakarian, grants tenure to Dr. Charles Dakarian, Assistant Professor II of Biology, effective January, 2024.

Chair Redmer read the following consent agenda items:

- A. **Board Action No. 045-A-24, Minutes of the Regular Board Meeting of September 12, 2023**
- B. **Board Action No. 046-A-24, Minutes of Closed Session Board Meeting of September 12, 2023**
- C. **Board Action No. 047-A-24, Destruction of Audiotapes of Closed Session Board Meeting of January 25 and 26, 2022**
- D. **Board Action No. 048-F-24, Ratification of Report of Expenses**
- E. **Board Action No. 049-F-24, Ratification of Board of Trustee Travel Expenses**
- F. **Board Action No. 050-A-24, Release of Select Closed-Session Minutes of Board Meetings of August 2021-June 2023**

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- G. **Board Action No. 051-A-24, Ratification of Transitional English Language Arts Course Memorandum of Understanding Between Community Unit School District No. 300 and Community College District No. 509**
- H. **Board Action No. 052-A-24, Dual Credit Programs Memorandum of Understanding Between Central Community Unit School District No. 301 and Community College District No. 509**
- I. **Board Action No. 053-A-24, Intergovernmental Agreement Between Community College District No. 509 and The County of Kane**
- J. **Board Action No. 054-A-24, 2024 Schedule of Board Meetings, Elgin Community College – Regular, Committee of the Whole and Finance Committee**
- K. **Board Action No. 055-A-24, Trustee In-State Attendance at Illinois Community College Trustee Association (ICCTA) Meeting**
- L. **Purchases**
 - 1. **Board Action No. 056-S-24, SimMan Essential and Nursing Anne**, 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
 - 2. **Board Action No. 057-B-24, Building B Window Coverings**, authorizes the administration to purchase window coverings from JC Licht (Addison, IL), in an amount not to exceed \$25,206.
 - 3. **Board Action No. 058-A-24, Ratification of Architectural Fees – Respiratory Care Program**, 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.
 - 5. **Board Action No. 060-S-24, Ratification of Kilns Purchase**, 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.
 - 6. **Board Action No. 061-A-24, Ratification of Sale of Used Computer Equipment**, 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.
 - 7. **Board Action No. 062-S-24, Ratification of Winter Sports Bus Transportation**, 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.
- M. **Personnel**
 - 1. **Board Action No. 063-P-24, New Hire, Instructor of Basic Nurse Assistant, Ms. Jessica Miner**, 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.

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2. **Board Action No. 064-P-24, New Hire, Instructor of Phlebotomy, Ms. Pinakini Thakkar**, 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.
4. **Board Action No. 066-A-24, Granting of Tenure, Instructor of Nursing, Ms. Jacquelyn Dalke**, grants tenure to Ms. Jacquelyn Dalke, Instructor of Nursing, effective, January, 2024.
5. **Board Action No. 067-A-24, Granting of Tenure, Instructor of Nursing, Ms. Lisa Hodson**, grants tenure to Ms. Lisa Hodson, Instructor of Nursing, effective, January, 2024.
6. **Board Action No. 068-A-24, Granting of Tenure, Instructor/Public Services Librarian, Ms. Elizabeth Hultman**, grants tenure to Ms. Elizabeth Hultman, Instructor/Public Services Librarian, effective, January, 2024.
7. **Board Action No. 069-A-24, Granting of Tenure, Instructor of Welding, Mr. Thomas Limberis**, grants tenure to Mr. Thomas Limberis, Instructor of Welding, effective, January, 2024.
8. **Board Action No. 070-A-24, Granting of Tenure, Assistant Professor I of Biology, Mr. Chad Pearion**, grants tenure to Mr. Chad Pearion, Assistant Professor I of Biology, effective, January, 2024.
9. **Board Action No. 071-A-24, Granting of Tenure, Assistant Professor II of Chemistry, Dr. Rituparna Saha**, grants tenure to Dr. Rituparna Saha, Assistant Professor II of Chemistry, effective, January, 2024.

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

Second: Trustee Ollayos seconded the motion.

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

Other

- L.4 Board Action No. 059-A-24, Ratification of Construction Management Fees – Respiratory Care Program**, 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.

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

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 6; Redmer, Nowak, Ollayos, Rodriguez, Arroyo, Parks; nay, 0; abstain, 1; Rakow; Student Trustee Kolbusz, aye; motion carried.

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M.3 Board Action No. 065-A-24, Granting of Tenure, Assistant Professor II of Biology, Dr. Charles Dakarian, grants tenure to Dr. Charles Dakarian, Assistant Professor II of Biology, effective January, 2024.

Motion: Trustee Rakow moved to approve the agenda item as presented.
Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 6; Redmer, Rakow, Nowak, Rodriguez, Arroyo, Parks; nay, 0; abstain, 1; Ollayos; Student Trustee Kolbusz, aye; motion carried.

10. Old Business

No old business was brought forward.

11. New Business

Trustee Ollayos shared that the “Good Scout Breakfast” honoring Trustee Emeritus Duffy will be held November 9 at 7:30 a.m. at Camp Big Timber in Elgin.

12. Adjournment

Motion: Student Trustee Kolbusz 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 7:39 p.m.

Shane Nowak, Board Secretary

Diane Kerruish, Board Recorder